



Contractor Health & Safety Handbook

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CENTRAL ERIN PROPERTY MANAGEMENT CONTRACTOR HEALTH & SAFETY HANDBOOK

Providing professional, real estate management to the Condominium, Commercial and Multi-Residential markets throughout Ontario.

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Table of Contents

FORWARD.....	2
DEFINITIONS	3
BURNING / WELDING & CUTTING	4
Standards-Burning, Welding and Cutting	4
Procedures – Burning, Welding and Cutting.....	4
LOCKOUT OF EQUIPMENT AND MACHINERY	6
Lockout of Equipment & Machinery	6
Work on Energized Equipment	6
General Guidelines.....	6
CONFINED SPACE ENTRY	7
Confined Space Entry	7
INVOICING.....	8
PAYMENT SCHEDULE	8
UN-AUTHORIZED WORK	8
CONTRACTOR COMPLIANCE FORM	9
CONTRACTOR COMPLIANCE FORM (copy)	11
NOTES.....	12



FORWARD

We are in a service based industry, where the work we do and the manner in which we do it, not only reflects on us, but through our actions, bring us either great success or failure.

Central Erin Property Management was founded on principles of what is now an increasingly forgotten era. Where hard work, positive attitude, and respect are esteemed.

We ask you to join with us in invigorating these principles, and move forward with us to become industry leaders in excellence. Please review the enclosed detachable Contractors Compliance document, then sign and return the completed form back to our offices with any additionally requested documents.

Sincerely,

A handwritten signature in black ink, appearing to read "Tony Peros", written over a light grey rectangular background.

Tony Peros
Vice President
Central Erin Property Management

*IT IS NOT THE STONGEST OF THE SPECIES THAT SURVIVE, NOR THE MOST INTELLIGENT, BUT THE ONE MOST
RESPONSIVE TO CHANGE'*
CHARLES DARWIN

DEFINITIONS

Below sets forth the commonly used definitions referred to in this document.

Company:	Central Erin Property Management, its parents, affiliates, and/or property ownership companies and/or corporations.
Contractor:	The service provider and/or his/her subcontractor(s) performing work on or about any properties managed and/or owned by the Company.
Worker:	Any person supplying work or supplying services for monetary compensation for the Contractor.
Workplace:	Any Land, premises, location or thing at, upon, in or near which the Contractor and/or his/her Workers perform services or work for the Company.
Work Order:	A form created by the Company, detailing the nature of the work requested to be completed.
Superintendent:	Where applicable, this designated on-site employee may coordinate Contractor work for that specific Workplace, and is authorized to verify completion of Contractor work.
Property Manager:	This designate of The Company who oversees the operations of the entirety of each Workplace(s) of The Company. Is also the direct supervisor of the Superintendent, and available 24 hours a day 7 days a week for all Workplace emergencies.

BURNING / WELDING & CUTTING

The purpose of this section is to ensure that all Workers adhere to the practices outlined to prevent fires or explosions. Only trained and authorized Workers are permitted to conduct burning, welding, and cutting activities.

Standards-Burning, Welding and Cutting

Welding, cutting and similar processes must be carried out according to the requirement of: CSA Standard W1 17.2-94, Safety in Welding, Cutting and Allied processes, or other standard acceptable to the board.

The manufacturer's instructions and recommendations for the equipment being used, and Other applicable requirements of the Regulation.

Procedures – Burning, Welding and Cutting

No individual while attending to welding and burning shall use a plastic cased butane cigarette lighter.

All acetylene cylinders must have been placed in an upright position at least thirty minutes prior to use.

Workers must be protected from fumes, radiation and electric arcs during welding or burning operations with approved safety work clothing. Specifically, a Worker involved in welding or burning must wear:

- Flame resistant work clothing
- Gauntlet gloves of leather or other suitable material and arm protection.
- An apron of leather or other suitable material for heavy work,
- Eye and face protection against harmful radiation, particles of molten metal, and while chipping and grinding welds, and
- Substantial safety footwear made of leather or other suitable material.

All burning equipment must be kept clean and free of grease, oil or lubricants.

Receptacles for electrode stubs must be provided and used.

Arc welding must not be carried out unless Workers who may be exposed to radiation from the arc flash are protected by adequate screens, curtains or partitions or wear suitable eye protection.

A screen, curtain or partition near an arc welding operation must be made of or be treated with a flame resistant material or coating, and must have a non-reflective surface finish.

