

CONTRACTOR SAFETY PROGRAM



YONGE-DUNDAS SQUARE

**2 Carlton St, Toronto
ON M5B 1J3**

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OVERVIEW

Although workers of contractors are not employees of Yonge-Dundas Square, the Occupational Health and Safety Act still requires Yonge-Dundas Square to protect these workers while they work on Yonge-Dundas Square property.

It is therefore the Yonge-Dundas Square's responsibility to select, hire and work with only competent contractors who share the Yonge-Dundas Square's views and standards on Health and Safety.

It is further the responsibility of Yonge-Dundas Square to ensure that all external contractors are made aware of the Yonge-Dundas Square's Health and Safety requirements, safety standards and procedures, and any known hazards around the Yonge-Dundas Square property.

All contractors must ensure that each of their workers who appears on site to perform work provides proof of qualification to the person-in-charge. They must also ensure that each of their workers who appear on site to perform work is made aware of, and abides by the Yonge-Dundas Square's Health and Safety requirements, safety standards and procedures. The contractors must ensure that their workers are made aware of any known hazards around Yonge-Dundas Square property, and to ensure that their workers are instructed in the safety procedures to be followed to avoid incidents. They must ensure that their workers are working safely and are taking all necessary actions and precautions to protect themselves, Yonge-Dundas Square employees, community and property.

PROGRAM OBJECTIVES

The Contractor Safety Program of Yonge-Dundas Square has these objectives:

- Minimize the likelihood and severity of incidents arising from the work of contractors to workers of the contractors, Yonge-Dundas Square workers, as well as general public of Yonge-Dundas Square;
- Consider the impact on the environment in every stage of the execution of a project by a contractor, from planning to completion;
- Minimize the likelihood and elimination of equipment and property damage and losses created by contractors;
- Establish responsibility and accountability of all stakeholders in contracted work;
- Ensure compliance with relevant Health and Safety Rules, Standards and Procedures.

ROLES AND RESPONSIBILITIES

Responsibilities of YDS Senior Management

Senior Management of Yonge-Dundas Square generally has the following responsibilities and accountabilities in respect of Health and Safety at Yonge-Dundas Square:

- Provide the conditions necessary for Yonge-Dundas Square staff and contractors to implement Yonge-Dundas Square Health and Safety;
- Support and promote Health and Safety initiatives that are consistent with Yonge-Dundas Square objectives;
- Support and promote prevention of and education around occupational injuries and illnesses;
- Ensure that a contractor safety program is written, and a process for implementing the program is defined and is current;
- Fulfill the responsibility to "approve Yonge-Dundas Square actions to implement the Occupational Health and Safety Act and policies on health and safety approved by the Governing Council".

Responsibilities of Yonge-Dundas Square Facilities Department Contact

The Yonge-Dundas Square Facilities Department Contact is the Yonge-Dundas Square employee having primary responsibility for management of a service provided by a contractor and a construction or maintenance project that is being performed by one or more external contractors. He or she has the following responsibilities and accountabilities:

- Ensure that there is a clear understanding of the role and responsibility of Yonge-Dundas Square as the Owner, Employer and/or Constructor for the project and act and behave to fulfill the responsibilities of Yonge-Dundas Square for the various roles. Owner, Employer and Constructor are as defined in the Occupational Health and Safety Act;
- Periodically audit tender documents to ensure that contract requirements reflect current practice and are compliant with the Occupational Health and Safety Act;

- Ensure that compliance with all applicable health & safety legislation requirements of bidding Contractors is an integral part of the contractor selection process and the safety performance and Safety Culture of the Contractor are continually monitored;
- Verify with the Contractor that every worker and supervisor of the Contractor and its subcontractor working at the work-site has completed the mandatory Health & Safety Awareness Training as per Ontario Reg. 297/13 and any other mandatory training requirement as applicable (i.e. working at heights)
- Provide the Contractor with information on any up-to-date known hazards including but not limited to the following:
 - designated substance hazards;
 - asbestos hazards
 - radiation hazards
 - biological hazards
 - mold hazards
- Collect records to demonstrate that Yonge-Dundas Square is taking all reasonable precautions with respect to the safety of contract workers on Yonge-Dundas Square premises.

