

Dear Contractor,

Brookfield Global Integrated Solutions would like to thank you for being one of our qualified service providers.

At Brookfield GIS, we advocate an awareness of elements that are considered to be cornerstones of a safe and conscientious work environment and we work progressively for the safety and wellbeing of employees, tenants, contractors and the end users.

As such, we ask that you assist us in keeping in stride with all Health and Safety standards, legislation and best practices. We have attached building specific documentation for your use, to assist you in completing the required safety documents. Please read the documents identified below and sign the attached acknowledgment notification form after reviewing the below documentation.

- 391 York Ave OHS Building Plan
- Facility Site Specific Hazard Assessment
- BGIS Contractor Safety Handbook and acknowledgement notification form

The following documentation is required to be completed by the contractor, and submitted to BGIS at least two weeks prior to commencing work. Please reference the above mentioned OHS building plan and facility hazard assessment, which will assist you in completing the below required documents prior to the start of the project:

- Work Permit (form # HS 289 01)*
- Project Specific Hazard Assessment*

Templates have been attached. Should you require any assistance please don't hesitate to reach out to the Project Manager for support.

*As part of the ongoing effort to maintain the safety and security of site staff, tenants and building occupants, a Work Permit form has been implemented and is to be completed/returned by the Contractor and approved by the site designate 72 hours before commencement of any site work.

The Work Permit is to be submitted in conjunction with your companies Job Safety Plan and Hazard Assessment. Once completed can be returned to West Work Permit Mailbox: WEST-RP1workpermit@brookfieldgis.com.**



Thank you for your continued services and collaboration for a safe work environment.

Kind regards,

BGIS Health & Safety Team

****Your subject line to the West -RP1 Work Permit mailbox should read: GOC/MSA # - (building address)***

Form Title	391 York Ave. OHS Plan	Number:	HS 287 01 RP1
Author:	HSE Coordinator	Effective Date:	04-MAY-2015
Owner:	HSE Manager	Revision:	2

Building OHS Plan

Purpose

- To formalize and clarify the health and safety responsibilities of each individual accessing the building for any matter, and through the promotion of health and safety with the ultimate objective of eliminating any opportunity for occupational injury or illness;
- To provide guidance to all work parties on meeting their obligations under our policies and the regulations;
- To provide instruction on building emergency protocols and the manner in which workplace hazards should be identified, reported and controlled; and
- To clearly identify site-specific policy and procedure as it relates to work authorization, work permit requirements, inspection of the workplace, qualification of the worker, and work refusals.

Overview

Brookfield Global Integrated Solutions Canada (Brookfield GIS) has been designated as the Occupational Health and Safety (OHS) Control Authority for this facility. Brookfield GIS's responsibilities at this facility include ensuring the health and safety of all occupants, visitors, service & maintenance contractors, and construction contractors at the facility. **No work activities will occur in this facility without prior authorization from Brookfield GIS.** As OHS Control Authority, Brookfield Global Integrated Solutions has the right and will exercise their right to:

1. Review all work plans prior to the start of any work
2. Reject any work plans that have the potential to disrupt tenant activities, that do not adequately address risk to the property, or that do not adequately address anticipated health and safety exposures.
3. Request to see any licenses, certifications or similar credentials as well as validate those conducting the work have appropriate qualifications and training.
4. Inspect any work in progress to ensure that the work is being carried out safely as planned, in compliance with the regulations and in no way compromises the facility, the occupants, other service & maintenance contractors present at the site, as well as any construction contractors, visitors to the facility or the public.
5. Participate in all health and safety committee meetings.
6. Stop the work at any time if the approved work plan is not being followed, a hazardous condition is discovered or created as a result of the work, or any equipment, device or system being used by a worker is observed to be unsafe in any way.

Access & Orientation

Site Access Protocol:

- Government of Canada RELIABILITY-level clearance **and** completion of the Brookfield GIS Site Orientation are the minimum requirements for workers requiring unescorted access to this site.
- Certain areas of this facility may require a higher level of clearance. Per government security policy, all such areas will have signage identifying SECRET or TOP SECRET clearance requirements.
- Access to any area of this facility is restricted to those having a legitimate business purpose.
- Workers, who have not completed the Brookfield GIS Site Orientation or have not obtained the required Government of Canada security clearance, will not be permitted access to any area of the site without an APPROVED escort.
- An APPROVED escort will be defined as a tenant employee, member of building security or a Brookfield GIS staff member

Obtaining Security Clearance:

- As noted, all workers requiring unescorted access to this site for business purposes will require Government of Canada Reliability-level screening as a minimum.
- Both of the following forms must be completed by each individual requiring access (Unless they already have a valid security clearance through CISD)
 - Personnel Screening Consent and Authorization Form (TBS/SCT 330-23E)
 - Security Clearance Form (TBS/SCT 330-60E)
- Completed forms can be directed to securityscreenings@brookfieldgis.com

Brookfield GIS Site Orientation

The Brookfield GIS Site Orientation module will familiarize the worker with the occupational health and safety requirements of the site and is a mandatory requirement for any worker requiring access. The Brookfield GIS Site Orientation Module orients the worker to the following:

- Site Access Protocol
- The layout of the Site including a map showing parking for contractors and emergency egress routes
- Instructions on how to obtain security clearance
- Hazard Station (location of, responsibility to review the hazards and associated controls prior to the development of the work plan)
- Safety Standards (Requirement to respect the regulations, as well as Brookfield GIS/PWGSC policy)
- Qualifications of the Worker and the Right to Refuse
- Emergency/Hazardous Occurrence/Hazardous Condition Reporting
- First Aid Stations
- Contacts (NSCC, Brookfield GIS Property Manager, Brookfield GIS Health & Safety Coordinator, Security, etc.)
- Building Emergency and Evacuation Procedures
- Brookfield GIS Work Permit Process (Requirement for a Work Permit prior to the start of ANY work activity)
- Requirement for additional permits for High Risk work activities (Confined Space, Lock-Out/Tag-Out, etc.)

- Hazardous Chemicals and Materials (movement, storage, WHMIS labeling, and Material Safety Data Sheets)
- Use of Loading Docks or Entrance/Exit doors for movement of materials
- Elevator use and restrictions
- Responsibility to safely and responsibly remove all waste generated relative to the work being performed

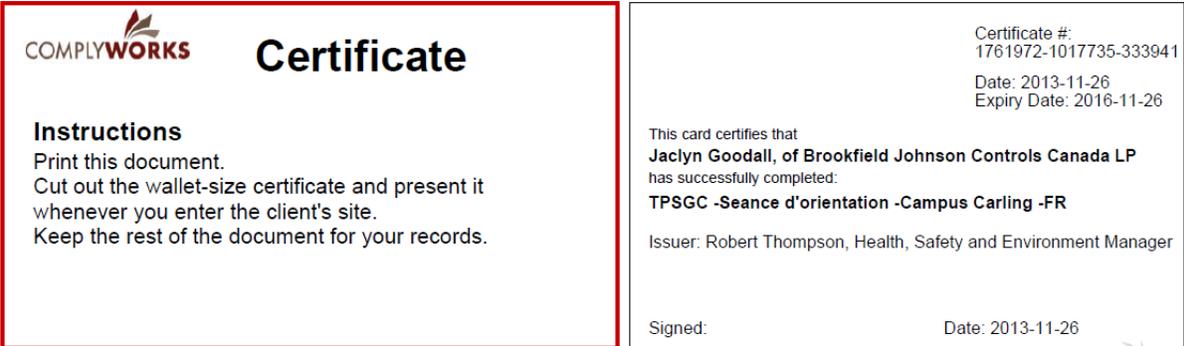
The worker will be required to complete knowledge verification at the conclusion of the Brookfield GIS Site Orientation to ensure that they have understood and retained the information provided.

The worker can obtain this Site Orientation module, through one of three ways:

- A. An online version of this module is available through Complyworks and can be completed by the worker prior to their arrival on site.
https://cw1.complyworks.com/employer_orientations.php?item=2054
- B. A computer terminal is available to the worker at the loading dock entrance of this facility where this same online module through Complyworks can also be accessed.
- C. The Brookfield GIS HSE Coordinator assigned to this facility will present this orientation in a classroom style setting at this facility once every two weeks. To obtain further information or to reserve a place in the next scheduled session, contact safety@brookfieldgis.com.

Upon completion of the Site Orientation Module, workers will obtain a wallet card that details the module completed, the date that it was taken, the name of the company, and the worker's full name.

Figure TS-2.1 – Wallet Card



Brookfield GIS Contractor Safety Handbook:

All Contractor firms will be required to sign their acknowledgment of the policies and procedures as outlined in the Brookfield GIS Contractor Safety Handbook

Loading Dock Procedure:

- Should access be required to the loading dock outside of the hours identified, additional security coverage must be prearranged through Brookfield Global Integrated Solutions, and the cost of the additional security guard coverage will be at the contractor's expense.

- Only loading docks may be used to bring in construction materials to the site. It is not acceptable for contractors to bring materials in through the other entrances at the site.
- Should material movement be required through another entrance or exit door, prior approval must be obtained from Brookfield Global Integrated Solutions.
- Only one contractor will be permitted to use each loading dock at any given time. This is to ensure the safety of the workers through separation of the work activities via time and space.
- Security must be present to open all overhead doors and loading dock man doors.
- Security is required to remain at the loading dock for the entire duration that the doors are open.
- All materials unloaded at a loading dock must immediately be removed from the loading dock area to an approved staging area.

Additional Security Coverage for Projects/Special Events

- Arrangements for additional security coverage to be coordinated through Brookfield Global Integrated Solutions. Security@brookfieldgis.com.
- A quotation for the extra coverage will then be provided by building security.
- Examples of where additional security coverage might be required include but are not limited to escorts into secure areas, loading dock coverage, perimeter doors that will need to be propped open, etc.

