	Prepared by: B. Yap	Revision: 2	Document: EHSP-115
	Approved by: A. Tassone	Issue Date: 18-Mar-2021	Page 1 of 7
CONTRACTOR MANAGEMENT PROCEDURE			

1.0 PURPOSE

The purpose of this program is to ensure all contractors follow safe guidelines and meet all legislated compliance obligations in order to provide and maintain a safe work environment at Tiercon Corp. This program also defines the process for controlling contractors and their sub-contractors at Tiercon whose work may be associated with an environmental impact.

2.0 SCOPE

All Contractors authorized to enter and/or perform work on-site at Tiercon Corp. This document is to be used in conjunction with EHSP-208 Tiercon Pandemic Preparedness and Response Plan.

3.0 DEFINITIONS

Term	Definition
Contractor	A Contractor is an individual, business or corporation retained by Tiercon Corp. to perform their services on company property. This term applies to all contractors, all contractor employees and any sub-contractors hired by the contractor.
Sub-contractor	A sub-contractor is a third party that is hired by the Contractor to perform work on behalf of the hiring Contractor.
Supplier / Vendor / Visitor	Supplier / Vendor / Visitor are people who give advice or opinions, but do not perform a physical task where the OSHA would require training. They may be prospective employees, contractors, suppliers or vendors. <i>NOTE: A supplier or vendor that supplies parts and performs installations (e.g. rack supplier performing installation) would be considered a contractor.</i>


4.0 RESPONSIBILITY

Contractor

- Contractors are responsible to provide a safe and healthy work environment for their employees and subcontractors and shall work in such a manner so as not to endanger themselves, Tiercon employees, other contractors, property or the environment.
- Contractors must assure a drug-and-alcohol-free workplace. Contractors shall not permit hazardous, at-risk, unhealthy, or environmentally risky conditions or activity over which it has control, to be conducted on Tiercon Corp. properties.
- Non-compliance with health, safety, or environmental requirements is treated the same as noncompliance with any contract provision and may result in work

The information contained herein is proprietary to Tiercon Corp. and is used solely for the purpose for which it is supplied. It shall not be disclosed in whole or in part, to any other party, without the express permission in writing by Tiercon Corp.

Hardcopies are UNCONTROLLED unless authorized by EHS and stamped "Controlled Copy", dated and initialed.

	Prepared by: B. Yap	Revision: 2	Document: EHSP-115
	Approved by: A. Tassone	Issue Date: 18-Mar-2021	Page 2 of 7
CONTRACTOR MANAGEMENT PROCEDURE			

interruptions, work stoppages, or employee removal from the premises. Willful or repeated non-compliance may result in dismissal and contract termination.


- The contractor will review the Tiercon Corp. Environmental, Health and Safety Orientation Information with its employees assigned to the job and discuss any site-specific or job-specific safety issues with the Tiercon Corp. Site Contact prior to the start of work.
- Contract companies shall certify that their employees are trained and qualified to the standards and applicable safe work practices associated with their work.
- Contractors and their sub-contractors must provide up-to-date documentation as outlined in **this procedure** and **EHSP-208 Tiercon Pandemic Preparedness and Response Plan**.
- Contractors shall provide the Tiercon Corp. Site Contact with an immediate verbal report of any identified hazards, injury or incident caused by the contractor's work or Tiercon Corp.
- All spills and unplanned releases regardless of their size, property damage, or other significant incidents occurring at the job site require immediate verbal reporting to the Tiercon Corp. Site Contact.
- Within one business day, following the incident, Contractors shall provide Tiercon Corp. with a copy of the Contractor's written initial incident report for a recordable injury or illness, spill or release, or property damage. The Contractor will provide Tiercon Corp. with any follow up information pertaining to the cause and corrective actions taken to prevent similar occurrences.