For activities related to the regular maintenance of the facilities:

- Monitor the health and safety practices of the Constructor via spot checks and audits;
- View Contractor health and safety regulatory non-compliance issues as contract non-compliance issues, and address such concerns to the Contractor's designated representative;
- Refrain from acting in ways that cause Yonge-Dundas Square to be seen to be "supervising", "directing", or "controlling" the day-to-day activities of the Contractor. To avoid creating this appearance, the Yonge-Dundas Square Project Contact Person should:
 - Refrain from telling the Contractor's workers "how to" perform their work. However, do address concerns to the Contractor's designated representative;
 - Refrain from interfering with, or stopping the performance of any work. However, do stop work immediately when safety concerns are leading to imminent personal injuries or property losses.

Responsibilities of Yonge-Dundas Square Event Department Contact

The Yonge-Dundas Square Event Department Contact is the Yonge-Dundas Square employee having primary responsibility for management of a service provided by one or more external contractors during and event. He or she has the following responsibilities and accountabilities:

- View Contractor health and safety regulatory non-compliance issues as contract non-compliance issues, and address such concerns to the Contractor's designated representative (i.e. Contractor Account Managers);
- Refrain from acting in ways that cause Yonge-Dundas Square to be seen to be "supervising", "directing", or "controlling" the activities of the Contractor. To avoid creating this appearance, the Yonge-Dundas Square Event Department Contact should:
 - Refrain from telling the Contractor's workers "how to" perform their work. However, do address concerns to the Contractor's designated representative (i.e. Contractor Account Manager);
 - Refrain from interfering with, or stopping the performance of any work. However, do stop work immediately when safety concerns are leading to imminent personal injuries or property losses.

Responsibilities of Contractors

For the purpose of this Contractor Safety Program, sub-contractors (and their workers) hired by the Contractor are considered the employees of the Contractor.

All contractors are responsible to:

- Be in compliant with all Health and Safety Terms and Conditions described in Appendix A;
- Ensure that all of its workers entering the worksite comply with the Occupational Health and Safety Act, Yonge-Dundas Square Contractor Safety Program requirements, Yonge-Dundas Square Safety Policies, Standards, Codes and all other applicable Regulations and requirements;
- Furnish only competent and trained workers to work at the worksite. "Competent" is as defined in the Occupational Health and Safety;

- Ensure that every worker and supervisor of the Contractor and its subcontractor working at the work-site has completed the mandatory Health & Safety Awareness Training as per Ontario Reg. 297/13 and any other mandatory training requirement as applicable (i.e. working at heights);
- Coordinate with the Yonge-Dundas Square Facilities Department Contact the shutdown of any utilities prior to the work requiring the shutdown. This includes but not limited to, natural gas, propane, steam, air, water, electric services and the like;
- Unless otherwise agreed to in writing by the Yonge-Dundas Square contact, supply all necessary equipment and tools, including but not limited to ladders, scuffles, power tools, man-lifts, forklifts, and others required in completing the contract work;
- Ensure that all equipment and tools, including PPE, used on the work-site are in good working condition, properly maintained and certified if required by regulations;
- Ensure that equipment is operated only by those workers who have been properly trained and are skilled in the operation of the equipment;
- Have available for reference a manufacturer's operating manual for all the equipment and tools brought to the work-site;
- Report in writing all lost or stolen items such as tools, equipment, materials and the likes to the Yonge-Dundas Square contact and Yonge-Dundas Square Security office. All such lost or stolen items are the responsibility of the Contractor.

