

# Contractor Guidelines

## FOREWORD

Contractors working on GWL Realty Advisors Residential Inc. managed properties, either pursuant to a contract, agreement, standard construction contract, work order, or to a purchase order, shall assume complete responsibility for the safe performance of such work.

This responsibility for safety extends both to GWL Realty Advisors Residential Inc., its employees, its tenants, its visitors and its property. Furthermore, the safety responsibility of the contractor also extends to its employees, its sub-contractor's employees, and all other persons coming onto GWL Realty Advisors Residential Inc. property in connection with the work.

## GENERAL REQUIREMENTS FOR ALL CONTRACTORS

1. The listed safety rules are only a minimum. Full legislative safety responsibilities are available in the applicable Provincial *Occupational Health and Safety Act and Regulations*.
2. Contractors must recognize that their work may be performed while the building or property is operating or not or is occupied or not and that they are responsible for establishing the necessary safety precautions to permit the performance of work under safe operating conditions without endangering GWL Realty Advisors Residential Inc. personnel/ property/ tenants/ general public.
3. The contractor is expected to have complete familiarity with the applicable provincial Health and Safety Act, regulations and general duty obligations applicable to its work and to direct and require its employees to comply with it. The contractor also has the responsibility to correct any unsafe conditions that it creates.
4. The contractor and/or sub-contractors must report all injuries and accidents occurring while on GWL Realty Advisors Residential Inc. managed property to GWL Realty Advisors Residential Inc. and the incident must be recorded on the appropriate GWL Realty Advisors Residential Inc. reporting form.
5. All contractors' vehicles, operated on GWL Realty Advisors Residential Inc. managed property, must adhere to GWL Realty Advisors Residential Inc. requirements and must observe all warning and traffic signs. All vehicles must park where they are instructed to park.
6. The contractor is responsible for having each employee and sub-contractor obtain a contractor pass by signing in and out each day at the designated property management office. Contractors' employees and sub-contractors must wear the pass on their person at all times while on GWL Realty Advisors Residential Inc. managed property.
7. The contractor's on-site supervisor should contact GWL Realty Advisors Residential Inc. Property Management when any questions arise regarding the safe performance of a job or activity.
8. The contractor must receive approval with GWL Realty Advisors Residential Inc. for the use of hazardous materials or processes that may introduce hazardous or harmful substances or procedures to the work environment.
9. Violations of Safety rules and/or applicable federal, provincial, or municipal ordinances will result in expulsion from the property as well as necessary contact with applicable authorities.
10. Contractor's on-site employees must conduct and present themselves in a safe and orderly manner conducive to first class residential and commercial properties and consistent with GWL Realty Advisors Residential Inc.'s safety culture. GWL Realty Advisors Residential Inc. has the unilateral and absolute right to approve or disapprove of any Contractor's employees working on the property.

## HAZARDOUS SUBSTANCES:

Includes but is not limited to Asbestos, CO2, per OH&S Act, lead, silica

## PROPANE, ACETYLENE AND OXYGEN

1. Acetylene and oxygen cylinders must be used and stored in an upright position and secured to prevent falling. Do not roll or drop cylinders. Propane cylinders must be stored per provincial regulations.
2. All "Hot Work" (burning, welding, grinding, etc...) by the contractor requires a Hot Work Permit that can be obtained from GWL Realty Advisors Residential Inc. staff (sample form attached).
3. It is the contractor's responsibility to provide fire protection equipment and an adequate "fire-watch" while they are performing any "Hot Work" on GWL Realty Advisors Residential Inc. managed property.

## MINIMUM REQUIREMENTS WHILE WORKING ON GWL REALTY ADVISORS RESIDENTIAL INC. PROPERTY

1. Contractor's employees must wear appropriate personal protection equipment such as, but not limited to, safety shoes, safety glasses, hearing protection, hard hats and/or other safety equipment as assigned while on the property.
2. Good Housekeeping conditions must be maintained on the job at all times.
3. All rigging equipment such as ropes, cables, hooks, shackles, chains, etc. should be inspected daily and also prior to each lift by a competent person.
4. Contractors shall consult GWL Realty Advisors Residential Inc. staff before working on or around high voltage, electrical wires or power circuits.
5. Contractor's employees shall consider all electric lines "hot" and comply with GWL Realty Advisors Residential Inc.'s Tag & Lockout policy.

6. Contractor's employees shall not ride on any mobile equipment.
7. The maximum speed limit on GWL Realty Advisors Residential Inc. managed property is 10 km/hr unless otherwise posted at each property.
8. No "visiting" or "sightseeing" is permitted outside of the contractor's work areas without proper authorization received from the Property Manager.
9. Contractor's employees shall not operate or use any of GWL Realty Advisors Residential Inc.'s forklifts, hoists, or any other type of equipment or tools.

## GOOD HOUSEKEEPING AND FIRE PROTECTION

1. All job sites must be kept clean and orderly at all times.
2. Materials and equipment must be stored in such a manner that they will not collapse, block or cause excessive pressures on side of buildings, pipe lines, or hinder access to stretchers, valves, hose drops, fire extinguishers, electrical equipment, ladders, entrances and exits.
3. It is the contractor's responsibility to dispose of all scrap and rubbish. Open fires are not permitted.
4. Contractors must not use on site fire hoses or fire hydrants (other than in emergencies) unless authorized to do so by GWL Realty Advisors Residential Inc. Property Management.
5. Extinguisher and hose locations are installed throughout the various properties and are clearly marked and identified.

## OVERHEAD WORK, SCAFFOLDS AND BARRICADES

1. Contractors shall be responsible for barricading the ground or floor when working above ground level to protect employees and all other persons from falling debris.
2. All scaffolds and work platforms must be constructed to the applicable provincial occupational health & safety act standard and be maintained free of defects. Guard rails and toe-boards shall be installed on all scaffolds and work platforms over ten (10) feet above the ground or supporting level. Decking must be at least two planks wide and tested before usage for compliance with standards and laws.
3. Barricades or guard rails meeting the applicable health and safety act standards must be provided around all openings, excavations, pits, open sewers, catch basins or any other "opening" in ground, roofs, or floors. These barricades or guardrails must be kept in place at all times and adequately lighted at night.
4. Contractor is to furnish all required safety warning lights and signs.
5. Ladders must be properly constructed and securely braced and tied-off to prevent shifting. Ladders and workers must maintain a three-point contact at all times.
6. Contractor's employees shall not work on lift truck forks unless platform work is approved.

## AGREEMENT

I, \_\_\_\_\_ on \_\_\_\_\_  
(PRINT NAME) (DD/MM/YYYY)  
Representing: \_\_\_\_\_  
(CONTRACTING FIRM)

have read and accepted the conditions set forth in the above "Contractor Guidelines" and accept full responsibility for the safe performance of work while on GWL Realty Advisors Residential Inc. managed property.

In addition to acknowledging and accepting the general conditions set forth in the above "Contractor Guidelines" I confirm that the contractor and its employees have full familiarity with the applicable Provincial Occupational Health and Safety Act, regulations and responsibilities applicable to the job and that the contractor accepts full responsibility for compliance with all such acts and the regulations and general duty obligations relating to the work it performs, including the responsibility to correct immediately any violative conditions created by its work.

I acknowledge that contractor's employees have to sign a "Property Hazard Assessment Form" prior to working on GWL Realty Advisors Residential Inc. managed property (sample form attached).

I confirm that the above guidelines have been provided to the contractor's employees performing the work.

I have the authority to bind the company:

\_\_\_\_\_  
(SIGNATURE)  
Authorized Person

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)