Tiercon Corp. Site Contact (TCSC)

- Collaborate with Purchasing to ensure that only "approved" Contractors listed in **EHSF-1019 Contractor Tracking List** are utilized for projects and services. All Contractors required for emergency services or projects must be approved by the Plant Manager.
- Provide Contractors with Tiercon Corp. requirements as outlined in **this procedure**, and **EHSP-208 Tiercon Pandemic Preparedness and Response Plan**.
- Suppliers must always be accompanied by the TCSC while Suppliers are on-site. Refer to **EHSP-117 Visitor Management Procedure** for more information.
- Ensure the identification of known hazards related to the Contractor's work, the work area and the facility processes that may affect the work area.
- Ensure Safety Data Sheets (SDS) are provided in advance for any materials brought onto Tiercon Corp. property pertinent to the Contractor's work.
- Consider Contractor impacts and actions associated with the Tiercon Corp. local emergency response plan.
- Ensure the completion of a site-specific safety orientation for all Contractors prior to the start of work, and that this training has been properly documented.
- Ensure the completion of a pre-job safety meeting prior to the start of major jobs. The safety meeting should include a minimum of that stated in EHSF-1020 Contractor Environmental, Health and Safety Control Briefing and Sign-Off.

The information contained herein is proprietary to Tiercon Corp. and is used solely for the purpose for which it is supplied. It shall not be disclosed in whole or in part, to any other party, without the express permission in writing by Tiercon Corp.

Hardcopies are UNCONTROLLED unless authorized by EHS and stamped "Controlled Copy", dated and initialed.

	Prepared by: B. Yap	Revision: 2	Document: EHSP-115
	Approved by: A. Tassone	Issue Date: 18-Mar-2021	Page 3 of 7
CONTRACTOR MANAGEMENT PROCEDURE			

- In the event that a Contractor is injures themselves while working for Tiercon Corp. or on Tiercon Corp. property, a report needs to be filed according to **EHSP-206 Incident Reporting Procedure**.

Environmental, Health & Safety (EHS) Department

- Will be trained and acquainted with the program through the EHS Manager.
- Evaluate and audit the application and implementation of the Contractor Management Program.
- Assist the Tiercon Corp. Site Contacts in Contractor approval process and execution of the program elements.
- Update **EHSF-1019 Contractor Tracking List** upon receipt of documentation from the TCSC.
- Ensure that revisions are made to this Program as part of the company's commitment to Safety and Continuous Improvement.
- Evaluate **EHSF-1020 Contractor Environmental, Health and Safety Control Briefing and Sign-Off**.

Purchasing

- Ensure that only “approved” Contractors listed in **EHSF-1019 Contractor Tracking List** are utilized for projects and services. All Contractors required for emergency services or projects must be approved by the Plant Manager.
- Ensure that a P.O. is not issued until Tiercon requirements are met as per **EHSF-1019 Contractor Tracking List**.


5.0 PROCEDURE

5.1 Prior to Arrival / On-Site Work (before P.O. is issued)

1. The **TCSC** will:
 - i. Provide all Contractors with the **Contractor package** prior to the commencement of work:
 - a. **Contractor Letter,**
 - b. **EHSF-1020 Environmental, Health and Safety Control Briefing and Sign-Off,**
 - c. **Any standards of requirements that apply,**
 - d. **EHSF-2031 Daily Screening Tool**
 - e. **EHSF-2032 Health Declaration and Acknowledgement Form, and**
 - f. **Visitors COVID-19 Letter.**
 - ii. Work with the EHS Department to ensure that all required documentation (as listed in 1(i) is valid.
 - iii. If documentation is incomplete (due to expiry, etc.) the TCSC shall request copies of the following documents (failure to do so will result in the interruption of Contractor activities):
 - a. Records of Training

The information contained herein is proprietary to Tiercon Corp. and is used solely for the purpose for which it is supplied. It shall not be disclosed in whole or in part, to any other party, without the express permission in writing by Tiercon Corp.

Hardcopies are UNCONTROLLED unless authorized by EHS and stamped "Controlled Copy", dated and initialed.