Responsibilities of Workers of the Contractor

Workers of the Contractor and sub-contractors must at a minimum fulfill Responsibilities of Workers as defined in the Occupational Health and Safety Act. Specifically, Workers of the Contractor and its sub-contractors must:

- Not expose themselves to any condition that they may endanger themselves, or any other worker, visitor or guest at the work-site;
- Promptly report any unsafe act or condition and any safety incident or concern that they may become aware of to their supervisor;
- For supervisory workers, act promptly on any reported unsafe conditions;

- Not proceed with any work, or operate any equipment for which they have not received proper training;
- Conduct themselves in a safe and orderly manner at all times while on the work-site or other Yonge-Dundas Square property;
- Ensure they understand and comply with all relevant safety regulations, codes, procedures, standards and policies;

Worker Competence, Capability and Impairment, Training and Orientation

Competent Workers – as per OHSA: "Competent Person" means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance;
 - b) is familiar with the Ontario *Occupational Health and Safety (OHS) Act* and the regulations that apply to the work; and
 - c) has knowledge of any potential or actual danger to health or safety in the workplace.
- The Contractor shall ensure its workers, including those of the subcontractors who work at the worksite at the Yonge-Dundas Square meet the definition of a "Competent Person" as defined above;
 - The Contractor shall provide or arrange for all necessary training to ensure sufficient qualified and competent workers are on site;
 - The Contractor shall produce "proof of competency", which includes but is not limited to training certificates upon request from the Yonge-Dundas Square contact.

Impaired Workers

- The Contractor shall ensure that any of its workers showing any signs of impairment (influenced by alcohol, drugs, medication, mental/physical fatigue or anything that impairs the worker such that they are unable to safely carry out their duties) shall not be allowed to work or to stay at the worksite;
- The Contractor shall further ensure that any of its supervisory or managerial employees who knowingly allow a person showing signs of impairment to work or to stay at the worksite will be subject to disciplinary action, up to and including termination.

Auditing

- The Yonge-Dundas Square Facilities Department will conduct annual audits of all Contractor files to monitor Contractor's performance and to ensure:
 - Inactive Contractor files are removed and archived
 - Yonge-Dundas square contact information is current
 - All required documentation is in the Contractor's file
- Contractors with incomplete files and/or poor performance will be removed from the Approved Contractor list.

Infraction Notices

- Contractors shall receive an Infraction Notice when found to be in violation of Yonge-Dundas Square Contractor Health and Safety Program, other company policies, and/or legislation.
- The Yonge-Dundas Square Facilities Department Contact shall file the Infraction Notice in the Contractor's file and indicate that the Contractor has received an infraction on the Approved Contractor List.
- Yonge-Dundas Square may revoke approval status depending on the severity of the infraction.

Appendices

- I. YDS Contact's Checklist for Contractors
- II. Contractor Health and Safety Commitment
- III. Workplace Hazards Review
- IV. Contractor Health and Safety Commitment Form
- V. Contractor Infraction Notice

APPENDIX I

YDS Contact's Checklist for Contractors

YDS Contact's Checklist for Contractors

Information Required	Completed	Remarks
1. Ensure Contractor has signed and provided a copy of the Commitment Form.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Confirm Contractor has had all employees/sub-contractor read and sign off on the Program Requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Ensure all Contractor/Sub-Contractor employees sign off on the Contractor Health and Safety Program Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Contractor has provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• WSIB Clearance Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Certificate of Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Labour Agreement Package	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Training Records (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Certifications (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Completed Construction Registration Form to be filed and posted (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Posted	
5. Complete a Job Hazard Checklist with the Contractor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Posted <input type="checkbox"/> N/A	
6. Review all required policies and procedures prior to work commencing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Review emergency procedures including location of first aid kits/station and the Injury/Incident reporting requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. Advise Contractor of any additional hazards they may need to know about	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Ensure all of the Contractor's questions have been answered to their satisfaction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Note to Contact: A Contractor will not be approved until all documentation is completed.</p> <p>While the Contractor is working on site:</p> <ul style="list-style-type: none"> • Conduct random inspections of their work • Ensure Contractor is abiding to the Contractor H&S Program as well as other company policies, and procedures • When infractions are identified work with Contractor to ensure Infraction does not happen again 		
<p>Contractor's Name and Address:</p>		
Contact's Name:	Signature:	Date:

APPENDIX II

Contractor Health & Safety Commitment

To All Contractors/Subcontractors:

This document has been put together as a guide to all contractors who have an agreement to perform certain contract work within Yonge-Dundas Square facilities.

