



Pacific National Exhibition

SINCE 1910

CONTRACTOR
HEALTH & SAFETY
PROGRAM

REVISION 3

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The Pacific National Exhibition places a high priority on occupational health and safety. It is expected that all PNE contractors that perform work for us conduct their work in a similar manner.

This document contains information regarding our occupational health and safety policies, general site work procedures and emergency procedures.

PNE'S CONTRACTOR SAFETY POLICY STATEMENT

The Pacific National Exhibition recognizes the importance of working safely and is committed to providing safe and healthy working conditions, preventing accidents, and promoting positive attitudes toward safety and health within the Corporation and expects full cooperation and participation from all contractors.

The PNE promotes high standards for occupational health and safety and complies with laws and regulations applicable to the corporation's business and its operations.

The PNE requires that all employees and contractors plan for and design safety into each of their projects to meet or exceed minimum health and safety requirements through the development of appropriate standards and safe work procedures based on the legislative requirements of WorkSafe BC's *Occupational Health and Safety Regulation*. WorkSafe BC's Regulation is the minimum requirement that all PNE contractors must adhere to.

The training and education of contractors on safe work practices, procedures and the hazards of the workplace is a requirement of the Regulation. The PNE expects contractors and their employees to be knowledgeable of the hazards and associated control measures in their work areas. The PNE may assist contractors if assistance is required with training and hazard identification.

CONTRACTOR DEFINITION

In relation to this document 'Contractor' means any company or individual entering into a contract with the PNE to provide a service on the PNE site, or any company or individual entering into an agreement to rent and operate their service on the PNE site who has not requested and been granted Prime Contractor status.

INTRODUCTION

An effective health and safety program eliminates or reduces the likelihood of workplace accidents and incidents, and controls specific hazards present at the workplace. It proves that the employer has done their due diligence.

This program has been designed and implemented in accordance with WorkSafe BC's Occupational Health & Safety Regulation to ensure the health and safety of all workers that are considered 'Contractors' for the PNE.

It is the responsibility of the PNE as the Owner to ensure that all Contractors are:

- Informed of the hazards of any owner operations or site conditions
- Aware of the health and safety precautions to be used to address these site hazards

While working on-site, Contractors are responsible for knowing and complying with:

- WorkSafe BC's Occupational Health & Safety Regulations
- The PNE's Health & Safety Program

While working on-site, employees of the Contractor are responsible for:

- Their own safety as well as the safety of their co-workers
- Following the directions of their supervisor

When the work of several contractors overlaps, the PNE reserves the right to assume responsibility as the Prime Contractor or they may assign another qualified individual or organization to assume this responsibility. In either case, the Prime Contractor is responsible for providing their own health and safety program and ensuring the safety of the people working under their direction.

'Contractor' definition:- includes contractors, subcontractors, vendors, suppliers, exhibitors, consultants, film production companies and their employees.

EMPLOYER AND EMPLOYEE RESPONSIBILITIES

Pacific National Exhibition

Our responsibility is to assist you in the co-ordination of health and safety activities that include:

- Providing contractors with information on all workplace hazards in their work areas.
- Providing contractors with current and applicable written safe work procedures.
- Providing contractors with a qualified site coordinator to assist in the coordination of health and safety activities.
- Ensuring that the requirements of the WorkSafeBC Occupational Health & Safety Regulations are met.
- Ensuring that there is a system in place to evaluate a contractor's safety program and safe work procedures before commencement of work on site.
- Investigate any safety concerns/observations raised.
- Assist in incident investigations when required

Contractors

Contractors working on the PNE site are responsible for:

- Registering with WorkSafeBC and ensuring that they do not have any outstanding balances on their assessments.
- Providing PNE management with a current written safety program and safe work procedures.
- Training and educating their employees in all aspects of workplace safety according to the WorkSafeBC Regulation.
- Following all PNE Occupational Health and Safety Program requirements and PNE general site rules.
- Following the Communicable Disease Policy, **not** entering the PNE site if:
 1. You have a sore throat, cough, fever, shortness of breath, difficulty breathing, or any other flu-like symptoms.
 2. You have been required to self-quarantine in the last 14 days.
 3. You've had any contact with a confirmed or possible case of COVID-19 in the last 14 days.