Roles & Responsibilities

All persons in the workplace share the responsibility for ensuring a safe working environment. Employers and Owners alike must take every precaution reasonable for the protection of a worker. Managers and supervisors are accountable for carrying out their responsibilities in accordance with the regulations, and as outlined in this plan.

While Brookfield Global Integrated Solutions will be providing oversight from an OHS Control Authority standpoint, all other parties remain fully responsible for maintaining their own health and safety programs, procedures, and safe work practices as required by the regulations.

Further responsibilities under this Site-Specific Health & Safety Plan are defined here:

Brookfield Global Integrated Solutions Canada (Brookfield GIS)

- In the role of OHS Control Authority, fulfill all of the obligations of the Owner and the Employer as defined under the regulations.
- Maintain Control of the workplace, reviewing and approving all work activities prior to the start of any work.
- Ensure all work activities are properly coordinated and appropriately separated via time and space.
- Maintain the Fire Safety & Evacuation Plan and Emergency Response Procedures (Emergency Action Guide)
- Use the Brookfield GIS Hazard Station to identify all site-specific hazards and associated controls
- Participate in all tenant Health & Safety Committee meetings
- Host regular Contractor Safety Committee Meetings
- Ensure workers have with them: all required personal protective equipment (PPE) and are competent in the use of that PPE; that workers have access to a first aid kit and a fire extinguisher if appropriate, and that MSDS are on hand for any hazardous materials associated with the work.

- Provide clear written instruction (safe work procedures) to the workers, prior to the start of the work.
- Provide an adequate level of supervision for the work and inspect the work and the worksite on a regular frequency.
- Ensure workers have been instructed on Job Hazard Analysis (JHA) and that they will conduct a JHA prior to the start of the work.

PWGSC

- Obtain a Work Permit from Brookfield Global Integrated Solutions as described further in this document.
- Ensure that PWGSC Contractors are aware of their responsibilities as defined herein.

Tenant

- Host health and safety committee meetings as required by the regulations and invite Brookfield GIS to participate in all such meetings.
- Report all Hazardous Occurrences/Hazardous Conditions. Take action to resolve such concerns when they are specifically associated with tenant operations.
- Conduct regular inspections of all areas occupied by the tenant as required by the regulations.
- Obtain a Work Permit from Brookfield Global Integrated Solutions for any and every work activity. .
- Ensure that the tenant's contractors are aware of their responsibilities as defined immediately below

Contractors

- Obtain a Work Permit from Brookfield Global Integrated Solutions as described further in this document.
- Ensure all workers on site have completed the Brookfield Global Integrated Solutions Orientation for this facility.
- Extend an invitation to Brookfield Global Integrated Solutions for all on site safety meetings.
- Ensure workers have with them: all required personal protective equipment (PPE) and are competent in the use of that PPE; that workers have access to a first aid kit and a fire extinguisher if appropriate, and that MSDS are on hand for any hazardous materials associated with the work.
- Provide clear written instruction (safe work procedures) to the workers, prior to the start of the work.
- Provide an adequate level of supervision for the work and inspect the work and the worksite on a regular frequency.
- Ensure workers have been instructed on Job Hazard Analysis (JHA) and that they will conduct a JHA prior to the start of the work.
- Participate in Brookfield GIS-hosted Contractor Safety Committee Meetings (All Resident Service Contractors as well as Project Contractors who will be on-site greater than 30 days)

Individual roles and responsibilities for this site identified in the RACI below.

R = Responsible, A = Accountable, C = Consulted, I = Informed

Table TS-2.2 - RACI

Individual Roles and Responsibilities for this Site	Canada		Brookfield GIS							Other	
	Custodian Representatives	Tenant Representative	Property Manager (Ass/Sr)	HSE Coordinator	Tenant Services - TSC	Maintenance - MTL	Technicians/Engineers	Project Mgmt. Security	Contractors	Subcontractors	
Implementation of Work Permit Process	R	R	A	C	I	R	R	R	I	R	R
Deployment of Brookfield GIS Site Specific Orientation	R	R	A	RC	R	R	R	R	R	R	R
Maintenance of Brookfield GIS Hazard Station/Identification of all hazards and controls			A	R							
Review Brookfield GIS Hazard Station prior to the start of the work	R	R	A	C	I	R	R	R	R	R	R
Inspection of designated/assigned work areas	R	R	A	RCI	CI	R	I	R	R	R	R
Inspection of the work in progress	R	R	A	RCI	R	R	I	R		R	R
Ensure all workers have appropriate competency, qualifications and training prior to assigning the work	R	RC	AR	CI		R		R		R	R
Ensure workers have with them: all required personal protective equipment (PPE) and are competent in the use of that PPE; that workers have access to a first aid kit and a fire extinguisher if appropriate, and that MSDS are on hand for any hazardous materials associated with the work	R	R	A	RCI	R	R	R	R	R	R	R
Participate in Brookfield GIS Contractor Safety Committee Meetings (All Resident Contractors & Project Contractors on-site >30 days)			A	R	I	R	R	R	R	R	R
Report all hazards, hazardous occurrences, workplace injuries or work-related illnesses to Brookfield GIS	R	R	A	R	R	R	R	R	R	R	R
Initiate a STOP WORK if unsafe work is observed or an uncontrolled hazard is discovered	RI	R	A	RCI	R	R	R	R	R	R	R

Safety Policy

The policy is reviewed and approved by OHS Control Authority on an annual basis. The policy expresses the commitment of health and safety and continuous review.

BROOKFIELD JOHSON CONTROLS HEALTH AND SAFETY POLICY

The safety and well-being of our team members is inherent in the Brookfield Global Integrated Solutions operating philosophy. It is a value embedded in our corporate culture, and a practice reflected in our health and safety program and our business processes. We are the industry leader in workplace management solutions, and our focus on the welfare of our team members has helped to position us there.

Brookfield Global Integrated Solutions is committed to all of its employees and to complying with all applicable health and safety legislation, requirements, codes of practice, internal standards and guidelines subscribed to by ourselves and our clients.

Through audits, team member feedback, accountability and periodic reviews, we are continually striving to improve upon our safety performance. We establish aggressive goals and targets, while providing training and resources to move our organization towards a zero incident rate.

Team members are integral in implementing and maintaining a safe and healthy workplace for ourselves, our contractors, our clients and the public who enter our workplace. We ensure our employees are aware of and understand their rights and responsibilities with respect to health and safety. To this end, we ensure that this policy is communicated to, and understood by, the employees of Brookfield Global Integrated Solutions and our sub-contractors who are involved in the delivery of work on behalf of our clients. Team members provide input and participate in all health and safety related programs and initiatives to ensure that safety and well-being is the blueprint of all our activities. Brookfield Global Integrated Solutions understands the importance of safety and well-being at both a personal and organizational level and Brookfield Global Integrated Solutions fosters this culture through our ongoing initiatives. Together, we will ensure that every day is a safe one.

SAFETY FIRST, it is the way we do business!

Date: July 25, 2014

Gordon I. Hicks
President

Environmental Policy

Brookfield Global Integrated Solutions

ENVIRONMENTAL POLICY

Environmental stewardship is a cornerstone of the Brookfield Global Integrated Solutions' operating philosophy. It is a value embedded in our corporate culture and a practice reflected in our national environmental management system and our business processes. Not only do we manage environmental impacts resulting from self-performed and sub-contractor delivered services, we also manage our clients' impact on the environment in thousands of buildings across Canada. We are the industry leader in workplace management solutions, and our focus on environmental stewardship has helped to position us there.

The communication of this policy is paramount to its understanding and effectiveness.

Therefore we have taken measures to ensure that it is communicated to, and understood by, the employees of Brookfield Global Integrated Solutions and our sub-contractors who are involved in the delivery of work on behalf of our clients.

We are committed to complying with all applicable environmental legislation, requirements, and codes of practice, internal standards and guidelines subscribed to by ourselves and/or our clients. Brookfield Global Integrated Solutions and its employees are also committed to conducting our operations in a manner that minimizes any environmental impacts.

Brookfield Global Integrated Solutions is always aiming for continual improvement in our environmental practices. We set specific performance goals and targets, and provide our team with the resources to achieve these objectives. Our progress related to meeting these targets is reviewed and evaluated regularly, while our overall environmental program, policy and management system are reviewed annually.

Our employees understand the importance of environmental and social responsibility at a personal and organizational level, and we foster this culture through ongoing training and education.

Together, we can make a difference.

Date: July 25, 2014



Gordon I. Hicks
President

Known Site Hazards & Controls

- Contractors must visit the Brookfield GIS hazard station first before starting the work to familiarize themselves with any site-specific hazards and required controls.
- The location of the hazard station is identified directly below. Work Orders will also direct Contractors to the location of the hazard station.
- Contractors will augment controls and adjust their safety plans accordingly relative to any identified hazards.

The Hazard Station for this Site is located at: Basement B11-Adjacent to building Technician's Office

Project Activity

- As the OHS Control Authority, Brookfield GIS will have overall responsibility for coordinating all project and construction activity occurring at this site.
- Furthermore, Brookfield GIS will serve in the role of Constructor for all Project Activity occurring at this site.
- Project and Construction activities are **NOT** exempt relative to the requirements outlined in this Building OHS Plan.
- Project-Specific OHS Plans will be required for all project activities and require the approval of Brookfield GIS.
- Project-Specific OHS Plans are a supplement to the Building OHS Plan.
- Brookfield GIS will conduct regular inspections of ongoing project work to ensure all work activities are being carried out in a safe and responsible manner, and as per the approved Brookfield GIS Work Permit and approved Project-Specific OHS Plans.
- Any identified scheduling concerns that would prevent Brookfield GIS from separating work activities appropriately via time and space will be immediately and formally raised by the Property or Portfolio Manager to PWGSC and the Tenant Authorities as appropriate.
- All project-related safety meetings will be chaired by the Brookfield GIS Project Management, and will include representatives from Brookfield GIS Property Management and Brookfield GIS HSE.