In all cases and at all times, the contractor must be in compliance with the *Occupational Health and Safety Act (OHSA)* and all applicable regulations including the Regulations for Construction Projects. Under these requirements, the duties and responsibilities of the contractor, employees, supervisors, workers, owners and suppliers are well defined.

Contractors are expected to know, understand and carry out these responsibilities, while working at all Yonge-Dundas Square facilities, and to ensure that their personnel, sub-contractors and personnel of their sub-contractors, performing work on Yonge-Dundas Square premises do likewise.

In addition to meeting legal requirements, it is also expected and required that contractors will abide by the Contractor Health and Safety Program that has been established by Yonge-Dundas Square as part of the program, the following Commitment Form provides the information necessary for you to become an Approved Contractor prior to any work commencing. It is understood that the information provided below cannot possibly cover all situations; therefore, co-operation and communication are essential between the contractor and the Yonge-Dundas Square Contact.

Specific questions should be directed to your Contact who has arranged for you to conduct work on our premises. As an Approved Contractor, you will review with your Contact all relevant policies and procedures, including emergency information, first aid kits, injury/incident reporting requirements and you will need to go through the Job Hazards Checklist.

Please sign the Commitment Form provided below and forward the signed copies to your Yonge-Dundas Square Contact.

Please also ensure that the Contractor Health and Safety Program Requirements are read and signed by each employee that is required to work at Yonge-Dundas Square Please keep this form on file in the event we request a copy from you.

In conclusion, we hope your work with us is pleasant and safe.

Health and Safety Terms and Conditions for Contractors

1. Reliance on Yonge-Dundas Square Hazard Assessments and Contractor Responsibility: In addition to any notification and acknowledgement of Designated Substances at the Project, Yonge-Dundas Square may provide the contractor with information respecting other hazards, not related to designated substances, which may be encountered by the contractor in the performance of the work. Any such hazard assessment information provided to the contractor by Yonge-Dundas Square is given in good faith in an attempt to inform contractors of actual and potential hazards that have been identified by Yonge-Dundas Square, and may be encountered by the contractor in the performance of the work. Yonge-Dundas Square does not warrant the completeness or adequacy of any such hazard assessment information and assumes no responsibility or liability for any adverse consequences arising from reliance on hazard assessment information provided by Yonge-Dundas Square. It is the contractors' responsibility to examine the area where the work will be performed to satisfy itself as to any project hazards that it might encounter.
2. Protection from Hazards: The contractor shall review all hazard assessment information provided by Yonge-Dundas Square, and shall take measures to ensure protection of all persons and property from any actual and potential hazards associated with the work.
3. Designation of Supervisor: The contractor shall designate one or more of its employees or agents to act as supervisor with responsibility for the work, and such person or persons shall be deemed to be "supervisors" as defined by the Ontario Occupational Health and Safety Act, and shall fulfill the duties of a "supervisor" in relation to the contractor and the work.
4. Attendance of Supervisor at Job Site: The contractor shall ensure that its site supervisor or designate is present at the place of work and performs supervisory functions at all times whenever four or more workers of the contractor or its sub-contractors are present at the place of work.
5. Supervisory Competency: The contractor shall ensure that all of its supervisory personnel performing work possess any specific competencies or qualifications required by applicable occupational health and safety laws, and shall provide proof of same satisfactory to Yonge-Dundas Square upon request.

