

# Welcome to Tiercon Corp.

---

## Contractor Orientation





# Overview

---

- Company Overview
- Health and Safety Policy and Rules
- Environmental Policy and Requirements
- Spill Procedure
- Customer Part Protection

# Why is Contractor Management Important at Tiercon?

---

- To be compliant with all applicable environmental, health and safety legislation, regulations and standards that require us to manage contractors and ensure they are competent to be performing the work we are hiring them for.
- To ensure we take every precaution reasonable to protect and promote the safety of our employees, visitors and contractors working on Tiercon property.
- To ensure we hire and work with Companies with good environmental, health and safety records.
- To protect Tiercon's property and infrastructure.
- To reduce potential risk to Tiercon and its employees, contractors and visitors if there is an incident.



# Company Overview

---

- Our manufacturing operations include the design, injection molding, painting and assembly of plastic and plastic-metal integrated automotive parts.
- Tiercon has over 650 employees in 5 Sites across North America



591 Arvin Ave, Stoney Creek: 162,000 ft<sup>2</sup>



596 Arvin Ave, Stoney Creek, 92,000 ft<sup>2</sup>



361 Barton Street/352 Arvin Ave,  
Stoney Creek: 150,000 ft<sup>2</sup>



Tiercon Oshawa: 63,000 ft<sup>2</sup>



Coplas, Sterling Heights USA: 30,000 ft<sup>2</sup>

# Parking & Entering/Leaving Premises

---

Contractors must:

1. Park in designated Visitor or Company parking areas. Designated accessible parking areas are require a valid permit.
  - No parking in unmarked areas including accessible zones, blocking fire routes and exit doors, and blocking access to bay doors.
  - Tiercon is not responsible for parking tickets incurred from illegally parking vehicles.
2. Report to the Main Reception or Security upon arrival at the site to meet with site contact.
3. Sign in and out when entering and leaving premises.
4. After work is completed, please leave through employee entrance if not accompanied by your site contact and report to Main Reception or Security.



# Health & Safety Policy

---

Tiercon Corp. is committed, as an employer, to provide and maintain a safe and healthy workplace through the management and review of an active Health and Safety program.

In all situations, priority is given to protect our employees, contractors and our visitors from occupational illness, injury and risk, and to preserve materials, assets, and the environment against the risk of fire, damage and other losses. Fulfillment of this commitment will be done through an integrated system focusing on prevention and continuous improvement.

Every reasonable effort will be made to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work-related injury.

By committing to the above, and in the spirit of the Internal Responsibility System, we will ensure that we will meet minimal legislated requirements.

Supervisory staff will be competently trained to provide a safe and healthy workplace and accept responsibility to ensure employees, all contractors and visitors fulfill their part of the health and safety program.

Each employee will accept the responsibility to work in a safe manner and report all unsafe working conditions.

# Tiercon Safety Rules

---

- You need to familiarize yourself with the hazards before starting your work. Speak to your Tiercon Corp. Site Contact (TCSC) to understand the safety controls you need to follow for your safety and the safety of others.
- Refer to document *EHSF-1020 Supplier/Contractor Environmental, Health and Safety Control Briefing and Sign Off* for specific safety requirements and responsibilities.



**THE SAFE WAY IS  
THE BEST WAY**



# COVID-19 Preparedness & Response Plan

---

1. You must complete form EHSF-2032 Health Declaration and Acknowledgement Form
2. Health Screening On-site
  - Questionnaire
  - Temperature reading
  - Hand sanitizing and face mask distribution
3. FACE MASK mandatory whenever working indoors at Tiercon Corp. locations
  - Exceptions: Lunch rooms, and smoking areas (while maintaining 6 ft physical distancing)
4. Stay 6 feet apart from Tiercon workers, especially when face masks are removed (e.g. smoking, etc. even when outdoors)
5. Disinfecting solution and paper towels are provided for surface cleaning prior to use





# Evacuation All Sites

---

## If You Hear An Alarm or Are Notified Of An Evacuation Event:

- Leave the building immediately by the nearest and safest exit and meet in your marshalling area.
- Report to your Tiercon Corp. Site Contact
- Stay in the marshalling area (i.e. do not go to your car or leave the property)
- Do not re-enter the building until your Tiercon Corp. Site Contact (via the Plant Manager or Fire Chief) gives the “all clear”
- **Most buildings also require visitors to sign in so that they can be accounted for in the event of an emergency. This applies especially to Contractors.**

# Evacuation 591 Arvin Avenue

Know your marshalling area!