Work Permit Process

The Work Permit is used by Brookfield GIS in the role of OHS Control Authority so as to remain fully aware of all work activities occurring on site, as well as to appropriately coordinate and separate work activities from a safety standpoint. The Work Permit also allows Brookfield GIS to review the work plans to ensure that all risks, hazards and controls have been considered relative to any planned work activity.

Upon review of submitted Work Permits, Brookfield GIS may also request to see evidence of qualification, training, instrument calibration, etc. so as to ensure that the workers are qualified and properly equipped relative to the task.

Requirements:

- Work Permits are mandatory for all work activities, including project work.

- A copy of the work permit (hardcopy or electronic) must be available at the work site. Workers unable to produce a copy of an approved Work Permit will be required to cease all work activity until it can be produced.
- In relation to project work only, a single permit will be sufficient in relation to all planned work activities and for any given day.
- All non-project related work activity will require a separate permit for every new work activity.
- Project Managers will require a single permit for the project under their management.
- All Work Permits expire at midnight. If work will extend past midnight, a new Work Permit will be required.
- Work Permit authorization can be obtained up to one week in advance of the planned work activity.
- A Work Permit is also required for any after-hours emergency work. An On-call representative of Brookfield Global Integrated Solutions will be available to approve in these circumstances.

How do I obtain a Work Permit?

- Visit www.brookfieldjohnsoncontrols.com and download a copy of the Work Permit form following the “Work Permit” link Submit the completed Work Permit form via email to: WEST-RP1workpermit@brookfieldgis.com
- Upon receipt of the completed Work Permit it will be forwarded to the appropriate Brookfield GIS HSE and Brookfield GIS Property Management delegates for review.
- Upon completion of the review, the Brookfield GIS Property Management delegate will either “Approve” or “Decline” the Work Permit and contact the original requestor.
- In the event that a Work Permit is declined, detail as to why it was declined and a contact will be provided to assist the requestor with follow-up.

Hazardous Occurrence/Hazardous Conditions Reporting

- All Hazardous Occurrences or Hazardous Conditions must be reported to Brookfield GIS Health and Safety for follow-up.
- Immediate hazards or occurrences involving injury should be reported to Brookfield GIS using the 24/7/365 **Brookfield GIS Hazard Line: 1-877-445-0611**
- Non-urgent concerns can be communicated to safety@brookfieldgis.com where they will be assigned an HSE resource for follow-up.
- In all cases Brookfield GIS will follow-up with the reporting party to ensure that concern has been resolved.

Work Refusals

- Brookfield GIS policy is to initiate a Stop Work whenever a potentially dangerous circumstance is identified.
- Notification of a Stop Work will be provided by the Brookfield GIS Property Manager to PWGSC as per standard Incident Process and will be communicated to the Tenant Health & Safety Committee.
- The situation will then be investigated fully by Brookfield GIS, who will work with management and all parties involved ensuring that the identified hazard is controlled to the satisfaction of the party who reported the concern as well as the Health & Safety Committee.

Emergency Procedures

Call 9-1-1 for all life-threatening emergencies

After calling 911, report the incident to Brookfield GIS at 1-877-445-0611,
as well as notifying your immediate supervisor.

Detailed Emergency Response Procedures are included in the Emergency Action Guide located in the Brookfield GIS Hazard Station for this facility. In the event a fire alarm:

- All workers must follow the posted fire safety and evacuation plans located in the elevator lobbies and access to the stairwells.
- Do not use the elevators; proceed to the ground floor using the nearest stairwell.
- If you are mobility impaired, contact building security at 204-942-4472 for assistance.
- Obey all instructions provided by building security and designated floor wardens.

All Project and Construction activity will require a posted project-specific emergency response plan.

Workplace Inspections

Workplace inspections are a key element of any effective health and safety program and internal responsibility system in the identification of potential workplace hazards or unsafe conditions.

The Brookfield GIS HSE Coordinator and Property Manager for this facility will conduct regular workplace inspections of the entire facility as well as regular audits of all work in progress. Although Brookfield GIS in their role as OHS Control authority for this facility will be conducting regular inspections,

- The tenant through their Health & Safety Committee will also be required to conduct monthly inspections of all areas occupied by the tenant as required by the regulations;
- Contractors are expected to provide an adequate level of supervision for the work and inspect the work and the worksite on a regular frequency.

Training & Qualifications

- As identified in the Roles and Responsibilities section of this document, it is the responsibility of each employer to ensure all workers have appropriate competency, qualifications and training prior to assigning the work.
- As noted in the Work Permit Process section of this document, Brookfield GIS reserves the right to request proof of competency and training prior to authorizing the work to proceed.
- All workers accessing the site must first complete the Brookfield Global Integrated Solutions Orientation for this facility prior to the start of any work.

Monitoring, Review, and Records

Metrics associated with hazardous occurrences, hazardous conditions, near misses, minor occurrences, operational incidents and injuries of all types are analyzed and trended by Brookfield GIS HSE. This data is utilized by Brookfield GIS for the purposes of identifying opportunities for program improvement and reporting to PWGSC. Upon request this information will be available to all parties of this Site-Specific Occupational Health Safety Plan.

How can I get Involved?

All workers have the Right to Participate. All workers are encouraged to contact Brookfield Global Integrated Solutions HSE with any questions or concerns, or to make a report of a hazard or unsafe condition.

Contractor Safety Committee meetings will be hosted by Brookfield GIS on a monthly basis. These meetings are mandatory for the Brookfield GIS Property Manager and representatives from all resident contractor firms, as well as any contractor firm's currently conducting project work within the facility that will have duration greater than 30 days. In these meetings, the Property Manager will provide an update on any upcoming site changes, planned projects, projects in progress as will identify any possible safety concerns associated with the coordination of the work. These meetings will also provide a forum for the contractor community to voice any safety concerns as well as foster a culture of mutual collaboration.

Address _____ Contractor Safety Committee Meeting: DATE / TIME / LOCATION _____ All Are Welcome!
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Key Contact Information

Table TS-2.5 –Key Contact Information

Contact		Organization	Phone	Email/Quick Link
Emergency		Municipality	9-1-1	NA
Hazard Occurrence/Unsafe Condition		Brookfield GIS	1-877-445-0611	safety@brookfieldgis.com
Work Permit Request		Brookfield GIS	NA	WEST-RP1workpermit@brookfieldgis.com
Security Clearance Request		Brookfield GIS	NA	securityscreenings@brookfieldgis.com
Site Specific Orientation		Brookfield GIS	NA	https://cw1.complyworks.com/employer_orientations.php?item=2054
General Information – Health & Safety		Brookfield GIS	NA	safety@brookfieldgis.com
Building Security		Commissionaires	204-942-4472	Mobile 204-793-6113
Kari Roy	Property Manager	Brookfield GIS	204-930-9919	Kari.Roy@brookfieldgis.com
Kelly Bishop	HSE Manager	Brookfield GIS	204-509-9763	Kelly.Bishop@brookfieldgis.com
Morgan Minter	HSE Coordinator	Brookfield GIS	204-557-2617	Morgan.Minter@brookfieldgis.com
Jamie Deacon	HSE Coordinator	Brookfield GIS	204-997-2923	Jamie.Deacon@brookfieldgis.com
John Sinclair	Maintenance Lead	Brookfield GIS	204-588-4246	John.Sinclair@brookfieldgis.com

SITE SPECIFIC HAZARD IDENTIFICATION CHECKLIST

This checklist helps describe site specific health, safety and environmental hazards. This checklist does not replace the need to complete a more detailed project hazard assessment or job hazard assessment. All site specific hazards that are identified, require a hazard control measure.

Site	Stanley Knowles Building		
Site Address	391 York Ave		
Primary Site Contact	Jeremy Anderson		
Site Contact Phone #'s	Office		Mobile 204-998-3934
Completed By	Jamie Deacon	Title	Health and Safety Coordinator
Date Completed: (DD-MMM-YY)	20-Aug-15		

<i>Hazard</i>	YES	NO	NA	Control/ Comment
Designated/Hazardous Substances Including Controlled Products			<input type="checkbox"/>	
Exposure to dust, fumes, mists: Indicate location _____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Controlled products on site: Indicate location: Several Locations	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDS available at Building Technicians office
This Facility is known to contain asbestos or house asbestos containing materials (ACM). (For location check inventory)	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Management Plan in place.
Facility is known or suspected to contain Lead (common applications: old paint, old plumbing solder) Indicate location _____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Facility is known or suspected to contain Mercury (common applications: thermostats & laboratories) Indicate location _____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Risk of exposure to biological hazards (virus, bacteria, fungi) Indicate location _____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Radiation exposure at site (X-ray, radio-active) Indicate location _____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Facility has known or suspected of having a history of mold contamination Indicate location: Basement red Tape	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate PPE, follow safe work procedures
Noise levels above 80dBA: Indicate location: Penthouse	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing protection required
Confined Space			<input type="checkbox"/>	