Recently welded or flame cut work must be marked "HOT" or effectively guarded to prevent contact by a worker, if a worker not directly involved in the hot work is likely to enter the work area.

Where burning or welding is taking place and vehicle or rail traffic moves into the area, a person must be posted to act as a guard for the welder.

All welding or burning in the vicinity of combustible materials must be done after the issuance of a burning permit and the requirement of the permit are met.

A competent worker will be defined to be, a person who has presented a certificate of training or has demonstrated proper knowledge to the Company of safe burning and welding practices.

Regulators, gauges, hoses or torches that are damaged are not to be used.

A suitable fire extinguisher must accompany all welding and burning equipment (nothing less than 5 lbs. ABC).

Where combustible materials are in the area, a tested water hose should also be available and combustible material wet down prior to and after burning and welding (as the situation warrants). Fire blankets are another acceptable means of control.

Prior to commencing burning or welding, the work area must be inspected for explosives, oil or any other combustible material, and such material removed or made safe before operations commence.

LOCKOUT OF EQUIPMENT AND MACHINERY

The purpose of this section is to ensure that employees do not work within the confines of a machine or equipment when there can be accidental start up or ignition while performing maintenance, such as cleaning, oiling or repairing.

Lockout of Equipment & Machinery

If the unexpected energization or startup of machinery or equipment or the unexpected release of an energy source could cause injury, the energy source must be isolated and effectively controlled.

Lockout is required if a work activity creates a risk of injury to Workers from the movement of machinery or equipment, or exposure to an energy source, and the machinery or equipment is not effectively safeguarded to protect the workers from the risk.

The application of a lock is not required if the energy isolating device is under the exclusive and immediate control of the Worker at all times while working on the machinery or equipment, or the device has a readily disconnected power supply (such as an electrical cord or quick release air or hydraulic line) and its connection point is kept under the immediate control of the worker at all times while work is being done.

Work on Energized Equipment

If it is not practicable to shut down machinery or equipment for maintenance, only the parts which are vital to the process may remain energized and the work must be performed by Workers who:

- a) Are qualified to do the work
- b) Have been authorized by the Company to do the work, and
- c) Have been provided with and follow written safe work procedures

General Guidelines

A Worker, prior to working on a piece of powered equipment must:

- Isolate the equipment according to established procedures.
- Install a personal lock and completed "Do Not Operate" tag on the locking device on the equipment, if so equipped.
- Try the controls before starting repairs to ensure the equipment can not be activated and any contained power be released.

CONFINED SPACE ENTRY

Workers are not allowed to enter a confined space as (determined by the Occupational Health and Safety Act and Regulations) without following the safe work procedures and practices provided by the Company. Only authorized and trained workers can enter and perform work in confined spaces.

Confined Space Entry

The person in charges as well as an employee required to enter a confined space shall place a safety lock-out mechanism on any devises that could permit entry or removal of material in the confined space. Any mechanical devices in the confined space will also be locked-out (when appropriate).

Prior to any person entering a confined space, the air quality in the container/area must be tested to ensure it is safe to work in. Auxiliary ventilation or breathing protection must be used where tests indicate contaminated air. Any person required to use breathing protection must be trained in the proper use of the equipment.

All requirements of the Confined Space Entry Permit shall be marked as checked or non-applicable (NA) and strictly complied with.

Where a mechanical retrieval system is used, the Supervisor will ensure that the monitor is trained in its use.

Prior to a confined space being returned to production, all tools and materials must be removed. All workers upon leaving the confined space must sign the release on the permit and return the permit to the Supervisor.

Prior to the resumption of use of the confined space, the Supervisor must inspect the area concerned following the completion of the work repairs.

INVOICING

As all work is originated from a work order the Superintendent or Property Manager will contact you with a detailed list of work required as well as a time frame in which this work requires completion.

All invoices must include the Workplace address and any corresponding specific unit number (where applicable). All completed work should be detailed on the invoice, along with materials used. Contractors invoicing with an HST number, must ensure that number is present on each invoice.

Invoices will only be processed when accompanied by either a Company provided Work Order signed by the Company's representative, and/or the Contractors own Work Order providing that contains the signature of the Company's representative.