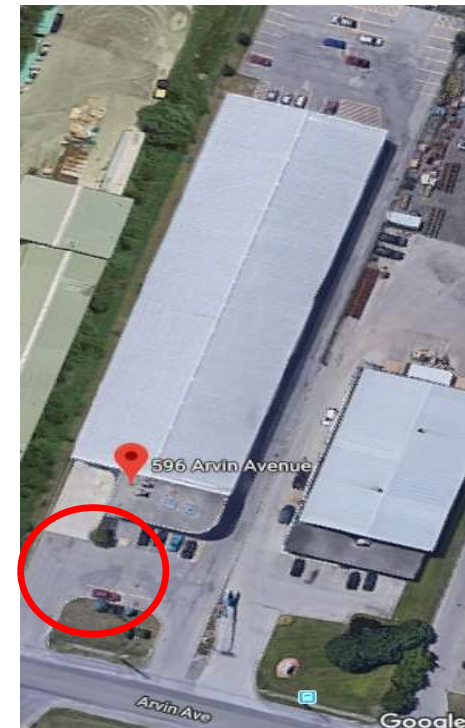
- Driveway adjacent to the parking lot.



# Evacuation 596 Arvin Avenue

Know your marshalling area!

– East side of parking area / Driveway at front of building.



# Evacuation 361 Barton Street/352 Arvin Avenue

Know your marshalling area!

- Green bins at each end of the plant.



# Evacuation 444 Seaman St.

---

Know your marshalling area!

– At the front of the building, towards Seaman St.



# Evacuation Oshawa

Know your marshalling area!

- East gate Parking lot.





# Evacuation Coplas

Know your marshalling area!

– Front of the building.



# Incident Reporting

---

- All workplace incidents must be reported to the TCSC immediately where there is the possibility that a loss could occur, for which Tiercon may be held responsible. [BY2](#)
- Contractors shall provide Tiercon Corp. with a copy of the Contractor's written initial incident report for a recordable injury/illness, spill or release, or property damage within one business day, following the incident.
- Contractors shall provide Tiercon. Corp with any follow up information pertaining to the cause and corrective actions taken to prevent similar occurrences.





**Slide 16**

---

**BY2** I think the wording is off  
Brynna Yap, 2020-10-29

# Work Refusal/Work Stoppage

---

- Where a work refusal or work stoppage is initiated, your TCSC must be informed immediately.

**REFUSAL**



# Workplace Violence Policy

---

All levels of management of Tiercon Corp. are committed to the prevention of violence in the workplace. We will take all reasonable steps to protect the Company's employees from workplace violence from any source.

Workplace violence includes any exercise of physical force in the workplace that could cause physical injury to an employee, whether or not harm was intended, and includes attempts to exert physical force.

Violence in the workplace is unacceptable. This policy prohibits violence on Company premises and also at off-site locations, including but not limited to, off-site meetings or conferences, social situations related to work and workers' homes if there are real or implied connections to the workplace. In addition, this policy applies to all employees, visitors, contractors, customers and anyone else who attends any premise occupied by Tiercon Corp. Everyone is expected to uphold this policy and all of our employees are expected to work together to prevent workplace violence.

All employees are encouraged to raise any concerns they may have about workplace violence or the risk of workplace violence and to report any incidents of workplace violence. You have our commitment that there will be no repercussions for reporting any incident of workplace violence or for a report made in good faith of a threat of workplace violence.



# Workplace Harassment

---

Tiercon is committed to providing a work environment in which all workers are treated with respect and dignity, harassment and discrimination.

Workplace harassment will not be tolerated from any person in the workplace (including managers, supervisors, temporary employees, subcontractors, customers, other employers, and members of the public, as applicable.)

Workplace harassment is a course of disturbing comment or conduct in, or reasonably connected to, the workplace which is known or reasonably ought to be known to be unwelcome or workplace sexual harassment.

Employees are encouraged to report any incidents of workplace harassment. Incidents should be reported to your immediate supervisor or, if you do not feel comfortable reporting an incident to your immediate supervisor, the incident can be reported to any other member of management. There will be no repercussions for reports of workplace harassment which are made in good faith.





# Substance Free Workplace

---

Tiercon's Substance Free Workplace Policy prohibits employees and contractors from consuming recreational cannabis, alcohol, drugs or any substance during working hours. The items may hinder your ability to perform the job in a safe and appropriate manner or compromise the safety of others. No exceptions.

All contractors have a duty to perform work safely and to report any hazards to their TCSC.

The workplace includes: all indoor areas, outdoor areas such parking lots, designated smoking areas as well as employees' and contractors' vehicles parked on company property or used during working hours.