Hazard	YES	NO	NA	Control/ Comment
This Facility contains Confined Spaces? Locations: Several _____	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C.S Entry Permits; Training, Procedures and Rescue Plan are required prior to entry – Consult BGIS
Warning signs at access points missing and awaiting install: Indicate location(s)_____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Electrical Hazards			<input type="checkbox"/>	
Explosion-proof devices required: Indicate location_____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Potential exposure to power lines: Indicate Location_____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Fire Safety			<input type="checkbox"/>	
Facility stores/contains combustible materials: Indicate location_____	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable materials to be stored in flammable cabinets
Hot work restricted areas on site: Indicate location_____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Site Tools, Equipment and Machinery			<input type="checkbox"/>	
Site contains machinery/equipment where guarding is awaiting improvements and is considered inadequate: indicate location_____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Site contains Powered Industrial Trucks	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping			<input type="checkbox"/>	
Site contains tripping hazards including exterior	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain awareness of surroundings
Site contains slipping hazards including exterior	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilize proper footwear
Low lighting areas: Indicate location_____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Supplemental lighting
Working at Heights (2M)			<input type="checkbox"/>	
Site contains fixed ladders	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BGIS work at heights permit and fall protection required over 2M
Site contains portable ladders	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BGIS work at heights permit and fall protection required over 2M
Unguarded platforms or Roof top	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BGIS work at heights permit and fall protection required over 2M

<i>Hazard</i>	YES	NO	NA	Control/ Comment
General			<input type="checkbox"/>	
Ability to contact emergency services – Limited cellular reception?	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Risk of overhead work and falling objects while working at the site: Indicate location _____	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	
Risk of exposure to workplace violence and harassment: Indicate location: Public side walk	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No working alone in indicated area
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**Brookfield
Johnson
Controls**



**CONTRACTOR
HEALTH, SAFETY AND
ENVIRONMENTAL POLICY HANDBOOK**

HS-105-00

Rev 3 – April 1, 2014

Table of Contents

Table of Contents	2
CORPORATE HEALTH AND SAFETY POLICY	3
CORPORATE ENVIRONMENTAL POLICY	4
DISCLAIMER	5
PURPOSE	5
POLICIES	5
AUDITING	6
GENERAL REQUIREMENTS	6
Subcontractors	6
Facility access and security	6
Working Alone at Remote Sites	6
General Behaviour	6
TRAINING, LICENSES AND CERTIFICATIONS	6
Hazard Identification / Stop Work & Reporting	7
First Aid / Medical Emergencies	7
Accident / Incident Investigation and Reporting	7
Emergency Evacuation	8
Housekeeping	8
Work area protection and hazard notification	8
Personal Protective Equipment (PPE)	9
Tools and Equipment	9
Brookfield Johnson Controls Owned Tools and Equipment	9
Power Tools	9
Explosive Actuated Tools	9
Electrical Safety	9
Ladders	9
Working at heights	10
Scaffolding	10
Industrial Powered Vehicles, including Lifting Devices	10
Motor Vehicles	10
Driving	10
Material Handling	10
Noise	10
Lighting	10
Working in cold and hot environments	10
Asbestos Containing Materials	11
Mould	11
Infection Control	11
Halocarbon Management	11
Site Specific Hazards / Requirements	11
REQUIREMENTS BROOKFIELD JOHNSON CONTROLS	
NOTIFICATION / PERMITS	11
Fire and Life Safety	11
Hazardous Materials Management, including compressed gases	12
Lockout / Tagout	12
Welding / Cutting (Hot Work)	12
Confined Space	12
Crane, Hoist, and Other Lift Equipment	13
Worksite Inspections	13
Appendix "A" Contractor /Service Provider Asbestos Notification	14
Appendix "B" Brookfield Johnson Controls Required	
Project Specific Safety Documents	15
Contractor Documentation Signoff	16

BROOKFIELD JOHNSON CONTROLS GROUP OF COMPANIES HEALTH AND SAFETY POLICY

The safety and well being of our team members is inherent in Brookfield Johnson Controls group of companies operating philosophy. It is a value embedded in our corporate culture and a practice reflected in our health and safety program and our business processes. We are the industry leader in workplace management solutions and our focus on the welfare of our team members has helped to position us there.

Brookfield Johnson Controls group of companies is committed to all of it's employee's and complying with all applicable health and safety legislation, requirements, codes of practice, internal standards and guidelines subscribed to by ourselves and/or our clients.

Through audits, team member feedback, accountability and periodic reviews, we are continually striving to improve upon our safety performance and our program. We set specific performance goals and targets, implement programs and initiatives and provide communication and resources to keep safety at the forefront and move towards a zero incident rate.

Team members are integral in implementing and maintaining a safe and healthy workplace for ourselves, our contractors and all personnel who enter our workspace. We ensure our employees are aware and understand their rights and their responsibilities with respect to health and safety. To this end, we ensure that this policy is communicated to, and understood by all Brookfield Johnson Controls group of companies employees and the employees of our sub-contractors who are involved in the delivery of work implemented by Brookfield Johnson Controls group of companies, that team members provide input and participate in all health and safety related programs and initiatives and that safety and well being is the fabric of all our activities. Brookfield Johnson Controls group of companies employees understand the importance of safety and well being at a personal and organizational level, and Brookfield Johnson Controls group of companies fosters this culture through our ongoing initiatives. Together, we will ensure that every day is a safe one.

SAFETY FIRST, it is the way we do business!

BROOKFIELD JOHNSON CONTROLS GROUP OF COMPANIES ENVIRONMENTAL POLICY

Environmental stewardship is a cornerstone of Brookfield Johnson Controls group of companies operating philosophy. It is a value embedded in our corporate culture and a practice reflected in our national environmental management system and our business processes. Not only do we manage environmental impacts resulting from self-performed and sub-contractor delivered services, we also manage our clients' impact on the environment in thousands of buildings across Canada. We are the industry leader in workplace management solutions and our Focus on environmental stewardship has helped to position us there.

The communication of this policy is paramount to its understanding and effectiveness. Therefore we have taken measures to ensure that it is communicated to, and understood by all Brookfield Johnson Controls group of companies employees and the employees of our sub-contractors who are involved in the delivery of work implemented by Brookfield Johnson Controls group of companies.

Brookfield Johnson Controls group of companies is committed to complying with all applicable environmental legislation, requirements, codes of practice, internal standards and guidelines subscribed to by ourselves and/or our clients. Brookfield Johnson Controls group of companies and its employees are also committed to conducting our operations in a manner that actively prevents pollution.

Brookfield Johnson Controls group of companies is always aiming for continual improvement in our environmental practices. We set specific performance goals and targets, and provide our team with the resources to achieve these objectives. Our progress related to meeting these targets is reviewed and evaluated regularly, while our overall environmental program, policy and management system are reviewed annually.

Brookfield Johnson Controls group of companies employees understand the importance of environmental and social responsibility at a personal and organizational level, and we will foster this culture through ongoing training and education.

Together, we can make a difference.

Disclaimer - Purpose - Policies

DISCLAIMER

The intent of Brookfield Johnson Controls' Health, Safety & Environment Policy Document for Contractors is to provide a written overview of Brookfield Johnson Controls' minimum policies and procedures with respect to Health, Safety and Environment (HS&E). This handbook does not address all HS&E issues which may arise during completion of work. Nor is this document intended to address or replace the Contractor's duties and requirements with respect to regulatory compliance and best practices, and in conducting work in a manner that creates a safe and healthy environment for its own employees, Brookfield Johnson Controls, building occupants and the public. It is the responsibility of the Contractor to operate in compliance with all applicable legislation and regulations that may pertain to its activities. Compliance with this document does not relieve the Contractor from any liability that may result from the Contractor's actions or from failure to act in accordance with applicable legislation. Where applicable, Brookfield Johnson Controls may provide to the Contractor additional HS&E policies and procedures, relating to specific site or job requirements, which the Contractor shall comply with. This document may be modified at any time at Brookfield Johnson Controls' discretion.

PURPOSE

The purpose of this document is to assist contractors in understanding Brookfield Johnson Controls' minimum HS&E requirements while undertaking work at a Brookfield Johnson Controls controlled space. This document is a general overview of Brookfield Johnson Controls' protocols and should be used in conjunction with the Contractor's own environment, health and safety policies, procedures and programs. Contractors are responsible for controlling workplace activities and for maintaining and promoting a safe and healthy work environment. It is Brookfield Johnson Controls' expectation that the information in this document is communicated to all the Contractor's employees and any of its subcontractors. As a large percentage of contract work is completed at non-Brookfield Johnson Controls supervised locations, we expect Contractors to be conscientious of their HS&E practices and their reflection on Brookfield Johnson Controls. In the event that the Contractor is unable to meet the requirements outlined in this document, the Contractor is to notify Brookfield Johnson Controls immediately. Assistance in meeting the requirements will be reviewed on a case by case basis.

POLICIES

Brookfield Johnson Controls is dedicated to becoming "best in class" with respect to HS&E. Our culture is one in which health, safety and environment are more than words in our value statement, they are integrated into our daily activities and are part of our culture.

Our Health and Safety and Environment Policies are located in Appendix A. These policies are reviewed annually. Brookfield Johnson Controls maintains both health and safety and environmental management systems and is registered to ISO 14001 for certain contracts.

Contractors will:

- Be aware of Brookfield Johnson Controls' HS&E policies
- Review with their designated Brookfield Johnson Controls contact any applicable objectives, targets and environmental programs
- Comply with Brookfield Johnson Controls' HS&E policies
- Upon request provide evidence of competency and/or compliance
- Understand the HS&E impacts related to contractor's activities and be aware of the appropriate operational controls to address any areas of risk.

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Auditing – General Requirements

AUDITING

Brookfield Johnson Controls reserves the right to audit the Contractor for its adherence to the HS&E requirements of the work being performed. An audit may include workplace inspections, visual observations, interviews and document review, including training records, certifications and HS&E related statistics. Action plans, including person responsible and time line, are to be provided to the Brookfield Johnson Controls contact for any observations noted.

GENERAL REQUIREMENTS

Health and Safety Program

All contractors and sub-contractors must have a health and safety program in place. Upon request, contractors must submit to Brookfield Johnson Controls evidence of a comprehensive health and safety program and other specialized plans may be required.