	Prepared by: B. Yap	Revision: 2	Document: EHSP-115
	Approved by: A. Tassone	Issue Date: 18-Mar-2021	Page 4 of 7
CONTRACTOR MANAGEMENT PROCEDURE			


- b. WSIB Clearance Certificate
 - c. Liability Insurance Certificate
 - d. Provincial Environmental Compliance Approval (ECA)
 - e. Permits, where applicable
 - f. Any COVID related documentation
- iv. Once the Contractor has met all the requirements, and a P.O. is issued, notify the plant manager and EHS (ehs@tiercon.com) of the scheduled visit (date and time). Upon plant manager approval, the Contractor will be allowed to be on-site (in accordance with EHSP-208-03 Prevention Measures Procedure).
- 2. The **EHS Department** shall:
 - i. Ensure that all Contractors have submitted a completed **Contractor package**.
 - ii. Evaluate the submitted packages including **EHSF-1020 Contractor Environmental, Health and Safety Control Briefing and Sign-Off** and any Certificates and Records of Training that may be submitted to verify completeness of package.
 - iii. Update **EHSF-1019 Contractors Tracking List** once the documentation has been received from TCSC.
 - iv. Provide communication to the TCSC on whether the contractor meets Tiercon requirements.
 - v. If documentation is incomplete, the EHS Department will communicate what other documentation is required. The TCSC will proceed with requesting the missing documentation.
- 3. The **Purchasing Department** shall:
 - i. Ensure that all Contractors have submitted a completed **Contractor package** and any other defined information to the Purchasing Department prior to the commencement of the work.
 - ii. Validate whether Contractors meet Tiercon requirements by checking **EHSF-1019 Contractors Tracking List**.

5.2 Upon Arrival / On-Site Work (After P.O. is issued)

1. The TCSC must complete **EHSF-1021 Contractor Risk Assessment** to determine the appropriate control measures based on the hazards of the work being performed. If the risk level is at above 10, **EHSF-1033 Contractor Pre-Start Hazard Assessment** must be completed.
2. The TCSC shall greet their contractor before they are escorted into the building.
3. All Contractors must report to the either the front office Receptionist, Shipping office or Security when they arrive on site (this depends on which site they are reporting to). Once there, Contractors must sign in prior to entering the facility.
4. Contractors must not use their cell phone while working, especially to take any photos while on Tiercon Corp. property without written consent from Tiercon Plant Managers or General Managers. They are allowed to use their cell phones on their break, and if it is required for the job, they have to step into a safe area (e.g. pedestrian pathway or office area away from any vehicle traffic zones) before using their cell phone.

The information contained herein is proprietary to Tiercon Corp. and is used solely for the purpose for which it is supplied. It shall not be disclosed in whole or in part, to any other party, without the express permission in writing by Tiercon Corp.

Hardcopies are UNCONTROLLED unless authorized by EHS and stamped "Controlled Copy", dated and initialed.

	Prepared by: B. Yap	Revision: 2	Document: EHSP-115
	Approved by: A. Tassone	Issue Date: 18-Mar-2021	Page 5 of 7
CONTRACTOR MANAGEMENT PROCEDURE			

5. Contractors shall ensure their on-site representatives are aware of the Environmental, Health and Safety Management System requirements as written in EHSF-1020 Contractor Environmental, Health and Safety Briefing Sign-Off Form.
6. Contractor records shall be retained by EHS consistent with **EHSP-100 Document Control Procedure**.

5.3 After Work Completion

1. The TCSC shall meet with the Contractors once the work is complete to ensure Contractors sign out in any of the Contractors or Visitor's Log (this may differ depending on the location) and escort them out of the building.

5.4 Exceptions

1. All Contractors required for urgent services must be approved by the Plant Manager in writing.
2. WSIB Clearance Certificate is required unless an exemption letter is provided.
3. Coplas does not require WSIB coverage.


