



CONTRACTOR SAFETY

A SHARED RESPONSIBILITY

TO PROTECT SAFETY AND HEALTH DURING CONTRACT WORK

INTRODUCTION

Welcome to Niagara Casinos. The purpose of this program is to ensure that contractor activities performed on our premises are carried out in a manner that protects the health and safety of our associates and patrons, as well as your representatives.

In order to be awarded work at any Niagara Casinos property, we ask our contractors who provide certain services, maintenance, and / or construction activities to complete **Niagara Casinos Contractor Orientation**. This is at no cost to you and is only required once every three years.

Niagara Casinos expects that contractors will train, supervise and direct their employees to work in a safe and responsible manner and be mindful of the safety of Niagara Casinos' associates and patrons when performing work on our properties. Each contractor must be familiar with all current legislation pertaining to the work being performed and is responsible to follow and enforce such legislation.

Work being performed in an unsafe or hazardous manner is unacceptable. Each person, regardless of their position, must accept his or her responsibilities and be held directly responsible and accountable for incidents, injuries and near misses. Violations may result in temporary or permanent removal of the contractor from the premises.

Please read the following information carefully and complete all required fields in the **Contractor Health and Safety Assessment Form**. Incomplete forms will not be accepted. If you have any questions, please contact us. We look forward to your commitment to health and safety.

***Note:** This handbook does not address, and is not intended to assume or reduce responsibility for, the Contractors duty to its employees. Nor does this handbook provide an exhaustive outline of laws, ordinances or regulations governing environmental, health and safety compliance. This handbook does not cover all of the site-specific health and safety issues that may arise and does not contain all of the requirements of Ontario's Occupational Health and Safety Act or any other applicable regulations.*

NIAGARA CASINOS POLICY STATEMENT ON SAFETY

Niagara Casinos is committed to the prevention of illness and injury and the maintenance of a safe and healthy work environment for associates, patrons and contractors. This is achieved through our comprehensive health promotion, wellness and safety programs in addition to our compliance with applicable laws and regulations.

CONTRACTOR SAFETY PROGRAM

Niagara Casinos' Contractor Safety Program consists of three main elements:



1. **Evaluation and Selection** of the contractor based on criteria established by Niagara Casinos (pre-qualification assessment);
2. Development of **Safe Work Plans** by the contractor which are reviewed by Niagara Casinos; and
3. **Monitoring** to ensure that contract work proceeds safely and according to requirements.

GENERAL DUTIES

The term contractor refers to the person or company who has been contracted by Niagara Casinos to provide materials or labour to perform a service or do a job.

In cases where a prime contractor (or general contractor) has been identified for a construction project, contractor requirements as outlined in this guideline apply to the prime contractor, who in turn is responsible to ensure every person involved in work on a project (including all subcontractors) complies with the Occupational Health and Safety Act, and applicable regulations. This means that the prime contractor has overall responsibility for worker health and safety on a project.

For more information on the legal duties of employers, prime contractors and contractors, please visit: <https://www.labour.gov.on.ca/english/hs/>

ROLES & RESPONSIBILITIES

Niagara Casinos Project Manager

Depending on the job classification (non-construction vs. construction), project managers are representatives of Niagara Casinos Engineering department, who manage and have authority over the contracted work. The project manager(s) is responsible for ensuring that all steps of the Contractor Safety Program are carried out.

Prime Contractor

In cases where a prime contractor has been employed for a construction project, the following apply in addition to those outlined for contractors:

1. Ensure every person involved in work on a project complies with the Occupational Health and Safety Act & Regulations.
2. Coordinate, organize and oversee the performance of all work at the project site.
3. Ensure that the measures and procedures prescribed by the Act and its regulations are carried out on the project.
4. Ensure that a Health and Safety Representative or a Joint Health and Safety Committee is selected or established, when and as required.
5. Ensure that the Ministry of Labour is notified of a project, when and as required.
6. Ensure that the Ministry of Labour is notified of an accident or occurrence, when and as required.
7. Ensure that every contractor or subcontractor receives a list of all designated substances/materials present at the project before entering into a binding contract for the supply of work on the project.
8. Ensure that written emergency procedures are established for the project and posted.
9. Appoint a competent supervisor(s) for every project at which five or more workers will work at the same time. Supervisor(s) must be on-site at all times.

