

CpK Interior Products Guelph Operations

Contractor Safety Talk

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Purpose

The purpose of this Safety Talk is to:

- Provide health, safety, environmental, and energy information that is specific to CpK Interior Products' Guelph Operations.
- Draw attention to items that are not applicable CpK Interior Products' Guelph Operation.
- Ensure all contractors are familiar with CpK safety, environmental and emergency procedures.

Energy, Environment, Health & Safety Policy

- **Conform** to environmental, health, safety and energy requirements and obligations.
- **Achieve** environmental, health, safety and energy performance objectives and targets.
- **Purchase** and design for energy efficiency.
- **Practice** sustainability.

WSIB Clearance Certificate

The Contractor acknowledges that it shall be fully responsible and liable for providing Workers Compensation Insurance for all contracted and subcontracted work, employer's liability insurance, general, general comprehensive liability insurance, contractor's property damage insurance and such other insurance as may be reasonable required by CpK Interior Products, naming CpK Interior Products as additional insured, in such amounts and with such insurance carriers as are acceptable to CpK Interior Products.

Controlled Access to the Plant

- All visitors and contractors must sign in and out either at:
 - 1) the guard shack, or
 - 2) the reception desk at front lobby (with receptionist or main plant contact)

Personal Protective Equipment within the Plant

- **Safety shoes** are mandatory in all manufacturing areas of the plant.
- **Safety glasses with side shields** are mandatory in all manufacturing areas of the plant.
- Hearing protection and safety vests are to be worn in designated areas.
- Open toe shoes and high heels are not permitted within the plant.
- In designated construction areas, the use of more stringent footwear and PPE may be required.
- Additional PPE may be required in some plant area. Check with your plant contact.

Lock-out Policy

- *Only trained authorized personnel shall be permitted to lockout equipment and machinery, valid proof of training will be required. The CpK facility contact can provide a copy of their site's Lockout procedure*
- All contractors will use their own lock out devices unless previously coordinated with CpK's Maintenance Dept. Locks must be identified as contractor locks by indicating the company name, owner of the lock and contact information.

Vehicle and Pedestrian Policy

- Pedestrians must be aware of fork lift traffic; Obey and stay within marked walkways whenever possible.
- **Never come within 2 feet of a fork lift.**
- Obey all signage (e.g. No Pedestrians, Restricted Area, Safety Vest Required, etc.)
- Reflective safety vests are required to be worn by all pedestrians at Shipping/Receiving Docks, High Bay Racking Areas, in the Warehouse Area, **as well as in Safety Vest Zones.**
- **REMINDER:** Any person working outside of the building, including the shipping yard or employee parking lots area, **must wear a reflective vest at all times.**

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Use of Forklifts, Aerial Lifts

- Contractors using this equipment must be able to produce evidence of up-to-date training by a certified trainer. Contractors must use their own equipment (unless they receive permission from CpK to use our equipment). Contractors must ensure any equipment used is in good working condition.

Smoking Policy

- Smoking is not permitted anywhere in the plant. Outside the plant, you may only smoke in designated areas. *Smoking is prohibited within 3.1 m of areas where propane, diesel, or hazardous materials or wastes are stored.* Your site contact will advise you where the designated areas are.

Hot Work Permits

- At CpK Guelph these permits (hot-work permits, confined space entry) will be issued by your site contact. They are not issued by security.

Recyclable Materials

- Empty cans, bottles and recyclable containers must be placed in the appropriately labeled recycling container.
- Paper waste must be recycled in the designate recycling containers.

Waste Materials

- Please advise your site contact in advance of being on site what waste you will be generating and approximate quantities.
- You are responsible for any waste that you generate in our facility, and any waste generated must be managed through CpK Guelph's Waste Management System. This includes all waste streams (e.g. batteries, aerosols, trash, cardboard, empty chemical containers, etc.)

