


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.



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:



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.

➡ Sign in
➡ Check in with Mill Rep.
➡ Authorization Hazard Assessment
➡ Job Hazard Assessment FURA / FHRRA
➡ Contact Work
➡ Return Documents
➡ Locks off / Sign out
➡ Check out with Mill Rep.

JOB / WORK DETAILS	DESCRIPTION / SCOPE OF WORK: <input type="checkbox"/> PRE-JOB TOUR						
WD Number: _____ Date: _____							
Location: _____							
Mill Representative Name: _____							
Contractor Company Name: _____							
CONTRACTOR HEALTH & SAFETY RESPONSIBILITY							
Contractor Annual Review Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No							
WC Clearance Letter Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Liability Insurance Letter Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No							
EMPLOYEE ORIENTATIONS	SITE HAZARD IDENTIFICATION / CONSIDERATION CHECKLIST						
<input type="checkbox"/> Mill / Site orientations complete? Mandatory: <input checked="" type="checkbox"/> Basic <input checked="" type="checkbox"/> Dust Awareness Job Specific: <input type="checkbox"/> Lockout <input type="checkbox"/> Fall Protection <input type="checkbox"/> Mobile Equipment <input type="checkbox"/> Confined Space <input type="checkbox"/> Fire Watch <input type="checkbox"/> Hot Work <input type="checkbox"/> Overhead Cranes <input type="checkbox"/> Competency training complete? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator name: _____	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> System Outages <input type="checkbox"/> Electrical <input type="checkbox"/> Lighting <input type="checkbox"/> Water (potable) <input type="checkbox"/> Water (mill) <input type="checkbox"/> Gas <input type="checkbox"/> Fire Protection <input type="checkbox"/> Effluent / MBBR's </td> <td style="vertical-align: top;"> General Awareness <input type="checkbox"/> Parking / traffic patterns <input type="checkbox"/> Sign in location <input type="checkbox"/> Railways / crossings <input type="checkbox"/> Smoking areas <input type="checkbox"/> No plastics in pulp / chip process <input type="checkbox"/> Hot Surfaces <input type="checkbox"/> Forklifts in basement / repulp area <input type="checkbox"/> Scaffolding on site <input type="checkbox"/> Elevator location (pinch hazard) </td> <td style="vertical-align: top;"> Restricted Areas <input type="checkbox"/> Transformer yard <input type="checkbox"/> Warehouse <input type="checkbox"/> Chem prep <input type="checkbox"/> Chip pad <input type="checkbox"/> MCC rooms <input type="checkbox"/> Scrap thickener <input type="checkbox"/> Effluent </td> </tr> <tr> <td style="vertical-align: top;"> Environmental Conditions <input type="checkbox"/> Noise / vibration <input type="checkbox"/> Slip / trip / falls <input type="checkbox"/> Lighting level / illumination <input type="checkbox"/> Hot / cold <input type="checkbox"/> Weather (wind, rain, snow) </td> <td style="vertical-align: top;"> Hazardous Substances / Materials <input type="checkbox"/> Waste disposal <input type="checkbox"/> Scrap metal disposal <input type="checkbox"/> Site cleanliness <input type="checkbox"/> Part rebuilds & scrap <input type="checkbox"/> Ergonomics </td> <td style="vertical-align: top;"> Work Impacts to: <input type="checkbox"/> Maintenance <input type="checkbox"/> Production <input type="checkbox"/> Other contractors </td> </tr> </table>	System Outages <input type="checkbox"/> Electrical <input type="checkbox"/> Lighting <input type="checkbox"/> Water (potable) <input type="checkbox"/> Water (mill) <input type="checkbox"/> Gas <input type="checkbox"/> Fire Protection <input type="checkbox"/> Effluent / MBBR's	General Awareness <input type="checkbox"/> Parking / traffic patterns <input type="checkbox"/> Sign in location <input type="checkbox"/> Railways / crossings <input type="checkbox"/> Smoking areas <input type="checkbox"/> No plastics in pulp / chip process <input type="checkbox"/> Hot Surfaces <input type="checkbox"/> Forklifts in basement / repulp area <input type="checkbox"/> Scaffolding on site <input type="checkbox"/> Elevator location (pinch hazard)	Restricted Areas <input type="checkbox"/> Transformer yard <input type="checkbox"/> Warehouse <input type="checkbox"/> Chem prep <input type="checkbox"/> Chip pad <input type="checkbox"/> MCC rooms <input type="checkbox"/> Scrap thickener <input type="checkbox"/> Effluent	Environmental Conditions <input type="checkbox"/> Noise / vibration <input type="checkbox"/> Slip / trip / falls <input type="checkbox"/> Lighting level / illumination <input type="checkbox"/> Hot / cold <input type="checkbox"/> Weather (wind, rain, snow)	Hazardous Substances / Materials <input type="checkbox"/> Waste disposal <input type="checkbox"/> Scrap metal disposal <input type="checkbox"/> Site cleanliness <input type="checkbox"/> Part rebuilds & scrap <input type="checkbox"/> Ergonomics	Work Impacts to: <input type="checkbox"/> Maintenance <input type="checkbox"/> Production <input type="checkbox"/> Other contractors
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PPE REQUIREMENTS Site Required <input checked="" type="checkbox"/> Safety glasses <input type="checkbox"/> See Job Hazard Assessment <input checked="" type="checkbox"/> Hearing protection <input type="checkbox"/> FURA / FHRRA <input checked="" type="checkbox"/> Safety footwear <input 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 Assessment (JHA/JHA) (JHA) <input type="checkbox"/> Contractor toolbox talk meetings and copies of task hazard assessments	NOTES Name of Mill Representative: _____ Initial: _____ Date: _____ Name of Contractor Representative: _____ Initial: _____ Date: _____						

- ✓ 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.).



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.

