

West Fraser, for the majority of contractors and construction or maintenance projects, will retain the Owner and Prime Contractor Responsibilities. West Fraser Representatives, assigned to oversee contractor/construction projects, must:

- Ensure the Corporate and/or Divisional Contractor & Construction Safety Management Program and System are implemented.
- Ensure knowledge of all known hazards at the workplace is made available to the contractor including underground or overhead utilities, chemicals, ground conditions, lockout, fall protection, and other similar hazards.
- Ensure a suitable site orientation is provided to contractor personnel, including site specific expectations.
- Ensure all activities of West Fraser employees and other contractors, related to health and safety, are coordinated.
- Ensure that contractors have current Workers Compensation Insurance and applicable Commercial General Liability Insurance.
- Implement contractor/project safety meetings at a frequency that effectively coordinates activities and effectively communicates with contractors.
- Develop a system to ensure contractors comply with all applicable West Fraser and regulatory safety requirements.
- Conduct regular and thorough inspections and evaluations of contractor activities.
- Ensure investigations are completed, either by the contractor or by the Division, for all contractor injuries, environmental events, property/equipment damage events, and near misses.



Monthly Safety Theme *Contractor Management/Safety*

Project Hazard Identification and Risk Assessments

When hazards aren't identified, they can't be eliminated or the risk controlled. As such, West Fraser is committed to thoroughly assessing the hazards associated with all contractor/construction projects. Each Division must have or develop a Project Hazard Identification and Risk Assessment. The processes must as a minimum:

West Fraser

CONTRACTOR WORK AUTHORIZING HAZARD RISK ASSESSMENT

The West Fraser Mill Representative must complete the Contractor Work Authorizing Hazard Risk Assessment with the contractor, prior to commencement of work at the West Fraser site, in order to authorize the work and make the contractor aware of the hazards and risks, changing conditions or any circumstances which may affect their work. A pre-tour must take place prior to the filling out of this form.

JOB / WORK DETAILS

WO Number:	Date:
Location:	
Mill Representative Name:	
Mill Representative #:	
Contractor Company Name:	

CONTRACTOR HAZARD & SAFETY RESPONSIBILITY

Contractor Annual Review Complete?	<input type="checkbox"/> Yes
WCB Clearance Letter Provided?	<input type="checkbox"/> Yes
Liability Insurance Letter Provided?	<input type="checkbox"/> Yes

EMPLOYEE ORIENTATIONS

Mill / Site orientations complete?	<input type="checkbox"/>
Mandatory:	<input checked="" type="checkbox"/> Dust Awareness
Job Specific:	<input type="checkbox"/> Fall Protection
<input type="checkbox"/> Lockout	<input type="checkbox"/> Confined Space
<input type="checkbox"/> Fire Water	<input type="checkbox"/> Mobile Equipment
<input type="checkbox"/> Overhead Cranes	<input type="checkbox"/> Hot Work
• Competency training complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	
• Operator name:	

PPPE REQUIREMENTS

Site Required	Job Specific
<input checked="" type="checkbox"/> Safety glasses	<input type="checkbox"/> See Job Hazard
<input checked="" type="checkbox"/> Hearing protection	Assessment
<input checked="" type="checkbox"/> Safety footwear	(FLUA / HRHA)
<input checked="" type="checkbox"/> Hi-vis apparel	
<input checked="" type="checkbox"/> Hard hat / Gloves	

DOCUMENTATION

*To be returned daily to Mill Representative

<input type="checkbox"/> Mill Site Hazard Assessment
<input type="checkbox"/> Job Hazard Assessments (FLUA/HRHA)
<input type="checkbox"/> Contractor toolbox talk meetings and copies of task hazard assessments

REVIEW VERIFICATION

Name of Mill Representative:
Initial: _____ Date: _____
Name of Contractor Representative:
Initial: _____ Date: _____