Emergency Signals, Alarms, and Evacuation Procedures

- Stay with host at all times
- A Stage-1 intermittent alarm will initially sound as a signal to prepare to evacuate
- A Stage-2 longer tone intermittent alarm will follow after 3 minutes as a signal to commence evacuation
- Safely take nearest exit and wait outside with your host at nearest gathering area until the 'all clear' message is communicated

Use of Chemicals on Site

- Contractors are responsible to provide Safety Data Sheets (SDS) on any hazardous materials it brings on the property. Copies will be submitted to the plant EHS Department for approval prior to project start. Contractors will ensure compliance with WHMIS requirements

Spills / Fires

- It is your obligation to do everything possible to eliminate the possibility of an environmental spill. This includes protecting drains, catch basins, sumps etc. where necessary.
- Do not dump or allow to be dumped any materials on any unpaved areas.
- Do not dump liquids of any kind down storm drains, floor drains or sinks.
- If you cause or observe a spill, report the event immediately to your plant contact or to security.
- If you observe a fire, take steps to extinguish the fire if it is safe and you are comfortable doing so.
- Notify security immediately.

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Energy Improvement Suggestions

- In accordance with our ISO50001 Energy Management System, CpK Interior Products continuously strives to improve energy performance. If you have any energy performance improvement suggestions or ideas please raise them to your site contact.

Confidentiality Agreement / Photographs

- CpK Interior Products retains ownership of all intellectual property and expects that all information learned on site will be kept confidential.
- Depending on your scope of work you may be required to sign a Confidentiality Agreement.
- You cannot bring devices capable of taking photographs into the plant without management approval.
- Taking photographs in the plant is strictly prohibited.

Information Technology (IT) Governance

- You are not permitted to connect laptops or other computer devices to Company equipment without prior approval from plant IT personnel. If you require the use of a computer or connection to our servers, please contact plant IT personnel for assistance following the correct protocols.

Use of Portable Communication Devices (cell phones, radios etc.)

- Cell phones, radio, and other wireless communication devices, including hands free/ear piece designs, are not to be used while operating any type of powered industrial vehicle (including forklifts, aerial lifts, etc.), or production, maintenance vehicles within plant boundaries.
- For all employees whose job does not require the use of a mobile communication device, usage is limited to break times (including before/after working hours and lunchtime) and must be used in designated break areas (including cafeterias and offices).
- Pedestrians, whose job requires the use of mobile communication devices, must remain aware of their surroundings and **STOP** in a safe place (away from Powered Industrial Vehicle (PIV) traffic, moving machinery, etc.) before and while using the mobile communication device.

Injuries

- All injuries must be reported to your plant contact immediately after happening.

Damage to Equipment or Property

- It is your responsibility to report any incidents which cause damage to equipment or facility.

Workplace Harassment

- UNIFOR and CpK Interior Products maintain and enforce a policy of zero tolerance with regards to workplace harassment etc. Any instances must be reported to site contact at once.

Important Phone Numbers

- | | | |
|------------------------------|--------------------------------------|----------------------|
| • Emergency | 9-911 | from any plant phone |
| • Security: | 519-767-4245 or ext. 4245 | “ |
| • Environmental: | 519-767-4216 or ext. 4216 | “ |
| • Health & Safety: | 519-767-4263 or ext. 4263, | “ |
| • UNIFOR Safety Office | 519-767-4246 or ext. 4246 | “ |
| • Nurses Office / First Aid: | 519-767-4217 or ext. 4217 | “ |
| • Maintenance: | 519-767-4236/4294 or ext. 4236, 4294 | “ |
| • Plant Engineering | 519-767-4231/4253 or ext. 4231, 4253 | “ |

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ACKNOWLEDGEMENT

By signing below, I acknowledge that I have been informed of and understand the information in this bulletin:

This talk was received by:

Name (Please Print) _____

Signature _____

Company _____

This talk was presented by:

Name (Please Print) _____

Signature _____

Date _____

Emergency Contact Name: _____

Number for Contractor: _____