Contractors

1. Ensure a safe, healthy and clean work environment at work site.
2. Submit evidence of acceptable health and safety programs to the project manager(s), as requested.
3. Prepare and submit safe work plans specific to the site/work to the project manager(s), as required. Lockout / Tagout is an example of a safe work plan.
4. Ensure effective ongoing communication with Niagara Casinos' project manager(s) concerning health and safety.
5. Comply with all contractual and regulatory requirements.
6. Monitor safety as work progresses and respond to any issues in a timely manner.
7. Ensure appropriate corrective action is taken to address unsafe acts and conditions.
8. Notify Niagara Casinos' project manager(s) when they are bringing a subcontractor on the property.
9. Ensure all of their workers, subcontractors and their workers participate in the Niagara Casinos Contractor Orientation.
10. Take all necessary steps to discipline their workers who violate any health and safety policies and procedures.
11. Provide their own personal protective equipment, devices and tools and ensures that they are inspected regularly and maintained in good condition.

Contractor Employees

Contractor employees must meet the standards set out by the contractor and are responsible to:

- Comply with the requirements of the Act and Regulations.
- Use their training, knowledge and experience to protect the health and safety of themselves and others.
- Report to their supervisor the absence of, or defect in any protective equipment or device.
- Report to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the Act and Regulations.
- Participate in the orientation process provided by Niagara Casinos.

Adhering to general safety rules will help reduce the exposure of injury and illness. The Niagara Casinos' project manager, or designate, will use this and

other resource material to ensure that all contractors are in compliance with the Act and Niagara Casinos' policies and procedures.

CONTRACTOR EVALUATION & SELECTION

Niagara Casinos has established a process to evaluate contractors based on their ability to comply with health and safety legislation. All contractors must be approved prior to beginning any work on site. At the end of this guideline, you will find a **Contractor Health and Safety Assessment Form** which assesses your company's health and safety program and performance. You are required to fill this out in order to be awarded a contract.

SAFE WORK PLANNING

Prior to work beginning, health and safety information is exchanged between the project manager(s) and the contractor including the evaluation of hazards and the steps required to minimize those hazards.

This information is documented by the contractor and provided to the project manager(s).

Safe Work Plans demonstrate that a contractor is aware of the hazards associated with the work and has appropriate control measures in place to deal with them

CONTACT INFORMATION

The project manager(s) and the contractor must ensure effective ongoing exchange of safety information as well as notification in the event of an incident or emergency situation.

When reasonable/required, project contacts are to be posted at the job site to ensure this information is available to supervisors and employees working in the area.

SITE ORIENTATION

Before contract work begins, site-specific safe work and emergency procedures are communicated to contractors by the project manager(s) in consultation with Safety and Prevention, if needed.

Contractors are also briefed on roles and responsibilities as well as the consequences of not adhering to safe work procedures. This would include the corrective action that will be taken to stop unsafe work and the subsequent remedial measures.

MONITORING CONTRACTOR SAFETY

Safety is reviewed along with other aspects of contract work during site visits by the project manager(s) or designate. This is done to ensure that contractors follow the safety requirements.

Project managers should consult with Engineering and / or Safety & Prevention if they have questions or need assistance with the monitoring process.

The frequency of monitoring is determined by:

- The nature of the work and the risks involved.
- The contractor's familiarity with the work being done and whether the work was done previously by the contractor for Niagara Casinos and without incident.
- The level of knowledge and the experience the contractor has with respect to the safe work and emergency procedures.
- Past safety performance of the contractor.

Safety monitoring can be random or announced, narrow in focus or more encompassing depending on the type of work being performed. If unsafe work is observed, corrective action must be taken by the contractor.

Corrective action can range from work stoppage until appropriate control measures are implemented up to and including termination of the contract.

RESPONDING TO SAFETY CONCERNS & FOLLOW UP

Niagara Casinos has the right to require the contractor to resolve any safety issue before work continues. This decision belongs to the project manager with support from Safety & Prevention as necessary.

In circumstances where contract work could result in serious and imminent harm

Circumstances that could result in serious harm must be immediately addressed.

to a person, all employees are encouraged to take immediate corrective action to address the situation in a way that does not endanger themselves or others. This may mean stopping the work in progress and contacting their supervisor to address the situation with all stakeholders.

ACCESS TO SITES

In addition to the AGCO screening process, contractors and their employees (including subcontractors) will only be granted access when they have completed this orientation.

GENERAL SAFETY RULES

These rules apply to all contractors and their employees, including subcontractors. Failure to comply may result in disciplinary action and/or termination of the work.

1. All workers must work in compliance with the Occupational Health and Safety Act, and all applicable regulations (Industrial, Construction, WHMIS etc).
2. All workers are required to report the existence of a hazard immediately to their supervisor.
3. No worker will remove or alter any protective devices (barricades, guards etc.)
4. No worker will operate any equipment, machine, device or thing in a manner than may endanger themselves or others.
5. No worker will engage in any prank, feats of strength, contests, running or rough and boisterous conduct.
6. Long hair will be adequately confined to prevent entanglement with any rotating shaft, spindle, gear, belt, or other source of entanglement.
7. Work must not be performed in aisles without the use of pylons, warning signs or barriers. Aisles must be kept clear and not used for storage.
8. Any areas of work that may be accessible to patrons or Niagara Casino associates must be effectively cordoned off.
9. Niagara Casino associates are not permitted to perform any type of work for the contractors unless authorized by their supervisor.
10. Contractors are responsible for all property damage that they or their employees may cause of Niagara Casinos' property.