Contractors are also responsible for following specific safety policies and procedures that pertain to their organization or affect their employees in the work they do. Examples include but are not limited to:

- Emergency Procedures
- Chemical and Biological Substances – WHMIS 2015

- Noise, Vibration, Radiation and Temperature
- Personal Protective Equipment (PPE)
- Confined Space Entry
- De-energization and Lockout
- Fall Protection
- Tools, Machinery and Equipment
- Ladders, Scaffolds and Temporary Work Platforms
- Cranes and Hoists
- Mobile Equipment

Contractor Workers

While working under the direct supervision of their supervisors, workers for the contractor are responsible for their own safety and health as well as their fellow workers.

Their responsibilities include:

- Work safely to ensure your own safety and health.
- Make sure your actions do not cause injury or harm to others.
- Being alert to hazards and controlling them effectively.
- Reporting hazards and incidents/accidents to supervisors.
- Reporting injuries to first aid.
- Reporting any unsafe acts and conditions immediately to supervisors.
- Using and wearing protective clothing and equipment when required.
- Refusing unsafe work.
- Knowing, learning and following safe work procedures and their company's safety program.

WORKSAFEBC - REGISTRATION

Contractors contracting to the PNE must:

- Register with the WorkSafeBC.
- Ensure all overdue or outstanding assessments are paid.
- Provide the PNE with their WorkSafeBC registration number.

If you are unsure of your status with the WorkSafeBC, contact the WorkSafeBC Employer Service Centre at 604.244.6181 or toll free within BC 1.888.922.2768

GENERAL SITE RULES

The following general site rules apply to all PNE employees, contractors, and their employees on site:

1. All workers are expected to show up fit for work.
2. The consumption of alcohol or the use of non-prescription drugs or other substances that may hamper your safety on the job is not permitted.
3. Personal protective equipment must be maintained in good condition and used correctly when it is needed for the job.
4. Only properly trained, competent and authorized workers shall operate equipment and machinery.
5. All unsafe acts and conditions must be reported to your supervisor or safety representative without delay.
6. A worker who sustains any injury, no matter how slight, must report it to their first aid attendant immediately. PNE first aid attendants may be available if a contractor first aid attendant is not.
7. Workers are expected to maintain good housekeeping in their area of responsibility.
8. Workers shall not engage in any improper activity that creates a hazard. This includes practical jokes, fighting, unnecessary running or similar conduct.
9. Safe driving practices must be followed on site. Unsafe driving will not be tolerated on site.
10. Any chemical on site must have a SDS readily available. Any worker working with chemical products must be trained on the safe storage, use, safety precautions of the product.

All contractors and their employees must abide by these rules and regulations. If anyone is found in violation, the PNE will take appropriate actions.

CONTRACTOR/VISITORS LOG

All PNE visitors must sign into the Visitor's Log (Admin, HR/Payroll, Operations). The visitor is required to state their purpose of visit, PNE responsible contact, time in and time out. It is also required for the visitor to read and understand the safety rules of the site.

Any Playland visitor or contractor will be required to sign into the Contractor/Visitor log. The supervisor/ crew leader is responsible for signing in and to ensure all crew members understand the safety rules.

In the event of an emergency, the supervisor/ crew leader is responsible for their crew and must report back to their PNE contact and wait for direction.

PNE contact is responsible for informing the visitor/contractor of the closest muster point. The visitor will also be informed of any drills that are scheduled for that day.

INSPECTIONS OF WORK SITES

Safety inspections are an important tool in an effective health & safety program. Inspections help reduce accidents and property damage, prevent the likelihood of accidents from occurring, improve worker communication and morale, and save companies money in the long run.

Contractors are responsible for ensuring that their work sites are regularly inspected to ensure that their employees are not exposed to any potential hazards that could cause serious harm and endanger their health and safety. Any hazards or unsafe conditions identified during an inspection must be corrected without delay by the contractor. If an unsafe condition or hazard is related to a building or PNE property, a representative of the PNE must be notified as soon as possible.