# Personal Protective Equipment (PPE)

---

- Contractors must wear, at a minimum, the following personal protective equipment (PPE) while working on our site or when visiting our plant facility:
  1. ASTM Level 1 Face Mask (provided on-site)
  2. CSA certified Safety Shoes
  3. Class 2 CSA Hi-visibility vest
  4. Safety Glasses with side shields
  5. Hearing Protection must be worn in designated areas (ask your TCSC if this applies to you)
- Other PPE must be worn according to type of work being performed.



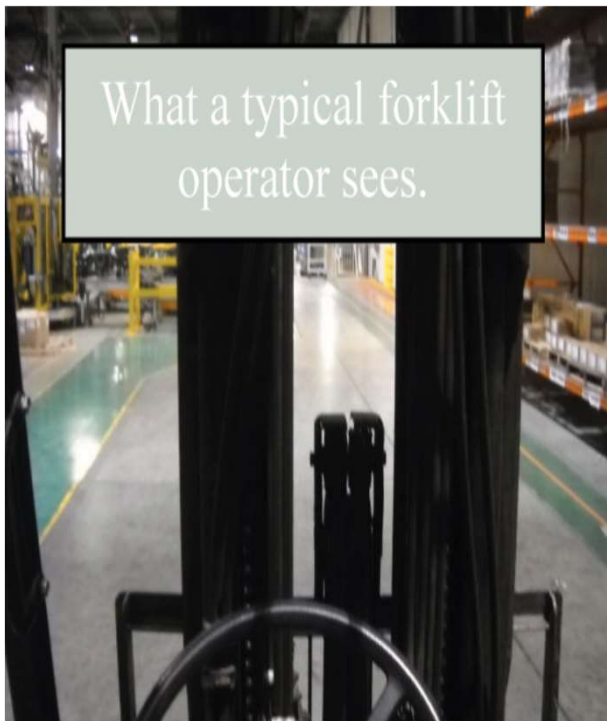
# Forklift Traffic

---

- You must **Stop** at intersections, **Look** both ways and **Listen** for forklifts.
- When you encounter a forklift **you must always give them the right of way** unless you make eye contact and are acknowledged and waved on by the operator.
- **Don't ever assume that you have been seen.**



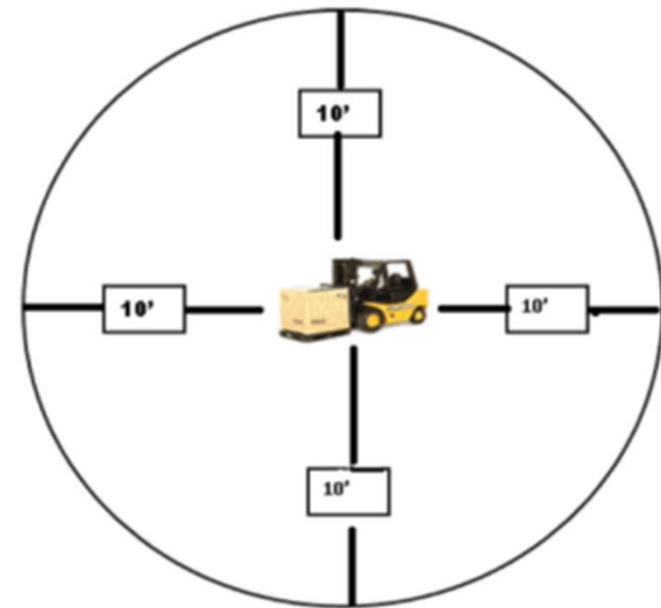
# Forklift Safety





# Fork Lift Spill Zone

- Pedestrians should pay special attention to when forklifts are raising and lowering loads.
- If the operator is placing a lift 10ft high then pedestrians should stay at least 10ft away. This is called the spill zone.



# Health & Safety Permit Programs

---

- Contractors shall not conduct any of the following services until approval is obtained and a permit issued (where required) by the TCSC:
  1. Hot Work - any operation involving open flames or producing heat and/or sparks including tasks such as welding, burning, cutting and grinding
  2. Entry into a Confined Space
  3. Lock Out/Tag Out



# Working at Heights/Fall Protection

---

- Tiercon requires that any work performed where prior assessment has determined that there is a fall hazard present, is only done when a fall protection system is in-place. A fall hazard is defined as where there is the potential of falling:
  - a) More than 3 meters (~10 ft.),
  - b) More than 2.4 meters from the edge into an excavation,
  - c) More than 1.2 meters, if the work area is used as a path for a wheelbarrow or similar equipment,
  - d) Into operating machinery,
  - e) Into water or another liquid,
  - f) Into or onto a hazardous substance, or
  - g) Through an opening on a work surface
- When feasible, a protective covering or guardrail system must be installed to prevent the fall hazard. Where a fall hazard cannot be eliminated, a Travel Restraint System (TRS) must be used.
- A TRS must be used for all roof work, if the work that is to be performed is within THREE METERS of the edge. Where a worker is exposed to the hazard of falling more than three meters, and a TRS is not feasible, a Fall Arrest System must be used.



