TIERCON CORP. / COPLAS INC.
Contractor Environmental, Health and Safety Control Briefing and Sign-Off

Company Name:	
Address:	
City:	
Province:	
Phone Number:	
Fax Number:	
24-Hour Emergency Number:	
Service Type:	
Tiercon Contact:	

NOTE: This form is to be signed by a Manager who has direct charge of the work being performed.

Contractors are financially responsible for on-site environmental health and safety remediation actions resulting from incidents involving their employees and subcontractors. To minimize the risk of environmental, health and safety accidents please review and initial the items contained in the Contractor Environmental, Health and Safety Management System chart below:

Contractor Environmental Health & Safety Management System	Contractor Initials
Contractors are required to park in the general parking areas and report to the Main Reception upon arrival at the site to meet with site contact. All workers must sign in and out when entering or leaving the premises.	
Contractors must wear, at a minimum, the following personal protective equipment (PPE) while working on our site or when visiting our plant facility: CSA or ANSI certified Safety Shoes, Class 2 CSA or ANSI Hi-visibility vest, Safety Glasses with side shields and Hearing Protection must be worn in designated areas. Other PPE must be worn according to work being performed.	
Contractors understand the importance of compliance and the consequences of non-compliance with relevant environmental, health and safety legislation and regulations.	
Contractors working at the facility are required to comply with and ensure their employees and any Sub-Contractors or agents comply with the facility's Environmental, Health and Safety Management System.	
Contractors acknowledge receipt or are aware of Tiercon's environmental and health and safety policies, as well as any applicable system procedures and work instructions. (Policies and applicable procedures attached.)	
Contractors shall not discharge anything to drains, sinks or sewers without prior approval from Tiercon's EHS Manager or the Plant Manager. Spills and other releases to the environment must be reported immediately to the Site Contact.	
Contractors shall provide adequate spill release prevention, as approved by the facility Site Contact.	
Contractors shall immediately notify the Tiercon's EHS Manager or the Site Contact of any abnormal conditions found during any excavation activities at the facility.	
Contractors shall properly label, store and dispose of all their waste materials used on-site in accordance with facility procedures and all legal requirements.	
If facility personnel are required to work with potentially hazardous materials brought on-site by a contractor, prior approval of the material by the Purchasing Department. Contractors shall provide a Material Safety Data Sheet for all WHIMIS controlled products that are brought onto Tiercon.	

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Contractors shall not conduct any of the following services without obtaining approval and a permit (where required) from the Site Contact: *1) Hot Work (any operation involving open flames or producing heat and/or sparks); 2) Entry Into A Confined Space; or 3) Lock-Out.*	
Suppliers are responsible for providing their own locks, clasps and tags when locking out equipment or machinery.	
Contractors shall not work at heights higher that 3m without the proper Fall Protection and Fall Arrest apparel.	
Contractors shall not use Tiercon's tools, equipment, and mobile equipment without prior approval from the Site Contact. Training records must be available to show competence.	
Contractors shall ensure all equipment brought to a Tiercon Corp./Coplas Inc. site is inspected and found to be in good working condition and adheres to all applicable regulatory standards prior to use.	
Contractors shall ensure all rigging in use at Tiercon Corp./Coplas Inc. locations (including chains, slings, hoists, lever chain hoists/come-alongs, chain blocks/chain falls etc) have documented annual 3rd party inspections and manufacturer tags with clearly identified Working Load Limits (WLLs)	
In case of Emergency Evacuation, Contractors must exit the building through the nearest exit door and walk to the parking lot and await further instruction.	
Records of Training (ROT) must be provided upon request to Tiercon. Work will cease until ROT can be provided. Failure to do so may interrupt Contractor's activities and may result in the cancellation of the contract.	
The Contractor understands that Tiercon may interrupt and/or cancel Contractor's activities that violate facility policies and/or legal requirements.	
The Contractor understands that only qualified workers are to be provided and that all work is to be performed in accordance with governing legislation, any regulations and any industrial standards.	
Proof of trades CoQ for qualified workers as required by the Trades Qualification Apprentice Act, must be presented upon request.	
Food and drinks are not permitted in manufacturing areas. Smoking and vaping is strictly prohibited unless, in designated areas.	
No worker is to be impaired due to the use of alcohol or drugs (prescribed, over the counter or recreational).	
Failure to comply with any of the plant rules may be grounds for removal from plant and/or legal recourse.	

<u>Contractor Certification</u>: [review and sign]

I have reviewed and understand the information contained in this document. I also understand that Tiercon Personnel have the right to inspect our activities and those of our Sub-Contractors with regards to our on-site activities. I further understand that activities pertaining to service and / or maintenance contracts may only require submission of this form on an annual basis.

Name:	
Title:	
Signature:	
Date:	