Subcontractors

All Contractors are required to review this manual with all sub-contractors and are responsible for ensuring that all Brookfield Johnson Controls policies and procedures are complied with. Brookfield Johnson Controls reserves the right to request Contractors audit their sub-contractors and forward action plans for any non-conformances.

Facility Access and Security

Contractors are to review facility access and security requirements with their designated Brookfield Johnson Controls contact. The Contractor is to immediately inform their Brookfield Johnson Controls contact of any security or facility access issues.

Working Alone at Remote Sites

Contractors who are working alone at remote sites must have a Work Alone Policy in place.

General Behaviour

All contractors are to conduct themselves in a professional manner. Behaviour which violates Brookfield Johnson Controls' policies or has the potential to endanger the safety and well being of any of the building occupants is grounds for removal from the site.

Inappropriate behaviour includes but is not limited to:

- Use, possession, distribution, offering, sale or being under the influence of alcohol, illicit drugs, illicit drug paraphernalia or non-prescribed drugs for which a prescription is legally required in Canada, while on company business or premises.
- Disorderly or violent conduct
- Theft or intentional damage to property
- Entering restricted areas
- Harassment
- Criminal activities

Training, Licenses and Certifications

Contractors must have all appropriate professional training, licenses and certifications required for the work being performed. Training records and copies of licenses, certifications are to be made available upon request. Contractors are to have their own HS&E program and be able to confirm in writing that the Contractor's employees have received and understood all health, safety and environment training appropriate to the scale of work being undertaken.

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Hazard Identification / Stop Work & Reporting

It is the Contractor's responsibility to be aware of all dangers or hazards associated with the work performed and the work environment and to remove and / or control the hazard or danger prior to commencement of work. To assist the contractor in this regard, Brookfield Johnson Controls is in the process of installing hazard stations at managed properties. Should Contractors have questions regarding site hazards they can contact our 24 hour support line at **1-877-445-0611**. All potential or existing dangers or hazards observed by the Contractor shall be reported to the designated Brookfield Johnson Controls contact. Any danger or hazard observed beyond the control of the Contractor is to be reported to the designated Brookfield Johnson Controls contact immediately and the Contractor is to avoid the hazard or danger until it is eliminated or controlled. The Contractor may not conduct any work that may result in a danger or hazard to people, environment or property. Where an existing danger or hazard is present, or where the Contractor reasonably believes that an imminent danger or hazard is present, the Contractor has the right to stop work so that the danger or hazard is eliminated or safe work practices are incorporated. For the purposes of this policy, a danger or hazard may include, but is not limited to:

- A situation for which the individual is not properly trained or experienced.
- A situation for which the individual is not equipped (i.e. safety or personal protective equipment).
- A situation where the individual believes that proper procedures and work practices are not being followed.
- A hazard that is not typical to the individual's work activities or job.
- A worker unfit for work due to the influence of alcohol or illegal or mind-altering substances.
- A danger that would normally stop work in the affected area.
- A situation where the environment may be adversely affected and regulatory authorities would be involved;
- A situation which may result in equipment / property damage.

Any stop work situations are to be reported immediately to the Brookfield Johnson Controls contact. The designated Brookfield Johnson Controls contact is to be advised of the danger or hazard, the corrective action and when the situation is resolved.

First Aid / Medical Emergencies

All Contractors are responsible to ensure that first aid, emergency medical services and transportation are provided to its employees. Contractors are also required to provide trained first aid personnel, supplies, and equipment as applicable. It is possible that professional medical aid may be available at some locations. Please review potential assistance with your Brookfield Johnson Controls contact. Any access to professional aid does not release the Contractor of ensuring emergency assistance is provided to its employees.

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Accident / Incident Investigation and Reporting

Contractors are required to report all accidents / incidents, regardless of severity, to their Brookfield Johnson Controls contact on the Brookfield Johnson Controls Incident Injury Report Form. All incidents resulting in serious injury or illness, damage to property or equipment or environmental contamination are to be reported to Brookfield Johnson Controls immediately. All near misses that may have resulted in serious injury or illness, damage to property or equipment or environmental contamination are also to be reported immediately. Contractors must also report immediately to Brookfield Johnson Controls any unplanned or uncontrolled fire, explosion or flood, as well as any collapse or failure of a building or structure. Where the incident resulted in a recordable injury (time loss and / or medical aid sought) or where a regulatory authority must be contacted (e.g., Ministry of the Environment or Ministry of Labor), Brookfield Johnson Controls is to be notified concurrently and a copy of the investigation report is to be forwarded upon completion. It is the Contractor's responsibility to contact the appropriate regulatory authority when it is required due to the nature of the incident. Where reporting of an incident to a regulatory authority is required, the Contractor shall comply in accordance with applicable health and safety legislation in the course of any subsequent investigation or inspection and, where required, the incident scene shall not be disturbed or altered until the site is released by the appropriate regulatory authority.

Emergency Evacuation

In order to ensure personal safety, Contractors are required to be aware of the entire emergency evacuation procedures for the location of work. Review this information with your Brookfield Johnson Controls contact.

Housekeeping

The Contractor is to maintain a clean and orderly work area. Contractors are to clean and remove all non-hazardous solid waste and recyclables at regular intervals throughout the shift and at the end of each shift. Required waste containers are to be provided by the Contractor. Clear access is to be maintained to and in contractor working areas. Access to electrical panels, fire extinguishers, safety showers and eyewash stations, fire hydrants and points of egress are to be kept free and clear of all obstructions unless written approval is obtained from Brookfield Johnson Controls.

Work Area Protection and Hazard Notification

All work areas must be appropriately barricaded and signage where required. Contractors are responsible for providing signs, cones, plastic sheets, guardrails and other materials to create an effective barricade to isolate the work environment from the building occupants and to prevent unauthorized access. Any requirements to block means of egress, fire, life or other safety equipment must first be approved by the Brookfield Johnson Controls contact. Signs and barricades may not be removed until the work is completed or all hazards are eliminated. Where the work being conducted may create a temporary hazard to the building occupants (e.g., wet floor) the Contractor shall ensure the appropriate signage and / or barriers are posted. The signs / barriers may not be removed until the hazard is eliminated. Where work being conducted could affect the health, well being or comfort of the building occupants (e.g., paint fumes) the Contractor shall inform the building occupants through the Brookfield Johnson Controls contract prior to the start of work.

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Personal Protective Equipment (PPE)

Contractors are responsible for conducting job assessments to determine the appropriate PPE necessary for the work being conducted and are responsible for its provision. Contractors must also be able to demonstrate that the employees have been trained in and conducted proper inspection, maintenance, and safe use of that equipment.

Tools and Equipment

Contractors are responsible to provide their own tools, equipment and vehicles and are required to conduct the work in a safe manner in accordance with all regulatory requirements. Contractors are responsible for the safe operation of any equipment brought on location and must be able to demonstrate that all operators of said tools and equipment are trained and qualified to do so. Contractors are also responsible for the inherent integrity of the tools and equipment itself and must be able to demonstrate that the equipment has been properly maintained and is safe for use.

Brookfield Johnson Controls Owned Tools and Equipment

Unless written authorization is obtained, Contractors may not use Brookfield Johnson Controls owned or leased tools or equipment. In cases of written authorization, Contractors will provide copies of any training records / certifications required to operate the tools and / or equipment. The contractor will also sign the Brookfield Johnson Controls "Loan of Equipment" waiver.

Power Tools

All power tools are to be double insulated or equipped with grounded power cords. Ground Fault Interrupters (GFI) or other similar devices must be used in wet or damp locations. The Contractor's employees must be properly trained in their use and the tools are to be maintained in a safe operating condition.

Explosive Actuated Tools

Any Contractors using explosive actuated tools must be competent, trained and certified as required. The Contractor is to ensure that all explosive actuated fastening tools are properly inspected before and after each use and that no alterations be carried out to any protective guards. The contractor shall ensure that all requirements regarding safe use, storage and removal process is carried out in accordance with the appropriate legislation. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.

Electrical Safety

It is the Contractor's responsibility to have a safe electrical program as required. Contractors working on or near live equipment must be qualified to do so. Contractors must not work on low or high voltage unless specifically retained to do so. Energized parts, circuits, panels and other equipment must be properly guarded. Unguarded energized parts must not be left unattended. All electrical devices must be properly grounded or double insulated.

Ladders

All Contractor ladders must be labeled with the Contractor's name. All ladders are to be maintained in good condition at all times and inspected prior to use. Employees using ladders must do so in a safe and responsible manner. Any defective ladders are to be tagged as such and removed from site.

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Working at heights

It is the Contractor's responsibility to select the appropriate fall protection measures for the work to be performed. When working at heights, the area below is to be cordoned off as the work area protection requires. Contractors must be able to demonstrate that all equipment has current inspection certificate and is maintained as per regulatory requirements and that all personnel have current and appropriate training.

Scaffolding

All scaffolding is to be erected, maintained and inspected in accordance with all applicable regulations, codes and engineering practices. The Contractor is to ensure competent supervision of any modification process and have written approvals of such modifications. Precautions must also be taken to ensure that each scaffold does not exceed structural or design limits set out by applicable provincial legislation. The Contractor must also provide all scaffolds and safety equipment required for the entire project. Copies of the inspection reports are to be available upon request.

Industrial Powered Vehicles, including Lifting Devices

All Contractors operating industrial powered vehicles must be trained and licensed or certified in the operation of the particular equipment to be used. If the Contractor has received written authorization to use Brookfield Johnson Controls equipment, the "Loan of Equipment" waiver must be signed prior to use and all Brookfield Johnson Controls process and procedures with respect to the equipment must be followed

Motor Vehicles

All Contractors operating motor vehicles are to have and maintain a valid driver's license and a responsible driving record. Contractors must exercise due caution when driving on customer sites.