# Tools, Equipment & Mobile Equipment

---

- Contractors are responsible for supplying all of their own tools and equipment for the completion of the work, unless prior approval has been provided from their TCSC. Training records must be available to show competency.



# Smoking

---

- Tiercon is a smoke-free workplace
- Smoking, including the use of e-cigarettes, is allowed only in designated smoking areas.
  - 591 Arvin – Located at the rear employee entrance
  - 361 Barton/352 Arvin – No smoking on Tiercon property. Please smoke off the property.
  - Oshawa – Smoking shed outside bay doors
  - Coplas – Ask your TCSC for designated smoking area location



# Environmental Management System

---

- Tiercon has established an EMS and is registered to the ISO 14001:2015 standard
- Aim of an EMS is to:
  - Protect the environment
  - Mitigate adverse effects from operations
  - Enhance environmental performance
  - Fulfill compliance obligations
  - Achieve environmental objectives



# Environmental Management System

---

- All employees and contractors contribute to the effectiveness of the EMS and enhance environmental performance
- How?
  - Be aware of the environmental policy
  - Know the environmental aspects and impacts of your work
  - Follow procedures and requirements
  - Participate in training sessions
  - Be aware the consequences of not conforming with policy, procedures and compliance obligations



# Environmental Policy

---

Tiercon is a supplier to the automotive industry committed to the manufacture, coating and assembly of quality exterior decorative trim used as original equipment in the automotive markets.

Tiercon is committed to the protection and preservation of the environment. We will assess, plan, construct and operate our facilities in compliance with all applicable environmental legislation, regulations, standards and other requirements.

Our goal is to prevent pollution at the source and to continually reduce our impact on the environment. We will develop and implement environmental programs reflecting the objectives and targets prescribed by senior management.

The manufacturing facility's management team, on an annual basis, shall review the environmental objectives and targets.

Our goals will be accomplished by ensuring both product and processes are designed and implemented with attention to their impact on the environment. We will promote environmental awareness amongst our employees. Procedures and work instructions will be developed based on sound economically achievable technology and consideration of environmental and health impact. Continuous improvement is a major objective in our pollution prevention and environmental protection strategies.

We will report regularly to Senior Management on our environmental status and perform regular audits to ensure compliance with applicable environmental legislation, regulations, standards and other requirements.



# Environmental Policy

---

- All employees and contractors have a responsibility to know the basics of the Tiercon environmental policy.
- You don't need to memorize it! But at a minimum...
  - Know we have a policy.
  - It includes a commitment to protect the environment and comply with environmental laws.



# Environmental Aspects & Impacts

---

- Tiercon's operations can affect the environment in many ways. It's important for all employees and contractors to be aware of how their work activities can affect the environment through understanding environmental aspects and impacts.
- Aspect: an element of an organization's activities, products or services that can interact with the environment.
  - Emission to water or air
  - Energy and water use
  - Wastewater discharge
  - Waste generation
  - Recycling or reuse
  - Chemical use/storage
  - Noise emission
  - Storm water runoff
  - Fire and spills
- Impact: any change to the environment, whether adverse or beneficial, caused by the aspect.
  - Landfill depletion
  - Resource depletion
  - Air, soil, water pollution
  - Danger to human health
  - Ozone depletion
  - Nuisance (odour, noise)
  - Save landfill space
  - Resource conservation
  - Habitat destruction

# Environmental Aspects & Impacts

---

- Examples of Tiercon environmental aspects and impacts

Area	Activity/Product/Service	Aspect	Impact
Facility	HVAC	Natural gas use	Depletion of natural resources
Assembly	Adhesive labels	Disposal of used labels	Decrease landfill space
Shipping	Truck operation	Fuel or oil leak	Potential storm water pollution
Molding	Scrap parts	Regrind parts for reuse	Save landfill space
Paint	Painting parts	Air emissions	Potential air pollution
Maintenance	Oily rags	Disposal of oily rags	Decrease landfill space
Office areas	Printing	Paper recycling	Save landfill space
Lunchroom	Take-out food packaging	Disposal of packaging	Decrease landfill space

# Environmental Requirements

---

## Recycling

- Please do your part to reduce waste going to landfill.
- Materials collected at your facility may include:
  - Cardboard and paper
  - Beverage containers
  - Scrap plastic and metal
  - Wood
  - Electronic waste
  - Used batteries and fluorescent bulbs
- Look for recycling signs to see what materials can be recycled.