5.5 Frequency of Program Review

5.5.1 Internal

1. Documentation update:
 - a) **EHSF-1019 Contractors Tracking List** – whenever documentation comes from a Contractor
 - b) **Contractor Letter** – to be updated every calendar year
 - c) Other documents will be updated when a change is made.
2. Audits are to be performed semi-annually by the EHS department.

5.5.2 External

1. Documentation should be checked prior to a P.O. being issued for work. If any documents have expired, they need to be updated. Document expiry is as follows:
 - a. EHSF-1020 Contractor Environmental, Health and Safety Control Briefing and Sign-Off - Annually
 - b. Records of Training – Upon expiry
 - c. WSIB Clearance Certificate – Upon expiry
 - d. Liability Insurance Certificate – Upon expiry
 - e. ECA – When changes are made and updates are required
 - f. Permits, where applicable
 - g. Any COVID related documentation – Per visit

	Prepared by: B. Yap	Revision: 2	Document: EHSP-115
	Approved by: A. Tassone	Issue Date: 18-Mar-2021	Page 6 of 7
CONTRACTOR MANAGEMENT PROCEDURE			

2. EHSF-2032 Health Declaration and Acknowledgement Form will be requested from Contractors prior to each service, with the exception of daily contractors.

5.6 Training

5.6.1 Internal Training

1. Training is required for Health and Safety Coordinators, TCSC, purchasing, plant managers and any new hires that may deal with contractors.
2. Refresher training is available upon request.
3. Any minor updates will be communicated via e-mail.
4. Any major updates will be communicated via e-mail and training sessions will be held.

5.6.2 External Training

1. Powerpoint Presentation must be sent out to the contractors in advance of them coming to site.
2. Confirmation of training is covered in EHSF-1020 Contractor Environmental, Health and Safety Control Briefing and Sign-Off

5.7 Record Retention

1. Upon receiving the Contractor Package, the TCSC must forward them to the EHS department (ehs@tiercon.com).
2. EHS will update the **EHSF-1019 Contractors Tracking List** upon receiving documentation from Contractor.
3. **EHSF-1033 Contractor Pre-Start Hazard Assessment** will be kept for 36 months.
4. The EHS department will retain the contractor records digitally on a network drive.
5. COVID related documents will be retained in accordance with EHSP-208 Pandemic Preparedness and Response Plan, which is until the end of the pandemic.

6.0 REFERENCES


1. EHSP-206 Incident Reporting Procedure
2. EHSP-208 Pandemic Preparedness and Response Plan

7.0 REVISION HISTORY

Revision	Prepared By	Approved By	Date	Changes
0	A. Tassone	C. George	21-Jun-2019	Initial creation
1	B. Yap	A. Tassone	12-Nov-2020	COVID-19 implementation – health declaration and visitor letter sign-offs required; added responsibilities to the purchasing

The information contained herein is proprietary to Tiercon Corp. and is used solely for the purpose for which it is supplied. It shall not be disclosed in whole or in part, to any other party, without the express permission in writing by Tiercon Corp.

Hardcopies are UNCONTROLLED unless authorized by EHS and stamped "Controlled Copy", dated and initialed.

	Prepared by: B. Yap	Revision: 2	Document: EHSP-115
	Approved by: A. Tassone	Issue Date: 18-Mar-2021	Page 7 of 7
CONTRACTOR MANAGEMENT PROCEDURE			

				department; added 5.3 frequency of documentation update; added 5.4 record retention
2	B. Yap	A. Tassone	18-Mar-2021	Responsibilities of document request moved from Purchasing to TCSC. Responsibilities of updating the Tracking Form moved from Purchasing to EHS. Added section 5.3 After Work Completion, 5.4 Exceptions, 5.5 Freq of document updates, and 5.6 Training.

The information contained herein is proprietary to Tiercon Corp. and is used solely for the purpose for which it is supplied. It shall not be disclosed in whole or in part, to any other party, without the express permission in writing by Tiercon Corp.

Hardcopies are UNCONTROLLED unless authorized by EHS and stamped "Controlled Copy", dated and initialed.