Material Handling

All Contractors involved in manual material handling should be aware of and trained in proper material handling procedures and are to use material handling equipment where appropriate. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.

Noise

Contractors must work in a manner that does not create a disruption to the normal course of business. Any activity that produces noise that interferes with the business operation must be completed during off-hours. Contractors shall ensure that their employees have proper and adequate noise and hearing protection.

Lighting

Contractors shall ensure that proper and adequate workplace lighting is provided in accordance with applicable legislative and regulatory requirements.

Working in cold and hot environments

Contractors are to have policies and procedures in place to ensure their employees are appropriately protected when working in cold and hot environments.

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Asbestos Containing Material (ACM)

It is possible that the Contractor may be working in an area where ACM is located. Please review potential ACM locations with your Brookfield Johnson Controls contact prior to commencing work. The presence of various friable and or non friable asbestos containing material (ACM) has been identified or is presumed to be present at all Brookfield Johnson Controls managed facilities constructed prior to 1992. The contractor / service provider shall review prior to their work, the building asbestos survey or asbestos notification letter (attached in appendix A), either or shall be placed in the site hazard station. Buildings without a hazard station, asbestos survey or notification letter are to be regarded as buildings that may contain ACM. Contractors may not intentionally disturb ACM unless specifically retained to do so, in which case Brookfield Johnson Controls' Asbestos Management Program and all Client requirements must be followed. If a Contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform your Brookfield Johnson Controls contact.

Mould

The Contractor is to notify the designated Brookfield Johnson Controls contact if any mould or mildew is observed in the work location. The Contractor must not disturb an area suspected to be contaminated with mould.

Infection Control

All Health Care Centers where the Contractor will be performing construction / maintenance will adhere to the Infection Control and Dust Containment requirements as per Canadian Standards Association CSA Z317.13-07 documentation titled Infection Control During Construction, Renovation or Maintenance of Health Care Facilities (2007).

Halocarbon Management

Contractors that work on systems that contain halocarbons are required to manage those systems in accordance with Brookfield Johnson Controls policy. Brookfield Johnson Controls policy dictates that Federal legislation shall be applied in every circumstance. Contractors are required to report any halocarbon release regardless of the quantity to Brookfield Johnson Controls immediately. All contractors shall adhere to their legislative requirements of having ODS or ODP qualified personnel to maintain the systems. All leak test tags and onsite report logs shall be updated and or provided by the contractor. Only Brookfield Johnson Controls-approved leak-test tags will be utilized.

Site Specific Hazards / Requirements

Any site specific hazards or requirements not covered by this manual should be identified, reviewed, assessed and controlled with the Brookfield Johnson Controls contact immediately.

REQUIREMENTS BROOKFIELD JOHNSON CONTROLS NOTIFICATION / PERMITS

Fire and Life Safety

Contractors are to provide their own fire protection equipment as required, including but not limited to fire extinguishers. Use and storage of flammable and combustible materials must be conducted in accordance with all codes and regulation and their use and storage must be approved by the Brookfield Johnson Controls contact prior to bringing the material on-site. Contractors may not conduct any work that will affect the building's fire life safety systems unless specifically retained to do so and the Brookfield Johnson Controls contact is aware of and approved the timing of the work prior to its commencement.

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Hazardous Materials Management, including compressed gases

Contractors are required to obtain permission prior to bringing hazardous materials to a work location. Quantities brought and maintained at location of work should be minimized and appropriate to the nature and scope of work. Contractors must maintain an updated inventory of hazardous materials on-site; current Material Safety Data Sheets are to be located in proximity to the hazardous materials storage and areas of use and must be accessible to Brookfield Johnson Controls and emergency response personnel. It is the Contractor's responsibility that all hazardous materials are properly handled and stored in accordance with all regulatory and code requirements and all WHMIS labeling requirements are met. It is also the Contractor's responsibility to have an appropriate spill response plan and required equipment in place. The Contractor must be able to demonstrate that its employees have received WHMIS training and are knowledgeable in spill response appropriate to the material at the work location. Any releases or spills that results in a requirement to contact a regulatory authority must be investigated and reported as per the Accident / Incident Investigation and Reporting section.

All Contractors must be able to demonstrate that its employees involved in the transporting of hazardous materials have Transportation of Dangerous Goods training appropriate to their role. All hazardous waste generated by the Contractor is to be removed through Brookfield Johnson Controls unless written authorization is received.

Lockout / Tag Out

It is the Contractor's responsibility to have a hazardous energy control program in place (Lockout/Tag out) if they are involved in maintaining and / or repairing equipment. This program is to be available to Brookfield Johnson Controls for review upon request. Prior to initiating a lockout / tag out, the Contractor must inform the Brookfield Johnson Controls contact of the location and estimated duration of the equipment lockout / tag out and will conduct a review of all energy sources and the equipment specific written procedure.

Welding / Cutting (Hot Work)

It is the Contractor's responsibility to have a hot work program. The Contractor must inform their Brookfield Johnson Controls contact and have a Hot Work permit issued prior to the start of any hot work. If hot work is being conducted within a building, it must be planned (through scheduling, engineering controls etc), to minimize building occupant's exposure to fumes and other hazards. Precautions must also be undertaken to prevent interference with fire life safety systems. A work and post-work spotter is required where there is a risk of fire or where the fire life safety systems are impaired or off line. The Contractor is responsible for providing all fire protection equipment and personnel.

Confined Space

All Contractors entering a permit restricted confined space must follow Brookfield Johnson Controls' confined space business process and permit requirements. A Contractor may only enter a permit restricted confined space upon review of the specific confined space entry procedure and issuance of a Brookfield Johnson Controls Confined Space Entry and other applicable permits. The Brookfield Johnson Controls contact must be informed prior to an entry. It is the Contractor's responsibility to provide their own safety equipment including PPE, monitoring and rescue equipment.

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Crane, Hoist, and Other Lift Equipment

Contractors will obtain approval from their Brookfield Johnson Controls contact prior to bringing on-site and using cranes, hoists, and other lifting equipment. All operators must be trained and certified in the equipment being used. The equipment is to be maintained as per the manufacturer's recommended maintenance and safety requirements and an up-to-date inspection report certifying the equipment is to be available upon request. A copy of the crane hand signals that will be used are to be posted. The Contractor must ensure that loads never exceed the set limits and that suspended loads are never left unattended.

Worksite Inspections

Brookfield Johnson Controls requires all contractor worksites to be inspected for hazards, when found corrected or isolated as per the applicable provincial / federal legislated regulations. Brookfield Johnson Controls requires that all worksites are to be inspected regardless of size or scope of work. Required frequencies are at the start of a project, when site conditions change, after an accident or at a minimum once per month thereafter. All inspection reports shall be without delay forwarded to the contractor's Brookfield Johnson Controls contact person. In cases where the contractor does not have an Inspection report they can use the Brookfield Johnson Controls (HSE-S02-E Workplace Safety Checklist Audit Form) which can be obtained from the contractor's Brookfield Johnson Controls contact person.

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APPENDIX A

CONTRACTOR / SERVICE PROVIDER ASBESTOS NOTIFICATION

*Brookfield Johnson Controls Facility Management Services, Workplace Solutions Inc.
RealSuite Inc.*

Letter of Notification:

WORKING WITH ASBESTOS CAN BE EXTREMELY DANGEROUS INHALING ASBESTOS FIBRES CAN CAUSE VARIOUS TYPES OF LUNG DISEASE, MESOTHELIOMIA OR CANCER.

Asbestos may be present in the following materials as listed: Cement Pipes, Cement Wallboard, Cement Siding, Asphalt Floor Tile, Vinyl Floor Tile, Vinyl Sheet Flooring, Flooring Backing, Constructions Mastics, Acoustical Plaster, Decorative Plaster, Textured Paints/Coatings, Ceiling Tiles and Lay-in Panels, Spray-Applied Insulation, Blown-in insulation, Fireproofing Materials, Taping compounds (thermal), Packing Materials, High Temperature Gaskets, Laboratory Hoods/Table Tops, Laboratory Gloves, Fire Blankets, Fire Curtains, Elevator Equipment Panels, Elevator Brake Shoes, HVAC Duct Insulation, Boiler Insulation, Breaching Insulation, Flexible Fabric Ductwork, Cooling Towers, Pipe Insulation, Heating and Electrical Ducts, Electrical Panel Partitions, Electrical Cloth, Electric Wiring Insulation, Chalkboards, Roofing Shingles, Roofing Felt, Base Flashing, Thermal Paper Products, Fire Doors, Caulking/Putties, Adhesives, Wallboard, Joint Compounds and Spackling, Vinyl Wall Coverings.

The presences of various friable and or non friable asbestos containing material (ACM) have been identified or are presumed to be present at all Brookfield Johnson Controls managed facilities constructed prior to 1992. The contractor / service provider shall review prior to their work, the building asbestos survey or asbestos notification letter, either or shall be placed in the buildings log book. Buildings without a log book, asbestos survey or notification letter are to be regarded as buildings that may contain ACM. Where applicable Brookfield Johnson Controls will review with the contractor / service provider personnel the locations of known ACMs as noted on the asbestos survey. The Brookfield Johnson Controls Asbestos Management Program applies to all maintenance, repair and renovation work that may disturb asbestos materials. The disturbance of asbestos building materials may only be undertaken by qualified contractors who have received training in asbestos-related precautions and procedures (as per the provincial / federal Occupational Health Safety Act and the governing regulations). As a condition of your contract to provide services and materials to Brookfield Johnson Controls, the contractor / service provider shall not disturb asbestos-containing materials without prior notification to Brookfield Johnson Controls. The contractor / service provider and its workers, while at any location will follow all procedures specified by the Brookfield Johnson Controls Asbestos Management Program.