ACCIDENT/INCIDENT INVESTIGATIONS

Employers and contractors are required by regulation to investigate accidents and incidents.

The WorkSafeBC Regulation states: *“Except in the case of a vehicle accident occurring on a public street or highway, every employer must immediately initiate an investigation into the cause of every accident which*

- (a) is required to be reported by the Regulation*
- (b) resulted in injury requiring medical treatment, or*
- (c) did not involve injury but had a potential for causing serious injury.”*

Contractors are responsible for conducting their own accident/incident investigations while on site. The PNE may decide to conduct an independent accident investigation depending on the nature and severity of the accident, or when it affects any of the PNE’s employees by any means.

Accident investigation reports must be prepared in accordance with the WorkSafeBC Regulation. The PNE may, at any time, request copies of the investigation report for their own documentation purposes.

CONTRACTOR TOOL BOX TALK/PRE-SHIFT MEETING

It is required that contractors hold documented Tool Box Talks/Pre-Shift Meetings prior to commencing each shift to ensure that all employees understand the requirements and potential hazards of the job and the safety precautions and safety equipment required. They shall also ensure that employees are trained, competent and authorized to operate the equipment required.

The PNE, at any time, may request to attend Tool Box Talks/Pre-Shift Meetings or request documentation from meetings for record keeping purposes.

RIGHT TO REFUSE WORK

All employees employed in British Columbia are covered under the Workers' Compensation Act. The Act entails the refusal of unsafe work and work practices and workers covered under the Act must abide by the Regulation.

Any worker or employee can refuse to perform a duty or act that could create an undue hazard to him or her or other affected employees (i.e., PNE employees). The worker or employee must have reasonable cause to believe that the act or duty if performed would endanger the health and safety of him or her or fellow co-workers.

Workers must report any unsafe conditions immediately to their supervisor or manager. All unsafe condition will be investigated by the manager or supervisor. PNE OHS will assist in the investigation of unsafe conditions if required.

WORKER TRAINING AND ORIENTATION

Contractors are responsible to see that every new employee/worker receives adequate worksite orientation before starting work. It is the supervisor's job to follow up continuously to ensure that the worker is able to demonstrate safe work procedures.

Where government licensing or certification is required to perform work duties, contractors must ensure that only qualified workers that have received this type of specific training can perform these duties.

Contractors and their supervisors shall be trained to administer their own health and safety program and safe work procedures and provide training for their own employees.

Records shall be kept for each worker listing the training and education he or she has received. They must be reviewed periodically to ensure that training requirements have been met.

The PNE can request to see contractor-training records at any time. Contractors shall ensure that these records are readily available to the PNE upon request.

GENERAL SITE WORK PROCEDURES

Safety, health, productivity, and quality control all benefit from written safe work procedures. Since the PNE is committed to providing safe and healthy working conditions, and to promoting positive attitudes toward safety and health within the Corporation, the PNE expects that contractors provide their employees with written safe work procedures from their own safety program that comply with the WorkSafeBC Regulation.

If contractors do not have written safe work procedures or their procedures do not comply with the WorkSafeBC Regulation then the PNE may assist contractors by providing them with written safe work procedures from the PNE's safety program, if applicable.

FIRST AID SERVICES AND INJURY REPORTING

The PNE is required to provide first aid services to PNE employees and park guests. To fulfill this obligation the PNE maintains first aid locations staffed with qualified first aid attendants whenever it is open for business.

It is the primary responsibility of all contractors to provide their employees with their own first aid services and equipment following the guidelines established as specified in Sections 3.14 to 3.21 of the WorkSafeBC Regulation. As a courtesy to smaller contractors who are unable to provide these services for themselves or their employees, the PNE can be able to provide first aid services.

First Aid information can be found at page 20 of the Contractor Health and Safety Program.

Any contractors who are working outside of First Aid hours must provide their own first aid or have a site specific emergency plan. This must be confirmed with PNE OHS department.