6. Supervisory Health and Safety Inspections: Should the event/construction project last for 5 days or longer on Yonge-Dundas Square premises, the contractor shall ensure that its "supervisor" or the supervisor's designate performs a health and safety inspection of the entire project site at least once every week from the commencement of on-site work until the completion of on-site work by the contractor. A copy of every "Project Health and Safety Inspection Report" prepared by the contractor for the project shall be posted forthwith at a prominent location at the project site, and shall remain posted until replaced by the report for the next inspection. All inspection reports shall be kept on file at the project site for the duration of the project and copies shall be provided to Yonge-Dundas Square upon request.
7. Pre-and-Post Job Safety Inspections: If it is likely that the event/construction project on Yonge-Dundas Square premises will be completed by the contractor in less than 5 days, the contractor shall ensure that its "supervisor" or the supervisor's designate performs a health and safety inspection of the work site prior to commencement of the work, and upon completion of the work. The contractor shall provide to Yonge-Dundas Square a copy of the inspection report upon request.
8. Pre-Start Meeting: Should the event/construction project last for 5 days or longer on Yonge-Dundas Square premises the contractor's project manager and / or site supervisor shall attend one or more pre-job meetings with Yonge-Dundas's representatives, at the contractor's expense, at which times health and safety matters pertaining to the work may be reviewed. Yonge-Dundas Square may require the contractor to provide at, before, or after such briefing(s) any proof of qualifications, evidence of insurance coverage, or other verifications called for by the agreement between the contractor and Yonge-Dundas Square.
9. Project Meetings: For event/construction projects lasting 5 days or longer, the contractor's supervisor shall conduct Review Meetings on a weekly basis. The contractor's supervisor shall provide Yonge-Dundas Square with information on health and safety conditions, performance, and inspection findings upon request.
10. Health and Safety Audits and Inspections by Yonge-Dundas Square: Yonge-Dundas Square reserves the right to conduct health and safety audits and inspections during the event/construction project for the purpose of evaluating contractor and compliance with health and safety regulatory requirements and Yonge-Dundas Square contractual terms and conditions relating to health and safety.
11. Work Permits: The contractors shall maintain and follow a Permit System for performing any of the following work activities and shall not perform any of such activities without first obtaining and displaying the applicable work permit at the project site.

- a. hot work
- b. confined space entry
- c. work requiring fall protection
- d. hazardous substances abatement work
- e. excavation or drilling into the ground or a concrete building slab using powered equipment
- f. any work requiring a mechanical, electrical or fire system shut-down
- g. any work on >208V live electrical systems.

12. Injury/Incident Reporting and Investigation: All incidents causing injury must be reported to Yonge-Dundas Square Contact. It is the responsibility of the Contractor to report Medical Aid injuries to the WSIB. All other incidents, including near misses i.e. those incidents which could have resulted in substantial loss and those requiring no more than standard first aid also must be reported to Yonge-Dundas Square Contact and will be reviewed monthly by the Yonge-Dundas Square Facility Department Contact or JHSC to identify any incidents that require further investigation. In the event of an incident causing death or critical injury to any person, the Contractor is required to immediately notify the Ministry of Labour (MOL), Yonge-Dundas Square Contact, trade union (if any) and the contractor JHSC/H&S Rep. According to the *Occupational Health and Safety Act* (R.R.O. 1990 Reg. 834, s.1), a critical injury is an injury of a serious nature that:

- a. Places life in jeopardy;
- b. Produces unconsciousness;
- c. Results in substantial loss of blood;
- d. Involves the fracture of a leg or arm, but not a finger or a toe;
- e. Involves the amputation of a leg, arm, hand, or foot, but not a finger or toe;
- f. Consists of burns to a major portion of the body; or
- g. Causes the loss of sight in an eye.

13. Workers Compensation Coverage: The contractor shall maintain workers' compensation coverage with the relevant provincial agency at all times during events, during the performance of the construction project and during the term of the Contract between the contractor and Yonge-Dundas Square, and shall ensure that any subcontractors of the contractor maintain workers' compensation coverage at all times during their performance of the work.