Thank you for your ongoing support

“SAFETY FIRST, IT’S THE WAY WE DO BUSINESS”

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Appendix B

Brookfield Johnson Controls Required Project Specific Safety Documents

- **Signed and Initialed BLJC Contractor Handbook**
 - This document must be read and initialed and signed by the contractor's representative and provided to the PM prior to work beginning.
- **Job Hazard Assessment**
 - A job Hazard Assessment must be done prior to work commencing on a site and depending on the project Job Hazard Assessments must be completed when worksite conditions change or a new Hazard is introduced into the worksite.

The contractor is to have, at minimum, the above documentation provided to the Project Manager at the start of a project.

The following documentation must be provided to the PM as soon as possible during the project if applicable.

- **Pre Project Safety Inspection**
 - Where the project involves alterations to the structure of the building a Pre Projection Safety Inspection is to be completed to identify any risks to the tenants of the facility as well as the workers completing the task.
- **Project Safety Plan**
 - If applicable a Project Safety Plan should be completed prior to a project beginning and to be available and reviewed by all personnel on site prior to commencing work.
- **Site Safety Orientations**
 - Where one or more individuals are working on a jobsite a Site Safety Orientation must be done in order for the worker(s) to familiarize themselves with the environment they will be working in. There may be Site Specific Rules that will only apply to that location and all workers must be made aware of these rules.
- **Emergency Response Plan**
 - In case of an emergency there must be a plan in place to respond to the situation. This must be provided to the PM in charge of the project.
- **Toolbox/Safety Meetings**
 - A Toolbox or Safety Meeting must happen at the beginning of a project and should take place periodically throughout the project as well. The minutes of these meetings must be provided to the PM.
- **Work Permits (Lockout/Tag out, Hot Work)**
 - A work permit system must be in place as required.
- **Incident Reports - Near Misses**
 - Any incident or near miss that occurs on a BLJC Project is to be immediately reported to the PM and appropriate documentation including any investigation material provided within 72hours unless client requirements dictate otherwise.

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Controls



CONTRACTOR ACKNOWLEDGEMENT

I _____, the Contractor (or the Contractor Representative), by signing this document acknowledge that I have read and understand the rules and policies outlined in the previous pages. I also acknowledge receipt and acceptance of the Brookfield Johnson Controls **“Contractor Health, Safety and Environmental Policy Handbook”**.

Company Name (Please print)

Signature (Contractor / Contractor Representative)

Name (Please print)

Title / Position

Date

Title	Project Hazard Assessment and Controls	Project Name and Number	
Company Name		Person Completing	

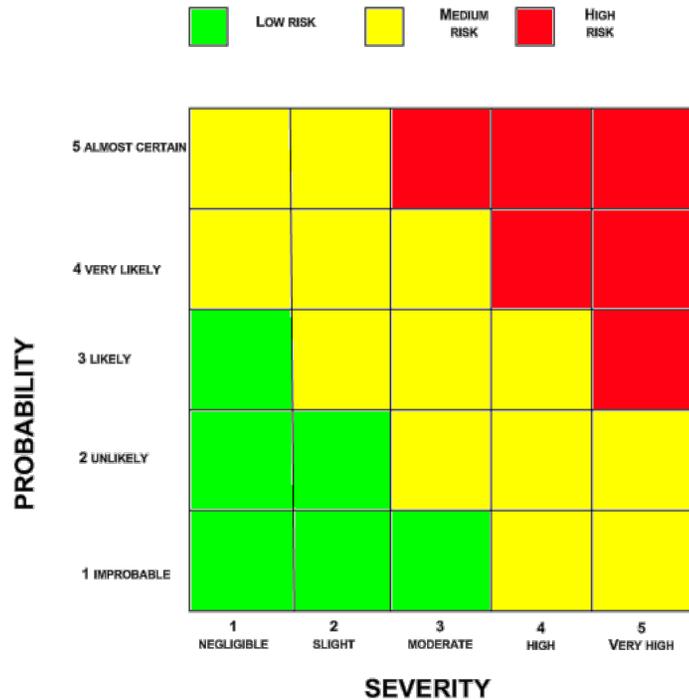
Identification of Hazards and Controls

- Building-related hazards and controls can be reviewed via the Brookfield GIS Site Hazard Station as described in the Building OHS plan.
- Hazards and controls specific to this project have been outlined here. (see table starting next page)

Hazard Assessment and Controls

All identified hazards must be posted at the work site. These must also be communicated to the JHSC or Safety Rep and all workers that may encounter those hazards during the course of their work.

Risk Matrix



Key Risks:
1. Ex. Exposure to Noise
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.

Project Initiation and Inspection

All work associated with this project will be subject to regular inspection by the Brookfield GIS Senior Project Manager, and the Brookfield GIS Construction Safety Coordinator. While Brookfield GIS maintains oversight in the role of Constructor, contractors remain obligated to provide adequate supervision and continue to conduct their own inspections of the work as required of all employers under the regulations.

Please validate that each item noted is in place and will remain in place for the duration of the project.

Project Initiation & Inspection Checklist

			General Safety
Yes	No	N/A	A Safety Board has been installed at the worker entrance to the project site. Safety board includes all items mandated under the regulations, as well as a copy of the regulations.
Yes	No	N/A	Notice of Project has been posted at the project site (includes project description, emergency telephone numbers, location and address, as well as any known or unique hazards)
Yes	No	N/A	All access points to the construction area have been clearly identified with signage posted. Access Control is in place, and PPE requirements have been posted.
Yes	No	N/A	Pre-Construction and weekly coordination meetings will be hosted by Senior Project Manager (Constructor), and at minimum will be attended by Construction Safety Coordinator, the Property Manager (OHS Control Authority), the HSE Coordinator (representing the interests of the tenants and Brookfield GIS Property Manager) a representative from all major contractors, representatives for each of the tenants.
Yes	No	N/A	Emergency procedures & plans have been posted on the safety board and will be reviewed with team members and contractors as appropriate (at least once at project kickoff and reviewed in each progress meeting to ensure no changes are required)
Yes	No	N/A	There are adequate First Aid Kits and Qualified First Aiders
Yes	No	N/A	Location, schedule and minutes of safety meetings, tool box talks and safety inspections will be posted on the project safety board.
Yes	No	N/A	The Brookfield GIS Work Permit is in place and associated requirements are met.
Yes	No	N/A	All supplemental permits (hot work, confined space entry, lock out/tag out, etc.) have been explained and are in place.
Yes	No	N/A	The location of the on-site Brookfield GIS Hazard Station has been communicated to all workers with instruction to review all hazards and controls prior to the start of any work.
Yes	No	N/A	MSDS for all hazardous materials that will be used on the project have been provided to the BGIS project manager; liquid containers and cylinders are labelled and stored properly, and a Designated Substances Report has been provided to all subcontractors.
Yes	No	N/A	All work involving excessive noise or strong odours will be scheduled to minimize disruption to the tenant and occupant activities.

Yes	No	N/A	Boilers and Pressure vessels will not be touched or interfered with by the project team. Senior Project Manager will interface with qualified representatives of the Property Management team relative to any requirements.
Yes	No	N/A	Project elements that require approval from a regulator or a professional engineer have been identified.
Yes	No	N/A	Arrangements have been made to ensure that all work areas continue to have adequate lighting.
			Contractors and Subcontractors
Yes	No	N/A	All Contractors (and subcontractors) have been verified as having good safety records and remain in good standing with provincial workers compensation board.
Yes	No	N/A	Contractor has a comprehensive safety program meeting at minimum legislated requirements.
Yes	No	N/A	Contractors (and subcontractors) have received orientation to Brookfield GIS safety procedures and reviewed and signed Brookfield GIS Contractor Safety Handbook is on record for every contract company working on the project.
Yes	No	N/A	All contractor and subcontractor workers have completed the Brookfield GIS Site , and Project-Specific Orientation
Yes	No	N/A	All contractors and subcontractors have been informed of the requirement to report all hazardous occurrences, unsafe conditions and incidents to Brookfield GIS, as well as forward copies of any orders and or directives issued by the Authority Having Jurisdiction to Brookfield GIS.
Yes	No	N/A	An adequate level of competent supervision will be provided relative to each contractor or subcontractor.
Yes	No	N/A	Construction material staging and storage requirements/limitations have been communicated to all contractors.
			Fire Prevention
Yes	No	N/A	Fire protection systems will be maintained or a fire watch will be maintained throughout the work.
Yes	No	N/A	Firefighting equipment appropriate to the work will be accessible, and will be maintained at all times in good repair.
Yes	No	N/A	Hot Work permits are available and will be used when required.
			Fall Protection and Confined Space
Yes	No	N/A	All confined spaces (existing or that will be created as a result of the work activity) have been clearly identified with warning signage.
Yes	No	N/A	All workers performing confined space entry are certified and have all necessary equipment, properly calibrated tools, plans and permits.
Yes	No	N/A	All holes or openings have been barricaded or covered securely and marked
Yes	No	N/A	Those working above 2m (6ft) off the ground, within 2m (6ft) of a roof edge, on any sloped roof or within 2m (6ft) of an opening they could fall through are protected by a guardrail, covering or personal fall arrest system. (in tender docs)
Yes	No	N/A	Fall protection equipment will be worn and tied off at all times on any elevated work platforms or scaffolding.
Yes	No	N/A	Personal fall protection devices and equipment will be inspected prior to each use by a competent person and worker fall protection certification will be verified.
			Trenching, Excavation and Tunneling
Yes	No	N/A	A notice of dig and permit number has been issued by the provincial authority if appropriate.
Yes	No	N/A	If no support system will be in use relative to excavation work, documented opinion from a Professional Engineer is available.