SITE HAZARD IDENTIFICATION / CONSIDERATION CHECKLIST

System Outages	General Awareness	Restricted Areas
<input type="checkbox"/> Lockout	<input type="checkbox"/> Electrical	<input type="checkbox"/> Parking / traffic patterns
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Lighting	<input type="checkbox"/> Sign-in location
<input type="checkbox"/> Fire Water	<input type="checkbox"/> Water (potable)	<input type="checkbox"/> Railways / crossings
<input type="checkbox"/> Overhead Cranes	<input type="checkbox"/> Water (mill)	<input type="checkbox"/> Smoking areas
• Competency training complete? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• Operator name:		
Environmental Conditions	Other Work Walkthrough	
<input type="checkbox"/> Noise / vibration	<input type="checkbox"/> Electrical	<input type="checkbox"/> Transformer yard
<input type="checkbox"/> Slip / trip / falls	<input type="checkbox"/> Lighting	<input type="checkbox"/> Chem prep
<input type="checkbox"/> Lighting level / illumination	<input type="checkbox"/> Water (mill)	<input type="checkbox"/> Chip pad
<input type="checkbox"/> Hot / cold	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> MCC rooms
<input type="checkbox"/> Weather (wind, rain, snow)	<input type="checkbox"/> Effluent / MBBR's	<input type="checkbox"/> Scrap thickener
Housekeeping	Hazardous Substances / Materials	Effluent
<input type="checkbox"/> Waste disposal	<input type="checkbox"/> General combustible dust	<input type="checkbox"/> Electrical
<input type="checkbox"/> Scrap metal disposal	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Transformer yard
<input type="checkbox"/> Oily rag disposal	<input type="checkbox"/> Lead paint	<input type="checkbox"/> Chem prep
<input type="checkbox"/> Site cleanliness	<input type="checkbox"/> Silica / mineral dust	<input type="checkbox"/> Chip pad
<input type="checkbox"/> Part rebuilds & scrap	<input type="checkbox"/> Biological / effluent	<input type="checkbox"/> MCC rooms
<input type="checkbox"/> Ergonomics		<input type="checkbox"/> Scrap thickener
NOTES		

- ✓ Identify the West Fraser employee "in charge" of the contractor/project.
- ✓ Identify required Division OHS Resource.
- ✓ Consider composition and size of contractor crews.
- ✓ Consider foreman/crew ratios.
- ✓ Identify internal/external notification requirements.
- ✓ Determine the magnitude and speed of the change that will occur as a result of the construction.
- ✓ Identify whether procedural changes will be necessary following the completion of activities.
- ✓ Identify possible interactions with Divisional staff and/or other contractors.

- ✓ Identify possible hazardous materials (i.e. asbestos, lead, PCBs, mercury, etc.).
- ✓ Identify Engineering requirements.
- ✓ Consider whether or not new or young workers will be employed.
- ✓ Identify whether additional site services (i.e. First Aid, washrooms, etc.) will be necessary.
- ✓ Identify possible exposure issues (i.e. noise, temperature, hazardous materials, vibration, mobile equipment, etc.).
- ✓ Identify hazardous activities (i.e. work at heights, scaffolding erection/use, excavations, underground/overhead utilities, lockout, confined space entry, high-pressure water washing, industrial vacuuming, work alone/in isolation, rigging/crane activities, hot work, specialized tools, etc.).



West Fraser

Contractors are required to:

- ✓ Provide accurate information to West Fraser during Contractor Evaluations.
- ✓ Actively participate in pre-project hazard identification and risk assessment processes as requested.
- ✓ Conduct Field Level Hazard & Risk Assessments (FLHRA) for common and routine tasks as directed by the division.
- ✓ Conduct Formal Hazard and Risk Assessments on the more complex activities of the task or project.
- ✓ Ensure that a suitable orientation is provided to contractor personnel of the project site.
- ✓ Maintain an accurate head count at all times of on-site employees.
- ✓ Ensure that there is a Material Safety Data Sheet (MSDS) available for all Controlled Products brought to the site, ensure Controlled Products are properly stored and managed, and that personnel know applicable safety and emergency response procedures.
- ✓ Ensure all tools and equipment are in good working condition, are in compliance with all applicable regulations, and are maintained properly.
- ✓ Actively participate in site/project Health & Safety Committees and Safety Lead Teams whenever such are established on site.
- ✓ Complete regular and documented workplace inspections of the project site.
- ✓ Inform the assigned West Fraser Representative in advance of any activities undertaken by the contractor that could adversely affect other contractors or the Division.
- ✓ Promptly report all injuries, property damage events, environmental incidents, and near misses to the assigned West Fraser representative.
- ✓ Ensure all project contractor management and supervision is aware of their safety related roles and responsibilities.
- ✓ Provide the necessary instruction, education and training necessary for personnel to perform their assigned work safely and in accordance with all applicable regulations.
- ✓ Ensure all applicable site safety rules, procedures, and regulations are adhered to by employees.
- ✓ Develop, communicate, and adhere to a written disciplinary policy, which includes allowances for immediate dismissal of personnel who willfully or blatantly do not satisfy safety expectations, or who otherwise commit high-risk and inexcusable violations.
- ✓ Ensure suitable Personal Protective Equipment (PPE) is available, worn, and cared for by employees.