# Environmental Requirements

---

## Hazardous Waste

- The following wastes must not be placed into the regular garbage or emptied down a drain. Contact your TCSC for proper disposal procedures.
  - Used solvent
  - Hydraulic oil
  - Used or obsolete paint
  - Oily water
  - Oil adsorbent and oily rags
  - Aerosol cans
  - Compressed gas cylinders
  - Fluorescent bulbs
  - Used batteries
  - Sharps (syringe needles)
- When waste is shipped offsite, only Tiercon personnel with Transportation of Dangerous Goods (TDG) training are authorized to sign waste manifests.



# Environmental Requirements

---

## Chemical, Equipment and Other Material Handling

- Never pour chemicals into a storm sewer, sanitary sewer, sink or wastewater pit.
- Take care to avoid spills or overflows when dispensing oils, solvents, etc.
- All portable containers and drums must be properly labeled to identify the contents and hazards.
- Do not mix different chemicals or hazardous waste together in the same container.
- Do not place full or empty drums or totes outside without a lid/valve that is securely closed.



# Environmental Requirements

---

## Chemical, Equipment and Other Material Handling

- No equipment may be placed outdoors for storage unless all fluids are drained and it is washed or covered.
- Only operate or handle equipment that you have been trained to use.
- Make sure compressed gas cylinders are capped when not in use.
- Do not use any product without first reading the Safety Data Sheet (SDS). Only trained employees and contractors should handle hazardous material.
- If you are not sure how to handle, store, or dispose of any chemical, equipment or other material, ask your TCSC for instruction.

# Spill Response Procedure

---

## What is a spill?

- The Environmental Protection Act defines a spill as...

A discharge of a pollutant:

- Into the natural environment;
- From or out of a structure, vehicle or other container; and
- Is abnormal in quantity or quality based on the circumstances of the discharge.

Natural Environment = air, land and water





# Spill Response Procedure

---

If you cause or observe a spill, do the following:

- Stop the source of the spill, only if this can be done safely.
- Immediately report a spill to your TCSC including:
  - Location of spill
  - Type and amount of material spilled
  - If material is still spilling and where it is headed
- Secure the area – block vehicles and pedestrians; turn off sources of ignition.


















# Spill Prevention










---

- Practice 5S for a clean and orderly work place.
- Know what chemicals are used and their associated hazards.
- Ensure all chemical containers have the required labels.
- Do not store incompatible or reactive chemicals together.
- Regularly schedule preventive maintenance for equipment and chemical storage structures.
- Be aware of your surroundings and the location of spill kits, sewers, etc.
- Ensure equipment is drained of fluids prior to disposal.

# Customer Part Protection

TIERCON Mutilation Policy				
No.	Policy	Reason	NOT OK	OK
1	NO food allowed on the floor.	Accidental spills or sticky fingers contaminate parts.	N/A	N/A
2	Water and/or beverages are allowed only in a <b>clear</b> plastic container with a tight screw top lid.	Accidental spills contaminate parts.		
3	No rings, watches, bracelets must be worn unless it is covered with an approved protector, <b>removed from finger/wrist or wearing company approved gloves.</b>	Parts scratch easily.		
4	All belt buckles must be covered with an approved belt protector and/or under clothing.	Parts scratch easily.		 
5	Necklaces/chains/keys must be covered, removed, or under clothing.	Parts scratch easily.		N/A
6	Earrings longer than 1" below the ear lobe are NOT allowed.	Parts scratch easily.	N/A	
7	Coat/Jacket/Fleece zippers and/or buttons that are full length must be covered or taped.	Parts scratch easily.		
8	Metal rivets/buttons on jeans/denim must be covered under clothing or taped. OR must be rivetless jeans/denim	Parts scratch easily.		
9	Any other exposed metal object on clothing must be covered.	Parts scratch easily.	N/A	N/A

# Customer Part Protection

<p>10</p> 	<p>Exposed sharp edges from conveyors.</p>	<p>Zipper edge on conveyor may damage the part when it fall onto conveyor.</p>		
<p>11</p> 	<p>EOAT Tools</p>	<p>EOAT Tool 1798 Robot arm to short causes the robot to damage the part when removing the part from the mold.</p>		
<p>12</p> 	<p>C-Cab &amp; D-Cab degating fixture.</p>	<p>The edge of the clamp gouging into part.</p>		



# Closing

---

If you have any questions or concerns regarding the environmental, health and safety information contained in this presentation, please contact your TCSC.