14. Health and Safety Instruction: The contractor hereby represents and warrants to Yonge-Dundas Square that appropriate health and safety instruction and training have been provided and will be provided to the contractor's employees and subcontractors, and shall provide proof of same satisfactory to Yonge-Dundas Square upon request.

15. Material Safety Data Sheets/Safety Data Sheets: The contractor shall maintain, at the job site, Material Safety Data Sheets for all hazardous materials and products taken onto the job site and used during the event and during the term of the Contract between the contractor and Yonge-Dundas Square.
16. Notice of Project: Prior to commencing the work, the contractor shall complete and file any project related notices with provincial or local health and safety regulatory authorities for the place of work, if required by the health and safety laws of the place of the work. In doing so, the contractor shall identify itself as the "Constructor", or other party defined by applicable health and safety laws as the party having overall responsibility for health and safety of the work, as applicable.
17. Health and Safety Committee: If required by the occupational health and safety laws of the province where the work is to be undertaken, the contractor shall establish and maintain a joint health and safety committee and / or trades health and safety committee for the work.
18. Access to Site by Yonge-Dundas Square: Yonge-Dundas Square's representatives shall be entitled and permitted to attend at the work site at any time to inspect conditions, practices, programs, and documentation relating to health and safety at the work site. The contractor shall provide Yonge-Dundas Square's representatives with all reasonable assistance that may be required to permit such inspections to occur, at no additional cost to Yonge-Dundas Square, or to Yonge-Dundas Square's representatives.
19. Worker Safety Orientation: The contractor shall orient its workers and subcontractors to the safety requirements of the event/work prior to those workers or subcontractors commencing work at the site.
20. Removal of Unsafe Workers: The contractor shall document any identified instances of noncompliance with safety requirements by its workers and subcontractors. Where any worker or subcontractor breaches safety requirements and thereby presents a threat of serious injury or death to any person, the contractor shall remove that worker or subcontractor from the event/project site for the duration of the event/project. Where any worker or subcontractor breaches any combination of site safety requirements a total of three times, then the contractor shall immediately remove that worker or subcontractor from the event/project site, and that party shall not be permitted to return to work at the event/project site. The contractor shall establish this requirement for compliance and this penalty for noncompliance as a term of any agreement between the contractor and its subcontractors. The contractor shall indemnify and save harmless Yonge-Dundas Square in respect of any claims made by any party against Yonge-Dundas

Square in consequence of the contractor's enforcement of site safety requirements, and/or the contractor's expulsion from the site of any party.

21. Familiarization with Yonge-Dundas Square Requirements: The contractor shall familiarize itself with, and ensure that its personnel comply with, the requirements of those Yonge-Dundas Square standards, rules, policies, and procedures, if any, that are applicable to the work and the place of work, whether provided as part of or accompanying this list of terms and conditions or not.
22. Post-Job Clean up and Waste Disposal: The Contractor shall ensure that all waste including hazardous wastes generated at the worksite and unused hazardous chemicals and other materials are removed, transported and disposed of in accordance with applicable legislation. A copy of the necessary documentation (e.g. Hazardous Waste Manifest) must be supplied to the Yonge-Dundas Square upon request.

APPENDIX III

Workplace Hazards Review

Workplace Hazards Review

To be completed by the YDS Contact and the Contractor jointly.

Job Location(s): *YONGE-DUNDAS SQUARE*

Date:

YDS Contact Name:

YDS Contact Signature:

Contractor Name and Address:

Contractor Contact Name:

Contractor Contact Signature:

Hazards		Action Plan to Eliminate/ Reduce Risk
Chemical Hazards*: Compressed Gases Flammable/Combustible Oxidizers Toxic Corrosive Reactive PPE – in place MSDS – reviewed and available	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Chemicals must be reviewed and approved by the Contact prior to being brought on site. * Contractors must have with them on-site copies of the MSDS for all chemicals being used.		
Waste to be generated is: Non-hazardous Hazardous (any waste generated must be approved by Contact)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify if YDS or the Contractor is responsible for disposal:
Biological Hazards: Bacterial Viruses Plants Insects Birds/Animals Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	