11. All contractors must cooperate with the Ministry of Labour inspectors, project managers, and others who are attempting to achieve and maintain a safe and healthy workplace.

The contractor or designated representative at the work-site must obtain specific approval prior to commencing work or using equipment of the kind outlined below. They must inform the project manager when conducting any of the following:

- The use of any fall arrest equipment
- Any burning or welding
- Any grinding or activities producing sparks (hot work)
- Bringing any tools that derive power from an exploding cartridge
- Using chain saws
- Using suspended scaffolds
- Entering confined spaces
- Using heavy lifting devices, i.e., cranes, above ground level lifting devices etc.
- Bringing any high pressure equipment, i.e., water, air, etc.
- Using any explosives
- Using any temporary wiring
- Working above or immediately next to work areas
- Working in the vicinity of overhead power lines
- Cutting, drilling or welding onto structural steel
- Loading material or equipment on the roof
- Purging lines or initiating lockout of any equipment
- Window cleaning

The project manager will issue all required job permits in concert with the various departments as they are needed.

CONTRACTOR SUSPENSION & TERMINATION

Niagara Casinos reserves the right to suspend and terminate a contractor for unacceptable performance in accordance with Niagara Casinos Procurement and Vendor Relations. Additional information can be found at: <https://www.fallsviewcasinoresort.com/>

FURTHER INFORMATION

Visit the following site for more information regarding the Occupational Health and Safety Act & Regulations: <https://www.labour.gov.on.ca/english/>

**I have read and understand my responsibilities and obligations under
Niagara Casinos Contractor Orientation.**

CONTRACTOR HEALTH AND SAFETY ASSESSMENT

1 General Information

Company Name:			
Address:			
Company Telephone:		Number of Employees:	20+
Fax:		Years in Business:	
Company Contact:			
Title:			
Telephone:			
Email:			
Company Website:			
Parent Company: (if applicable)			
Describe your company's line of work:			
List services that you subcontract to others:			
Do you evaluate your sub- contractors H&S program?	Y	N	
List any major equipment you may use at this facility (ie. trucks, forklifts, equipment):			

2 Health and Safety Performance (last 3 years)

	Year:		Year:		Year:	
Fatalities						
Lost Time						
Health Care						
MOL Orders						
MOL Convictions						

3 Health and Safety Program

Roles and Responsibilities				
1.	<p>a) Do you post copies of the Occupational Health and Safety Act (OHSA), mandatory "Prevention Starts Here" poster and resource material prepared by the Ministry of Labour in your workplace?</p> <p>b) Do you provide this material both in English and in a language best understood by your workers?</p> <p>[OHSA Section 25(2)(i)]</p> <p>Resources:</p> <p>Posting Requirements</p>	Y	N	
2.	<p>a) As an employer, are you aware of your duties and responsibilities under the OHSA?</p> <p>[OHSA Sections 25 and 26]</p> <p>b) Are other parties at your workplace aware of their duties and responsibilities under the OHSA (Answer all that are applicable)?</p> <ul style="list-style-type: none"> • Supervisors [OHSA Section 27] • Workers [OHSA Section 28] • Directors [OHSA Section 32] • Constructor [OHSA Sections 23 and 30] • Owner [OHSA Sections 29 and 30] <p>Resources:</p> <p>Duties of Employers and Other Persons Constructor Guideline: Health and Safety</p>	Y	N	
3.	<p>Have you appointed supervisors that:</p> <ul style="list-style-type: none"> • Are familiar with the health and safety legislation? • Have experience, training and knowledge to oversee the work? • Have knowledge of any potential or actual hazards associated with the work? <p>[OHSA Sections 1(1) and 25(2)(c)]</p>	Y	N	
4.	<p>Are you, your supervisors and workers aware that you cannot discipline your workers for obeying the OHSA, refusing unsafe work, seeking enforcement of the Act or regulations or giving evidence in an enforcement or related proceeding?</p> <p>[OHSA Section 50]</p> <p>Resources:</p> <p>Reprisals</p>	Y	N	