All Contractors are required by law to ensure they and/or their Workers have a WSIB clearance certificate, and that all Workers have received all legislatively required Health & Safety Training. A copy of the Contractors WSIB Clearance Certificate will be required at least annually (every January) unless specifically requested prior by the Company. Failure to comply with this request will result in invoice payments being suspended and previously authorized work requested postponed or cancelled.

PAYMENT SCHEDULE

It is the sole responsibility of the Contractor to remit invoices to the head office of the Company. The Company undertakes to process invoices received on or by the 12th of each month, for a cheque run of that same month.

Providing there are no chargebacks, holdbacks, or disputes related to the Contractor's account. The Company will mail payment once the cheque(s) have been signed.

UN-AUTHORIZED WORK

Any work that was not detailed in your original Work Order that arises from work you are performing must be brought to the immediate attention of the Superintendent or Property Manager.

Do not proceed with any work until you have been given proper approval, as un-authorized work will not be approved for payment.

If there is a better way in which to affect a repair, complete a task or an obvious aspect to the job that was missed by the Superintendent or Property Manager we expect you to bring this to the immediate attention of the Superintendent or Property Manager.

CONTRACTOR COMPLIANCE FORM

Item #	Detail	Acknowledgement (Place check mark in box)
1	Access to units must be provided by the Superintendent or Property Manager. Under no circumstances will the Contractor accept a master key(s) for the building (unless you are the locksmith creating additional keys per work order request).	
2	The Contractor will not create a copy of any keys provided to you by the Superintendent or Property Manager, without the written consent of the Property Manager.	
3	The Contractor will ensure that upon completion of the assigned work, you return the work area to a clean and organized state, and will ensure the unit, work room, and/or building is left locked (as appropriate for the location).	
4	Unless directed otherwise in writing by the Superintendent or Property Manager, all communication regarding the work assigned on the work order, will not be discussed with the tenant(s), patron(s) or guest(s) of the property.	
5	The Contractor has read and acknowledges, the Contractor will adhere to the terms and conditions of the Company's Privacy Policy (available at URL www.centralerin.com)	
6	All invoicing will be made in accordance with current accounting practices, and applicable legislative requirements. Invoices will be mailed to the Company at their prescribed head office location (available at URL www.centralerin.com).	
7	If The Contractor invoices HST, The Contractor affirms their HST account is current and will be kept current with CRA. Failure to keep that account current and continue to charge HST will result in the Company withholding payment on the invoice until confirmation has been provided, and/or seeking credit back on past invoices as appropriate.	
8	The Contractor will ensure that the Workers have been provided with appropriate levels of health and safety training.	
9	The Contractor will ensure that the Workers have with them and know how to use and will use as appropriate; a copy of the OHSA, any MSDS for hazardous products they handle, Personal Protective Equipment, and all tools and/or equipment will meet CSA and/or other applicable regulatory standards.	
10	The Contractor has read and acknowledges adherence at all times to the terms and conditions of the Company's Health & Safety Policy, and Respect in The Workplace Policy, and will act in full compliance with the health and safety standards as outlined by federal, provincial, and/or municipal regulations. (Available at URL www.centralerin.com)	
11	The Contractor will provide proof of health and safety training, and appropriate certifications for specialized operations, upon request by the Company.	
12	The Contractor will inform The Company of any possible Health & Safety risks at the Workplace, and will undertake to mitigate those risks by using appropriate practices to reduce that risk at the Source, Path or Worker (and/or public).	
13	In the event of non-compliance, or where a Worker is found to be working unsafely, The Contractor acknowledges that the Company may stop all work being performed at that Workplace, until all non-compliance issues have been addressed to the satisfaction of the Company. The Contractor understands that The Company will not be responsible for the time it takes the Contractor or the Worker to correct non-compliance issues; for example, but not limited to travel time to and from the job site to obtain necessary compliance materials and/or training certifications.	
14	The Contractor will forward to the Company a current WSIB Clearance certificate, a current certificate of Liability Insurance, and this acknowledgement form. The Contractor affirms they will keep these items current and available for re-submission upon request from the Company, as they expire and/or annually in the month of January.	

By checking each item above and signing below I/We acknowledge review and agreement with these items.

Signature
(I have authority to commission this document
on behalf of my company)

Date

Print Name of Signing Officer:

Company Name

Please detach along the perforated edge and return by mail

CONTRACTOR COMPLIANCE FORM (copy)

(Contractor copy)

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NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



CENTRAL ERIN PROPERTY MANAGEMENT

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