Physical Hazards: Noise (as per Reg. 851 S. 139) Vibration Temperature (extremes) Radiation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ergonomic Hazards: Physical Strain Potential	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Safety Hazards: Welding/Burning Grinding Falling/flying objects Sharp edges/objects Enclosed spaces Hazardous Energy Sources Machinery (Stationary/Mobile) Material Handling Floor or Wall Openings Slips/Falls Potential Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Hot Work Permit Required Lock Out Tag Out Required
List Applicable Safe Work Practices That Have Been Reviewed: 		
Other Requirements/Expectations: 		
List of Equipment Contractor will be using while on site: 		

APPENDIX IV

Contractor Health & Safety Commitment Form

Contractor Health & Safety Commitment Form

Contractor Company Name: _____

Yonge-Dundas Square Contact Name: _____

I hereby acknowledge receipt of this letter and the Contractor Health and Safety Program Requirements and will obey all rules pertaining to health and safety. Failure to meet these requirements may result in immediate termination of contract.

I have communicated the Contractor Health and Safety Program Requirements to all of my employees and/or sub-contractors who are required to work at Yonge-Dundas Square and they have signed off on the Contractor Health and Safety Program Requirements Form. I will keep the signed form on file should Yonge-Dundas Square request a copy. I will ensure that all of my employees and/or sub-contractors abide by the program requirements, policies and procedures as communicated by Yonge-Dundas Square.

I understand that to become an Approved Contractor, all of the following documentation must be provided to Yonge-Dundas Square:

- ☐ Confirmation of WSIB Certificate on an ongoing basis
- ☐ Certificate of Insurance – Please provide the header page of your current certificate of full General Liability showing that Yonge-Dundas Square and its subsidiaries are named as “additional insured”. The wording must be as follows:
 - “Yonge-Dundas Square and its subsidiaries are hereby named as an additional insured on all policies listed above as concerns any business relationship conducted within the above named insured. The above insurance is understood to be primary to any held by Yonge-Dundas Square”
 - Minimum limits of liability in the amount of \$ 2 million for each occurrence.
 - Full General Liability coverage
 - Provision for 30-day advance written notification to Yonge-Dundas Square prior to any cancellation or change in insurance status that affects Yonge-Dundas Square as “additional insured”
- ☐ Signed copy of this Contractor Commitment Form
- ☐ Labour Agreement Package (where applicable)
- ☐ Upon request, copies of applicable employee training records where relevant to ensure only qualified employees will be sent to perform work (e.g. forklift, aerial work platform, trade licenses/certificates, etc.)

Any questions I have had about the Contractor Health and Safety Program have been answered to my satisfaction.

Contractor Authorized Official - Name
(Please Print): _____

Date: _____

APPENDIX V

Contractor Infraction Notice

Contractor Infraction Notice

Contractors identified for non-compliance with the Contractor Health and Safety Program and/or regulations (including all Municipal, Provincial and Federal legislation) resulting in an unacceptable hazard while working at Yonge-Dundas Square will be issued an Infraction Notice.

Depending on the severity of this infraction, the Contractor may lose the privilege of working for Yonge-Dundas Square. Notices will remain permanently in the Contractor file.

Contractor Company Name:			
Contractor Employee(s) Name(s):			
Yonge-Dundas Square Contact Name:			
Date and Time of Infraction:			
Location of Infraction:			
Description of Infraction*:			
<p><i>*If the infraction involved a Critical Injury an OHSA, Section 51 Report must be completed and investigation initiated.</i></p>			
Corrective Action(s) to be Taken:			
I hereby acknowledge receipt of this Infraction Notice and agree to the facts described above.			
Signatures:			
Contract Employee:		Date:	
Contract Employee:		Date:	
Contract Employee:		Date:	