5.	<p>a) Do you prepare and review at least annually a written occupational health and safety policy?</p> <p>b) Do you develop and maintain a program to implement that policy?</p> <p>[OHS Section 25(2)(j)]</p> <p>c) Is your occupational health and safety policy posted in your workplace?</p> <p>[OHS Section 25(2)(k)]</p>	Y	N	
6.	<p>Are your workplace violence and harassment policies reviewed at least annually and posted?</p> <p>[OHS Sections 32.01 to 32.07]</p> <p>Resources:</p> <p>Workplace Violence and Harassment: Understanding the Law</p>	Y	N	
7.	<p>Do you have a Joint Health and Safety Committee at your workplace?</p> <p>[OHS Section 9(2), 9(4) and 9(10)]</p> <p>Resources:</p> <p>A Guide for Joint Health and Safety Committees and Health and Safety Representatives</p>	Y	N	
8.	<p>Does your JHSC consist of:</p> <p>a) At least 2 people if your workplace has 49 or fewer workers, or</p> <p>b) At least 4 people if your workplace has 50 or more workers?</p> <p>[OHS Section 9(6)]</p>	Y	N	n/a
9.	<p>Do you have at least one certified management and one certified worker member on your JHSC?</p> <p>[OHS Section 9(12)]</p> <p>JHSC Certification Training</p>	Y	N	
10.	<p>Do your JHSC members understand the function(s) of a JHSC and its members?</p> <p>[OHS Section 9(18), 9(19) and 9(19.1)]</p>	Y	N	
11.	<p>a) Does your JHSC meet at least once every three months?</p> <p>b) Are the minutes of the meeting recorded?</p> <p>[OHS Section 9(33) and 9(22)]</p>	Y	N	
12.	<p>Are the names and work locations of your JHSC members posted in your workplace?</p> <p>[OHS Section 9(32)]</p>	Y	N	
13.	<p>Is your workplace inspected at least once a month by a worker JHSC member?</p> <p>[OHS Section 9(26)]</p>	Y	N	

14.	Do you cooperate with JHSC members and help them carry out their functions? [OHS Section 25(2)(e)]	Y	N
Reporting and Records Management			
15.	Do you encourage your workers to report hazards and violations in your workplace? [OHS Sections 28(1)(c) and 28(1)(d)]	Y	N
16.	Do you keep track of actions you take to correct reported hazards and violations in your workplace? [OHS Sections 25(2)(h)]	Y	N
17.	Do you respond in writing to recommendations of the Joint Health and Safety Committee within 21 days? [OHS Sections 9(20)]	Y	N
18.	Do you have a process for workers to report incidents, injuries and illnesses?	Y	N
19.	Do you know how to report fatalities, critical injuries and occupational illnesses at your workplace to the MOL and WSIB? [OHS Sections 51(1) and 52(2)] Resources: Report an Incident to MOL Report an Incident to WSIB	Y	N
Hazards in the Workplace			
20.	Have you determined what health and safety hazards exist for the types of work performed at your workplace? [OHS Sections 25(2)(d) and 32.0.3] Resources: Frequently Asked Questions Occupational Health Hazards and Illnesses Health and Safety Partners	Y	N
21.	Have you told your workers of the hazards they may be exposed to at your workplace? [OHS Sections 25(2)(a) and 25(2)(d)]	Y	N
22.	Have you put into place measures and procedures to control these hazards? Check all that apply. Resources: Find regulations that apply to your workplace	Lockout / Tagout Confined Space Working at Heights Excavation / Trenching Traffic Control Tools and Equipment Lifting Devices (forklift, crane) Electrical Safety Hot Work Emergency Response Hoisting / Rigging Swing Stage Chemical Safety	

23.	<p>a) Are workers working with, or in proximity to, hazardous substances (ie. biological, chemical or physical agents)?</p> <p>b) Have you put into place measures to control these hazardous substances in your workplace?</p> <p>Resources:</p> <p>WHMIS: A Guide to the Legislation Occupational Exposure Limits</p>	Y	N	
Instruction and Training				
24.	<p>Have your supervisors and workers completed mandatory occupational health and safety awareness training?</p> <p>[OHS Regulation 297/13]</p> <p>Resources:</p> <p>Health and Safety Awareness Training for Workers and Supervisors</p>	Y	N	
25.	<p>Do you and your supervisors provide workers with workplace specific training on identified hazards?</p> <p>[OHS Sections 25(2)(d) and 27(2)(a)]</p>	Y	N	
26.	<p>Have you provided your workers with information and instruction on preventing workplace violence and harassment?</p> <p>Resources:</p> <p>Workplace Violence and Harassment</p>	Y	N	
27.	<p>Do you provide information, instruction and supervision to your workers to protect their health and safety?</p> <p>[OHS Section 25(2)(a)]</p>	Y	N	
28.	<p>Do your workers have the required training to operate forklifts and other lifting equipment?</p> <p>Resources:</p> <p>Forklift and Lifting Devices Safety</p>	Y	N	n/a
29.	<p>Do your skilled trades have the appropriate licensing (ie. electrician, plumber)?</p>	Y	N	n/a

I confirm that the information provided is accurate and will be validated upon request.