Yes	No	N/A	Support System design drawings and specifications are available
Yes	No	N/A	All excavations will be appropriately barricaded.
			Elevating Devices/Hoisting Workers
Yes	No	N/A	Any repair, alteration or modification of an elevating device will be a certified elevating device mechanic. Elevators will be parked with doors open, barricades in place and signage at each floor whenever work is in progress.
Yes	No	N/A	Notification has been made to the provincial authority if required before any hoisting operations takes place if workers will be raised, supported or lowered by a crane.
Yes	No	N/A	Relative the preceding item, design drawings and certification documents are available.
			Housekeeping
Yes	No	N/A	All construction debris will be kept clear from egress, work areas, hallways and stairways.
Yes	No	N/A	Barricades, signage and spill kits are available where necessary. All liquid spills will be barricaded/cleaned-up immediately
Yes	No	N/A	Established walking paths will be kept clear of loose electrical cords, excess equipment, and other trip hazards.
Yes	No	N/A	Appropriate dust control such as hoarding, and dust-capture systems will be used where appropriate.
Yes	No	N/A	Electrical and mechanical rooms will not to be used as storage space and will be kept clear at all times.
			Electrical
Yes	No	N/A	Only authorized/certified electricians will be performing electrical work
Yes	No	N/A	All work parties are trained in lock-out/tag-out procedures
Yes	No	N/A	NO LIVE WORK will be permitted. All equipment will be properly locked out/tagged out prior to the start of the work.
Yes	No	N/A	All temporary lighting will be equipped with guards to prevent contact with the bulb
Yes	No	N/A	Electrical junction boxes will be closed
Yes	No	N/A	Electrical cords will be kept in good repair and will be removed from use if frayed, cut or nicked.
Yes	No	N/A	Any modification to building electrical systems will include updated labeling to the breaker panels.
Yes	No	N/A	All electrical installations will be grounded or double insulated.
			Stairways, Ladders and Scaffolds
Yes	No	N/A	Staircases with more than 4 steps will be equipped with handrails
Yes	No	N/A	If used to access the roof, extension ladders will exceed by at least 1m (3ft) of the roof edge.
Yes	No	N/A	Extension ladders, when in use, will be inclined at a ratio of 4:1
Yes	No	N/A	All ladders and step ladders will be in good repair, and inspected prior to use
Yes	No	N/A	Extension ladders having a risk of sliding or being struck are securely tied off barricaded.
Yes	No	N/A	Ladders will not to be used within 3m (10ft) of electrical power lines
Yes	No	N/A	Scaffolds are in good repair and working surface is fully planked
Yes	No	N/A	Design drawings and load capacity, and engineering sign-off for scaffolding is available where applicable
Yes	No	N/A	Competent person has certified installation of all scaffolds prior to the start of work
			Hand & Power Tools
Yes	No	N/A	All hand and power tools will be inspected prior to use and in good working order

Yes	No	N/A	All safety guards and devices will be in place while the tools are in use
			Vehicle and Mobile Equipment
Yes	No	N/A	All equipment operators are properly authorized, trained and certified
Yes	No	N/A	Construction equipment and vehicles are parked so as to prevent the release of stored energy (bucket/forks down, brake applied, wheels chocked)
Yes	No	N/A	Signallers are used if the operator has an obstructed view in order to protect other vehicles or pedestrians
Yes	No	N/A	Special care is taken when operating heavy equipment near power lines
			Sanitation on construction site
Yes	No	N/A	Toilets and an adequate supply of potable water are provided at the jobsite and location is posted at the job site
Yes	No	N/A	Records of maintenance for portable toilets are posted at the job site

Work Permit

Instructions: Complete all Shaded Boxes. Email completed work permit to appropriate mailbox (see below). Await approval from Brookfield Global Integrated Solutions before proceeding with the work.

AUTHORIZED PERMIT MUST BE AVAILABLE IN HARD COPY OR SOFT COPY AT THE LOCATION OF THE WORK

LOCATION OF THE WORK

Province

City

Building (Building Name or Address)

Floor

DATE & DURATION OF THE WORK

Planned Work Date (dd/mm/yyyy)

Planned Start Time

Planned End Time

WORK INITIATOR

If "other" please specify

Work Requested By:

Work Order # or Project # (If Applicable)

WORK PLAN

Specify detail (if applicable)

Will life safety system be impacted or impaired (fire alarm or other)?

Will other building systems be impacted or impaired? (HVAC, lighting, elevator, etc.)

Provide a brief description of the work (attach job safety plan as appropriate to the task).

RISK ASSESMENT	Yes/No	If "YES" Controls Required	Control
Requires access to a secure area where escort may be needed?		1,2	1. Workers to complete BJCC online orientation through comply works
Requires Access to a confined or restricted space?		1,7,9,10,11	2. Additional Clearance or Authorized Escort Required
Requires work from heights?		1,7,9,10,11	3. Tenant Notification or Escort Required
Requires hot work?		1,6,7,9,11,12	4. Shutdown Notice Required
Requires live work?		1,9,10,11	5. Security Coverage Required
Life safety systems impacted?		1,12	6. Fire Extinguisher & 4 Hour Fire Watch Required after completing work
Workers have all licenses, training, and tools needed to perform the task?		1,10	7. Safety Barriers Required
Involves loud noises or strong odors?		1,3	8. Review of Asbestos Survey / BJCC Hazard Station
Requires obstruction of building access or egress?		1,3,5,7	9. Additional High Hazard Permit Required (Confined Space, LOTO, etc.)
Involves electrical or mechanical disruption?		1,3,4,9	10. Additional License or certification Required (Confined Space, Fall Arrest etc.)
Asbestos & hazardous materials surveys are available and have been reviewed by those conducting the work?		1,8,11	11. Specialized Personal Protective Equipment Required
Involves working around or with hazardous chemicals?		1,11	12. Notification to Fire Department Required
Work taking place at a heritage site?		1,2	13. Refer to Conservation Plan

Please note, the Risk Assessment above is not intended to replace a Job Safety Assessment. "Controls" as identified above are intended as prompts for the permit authorizer; The permit holder is responsible for conducting a proper job safety assessment and safety briefing to the workers prior to the commencement of the work and implementing any additional controls that may be required specific to the work task.

PERMIT HOLDER DETAILS

Company Name

Permit Holder

Permit Holder Contact Number

Names of All Workers

BGIS USE ONLY

SAFETY REVIEW

Name of reviewer

Date of review

Approved (Yes/No)

Comments

FACILITIES REVIEW

Name of Reviewer

Date of Review

Approved (Yes/No)

Comments

E-mail permit to:

ON-RP1workpermit@brookfieldjci.com

QC-RP1workpermit@brookfieldjci.com

ATL-RP1workpermit@brookfieldjci.com

WEST-RP1workpermit@brookfieldjci.com

PAC-RP1workpermit@brookfieldjci.com

NCA-RP1workpermit@brookfieldjci.com

HOT WORK PERMIT

Date _____ Location _____ WO # _____

Job Description _____

Name of person(s) doing Hot Work _____

Permit expires on: Date _____ (MM/DD/YY) Time _____ AM/PM
--

I confirm the above location has been examined, precautions checked below have been taken to prevent fire and permission is authorized for this work.

Name and Signature - Permit Authorizing Individual (PAI)

Precautions

The PAI must inspect the work area and check off all precautions listed below.

OK N/A

- Sprinklers and / or fire hose are in service / operable.
- Fire extinguisher is fully charged and readily available at the site.
- Cutting, welding equipment are in good working order.
- Area Team Leader and personnel have been notified.
- Enclosed or confined spaces have been monitored for explosive or flammable gases.
- All equipment have been cleaned of all combustible / flammable materials.
- Enclosed containers / piping have been purged of flammable vapors.
- Adequate air supply has been provided in enclosed or confined space.
- Emergency contact numbers** displayed on backside of the Permit.

Within a radius of 11m or _____m from hot work (if indicated otherwise by PAI):

OK N/A

- Work area floors have been swept clean of all combustible materials.
- Flammable surfaces have been wetted down or covered with fireproof sheets.
- There are no combustible materials or flammable liquids.
- Wall and floor openings have been covered or contained by suspending fireproof tarps under work area to collect sparks.

Fire watch person (Usually the person conducting the work):

OK N/A

- Present during work, will stay 30 minutes (or as indicated below by PAI) after work is completed.
- Supplied with a fire extinguisher or fire hose and knows how to use it and how to sound the alarm.

Time task started: _____ AM/PM Time task finished: _____ AM/PM

Final Check

The job site has been monitored _____ hour(s) after work is completed and was found to be safe and free from fire.

Time of final check: _____ AM/PM

Verified by: _____
(Name and signature – Fire watch person)

Copies: 1. Keep at work site 2. Keep for your file 3. Copy for your manager or customer

		FORM	
Form Title	Building OHS Plan	Number:	HS 287-01 RP1
Author:	HSE Manager	Effective Date:	May 4, 2015
Owner:	HSE Director	Revision:	2

Acknowledgement Notification

Building(s): _____

Service provided: _____

Company name: _____

I acknowledge that I have read and understand the following documents:

- **Brookfield GIS Site Specific Protocol**
- **Brookfield GIS Facility Site Specific Hazard Assessment**
- **Brookfield GIS Contractor Handbook**

I will communicate these documents to all my employees and sub-contractors. I will abide by the rules and regulations stated in these documents. I shall also abide by the Occupational Health & Safety Act, Industrial Regulations 851, as well as all other pertaining regulations and required permits (i.e. window washer Regs.)

Contractor/Service Provider:	
Contact Number:	
Supervisor's Name:	Tel. No:
Supervisor's Contact Number:	
Location(s) of Work:	
Signature:	Date:

If Required:

Sub-Contractor Name: _____

Representative's Name: _____ **Cell:** _____

Signature: _____ **Date:** _____

Sub-Contractor Name: _____

Representative's Name: _____ **Cell:** _____

Signature: _____ **Date:** _____