ALL incident reports must be submitted to PNE OHS department within 24 hours. Incident reports can be sent to mknowles@pne.ca

FIRE EMERGENCY

As part of a site orientation, contractors shall provide and educate their employees on fire emergency procedures for their specific work site area. They should be familiar with the following:

- Emergency exits and telephone locations.
- Fire alarm stations.
- Fire extinguisher locations, types and operating uses.
- How to operate a fire extinguisher

Contractors shall perform regular inspections of their work areas to ensure that:

- Emergency exits are clear and emergency lights are functioning.
- Fire alarm pull stations are not damaged.
- Fire extinguishers are in good condition, not expired and are fully charged.

If any of these items are found damaged, defective, or obstructed then contractors shall report their findings to their PNE contact immediately.

It is important to ensure that all of the above items are clear of obstruction and that workers can have easy access to them.

Fire extinguishers are required at the location of the work being done. Contractors are required to provide their own fire extinguishers. The PNE can arrange to provide fire extinguishers if the contractor has none. There may be a charge for this service.

All contractors and employees are required to follow and abide by the PNE's General Site Rules. Contractors should familiarize their employees with these rules upon commencement of their work.

SMOKING AND ELECTRONIC CIGARETTES

City of Vancouver Bylaws states that no one shall smoke inside buildings or building structures. Smoking is prohibited within 6m or 20ft of openings into buildings including doors, windows and/or air intake. Smoking must occur outdoors in designated smoking areas (see map) and care must be taken to properly extinguish and discard butts in a responsible manner so as not to create a fire hazard.

The PNE is situated within the boundaries of Hastings Community Park. The Park Board Smoking Regulation Bylaw identifies Hastings Community Park and therefore it's subject to the Bylaw Regulation. Smoking is prohibited within the park boundaries and is subject to a minimum fine of \$250. Smoking areas have been provided on site for employees and contractors to use.

Persons not abiding by the smoking policy could put other workers at a health risk. Smoking can also potentially cause a fire or explosion hazard depending on the nature of the surrounding areas.

The use of electronic cigarettes and vaporizers are **no longer permitted by PNE staff and contractors on site**. It has been determined that there is currently no discernable way to differentiate between whether or not a device contains substances that could cause impairment.

DRUG AND ALCOHOL POLICY

Employees and contractors are not permitted to attend work while impaired. This includes impairment from illicit drugs, cannabis, alcohol or any other prescription medication. Employees/contractors are also required to abide by the guest policy on cannabis and not bring into the PNE any recreational substances that cause intoxication or impairment.

PNE has zero tolerance for the use of illegal drugs and the misuse of alcohol, cannabis and prescription and non-prescription drugs. Any contractor employee found violating this policy will be removed from site. An investigation will be carried out to determine the company's future with the PNE.

WHMIS 2015

Contractors are responsible for protecting their workers from exposure to chemical or biological substances that could cause adverse health, physical or environmental effects. WHMIS Program components must comply with the WorkSafeBC Regulatory requirements.

Any chemicals brought to site must have a compliant Safety Data Sheet readily available. Workers must be trained on the storage, use and safety of the chemical product. Required Personal Protective Equipment must be used.

NOISE, VIBRATION, RADIATION AND TEMPERATURE

All contractors must adhere to the compliance requirements of the WorkSafeBC Regulation. Contractors exposed to these conditions must develop and implement exposure control plans for workplace exposure to radiation, vibration and temperature extremes as well as administer a noise-hearing conservation program.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE)

Contractors and their employees are responsible to provide, maintain and wear PPE listed in the Regulation. It is suggested that snug, well-fitted clothing is worn for protection against the natural elements. During warmer months, it is **not** acceptable to be shirtless while on site.

Substantial footwear is a minimum requirement for footwear. In certain cases, this may require CSA approved steel-toed boots. Under no circumstances are open toed shoes acceptable.

Depending on the work being performed, workers may be required to wear a hard hat (where there is a danger of head injury from falling, flying or thrown objects, or other harmful contacts to the employees), safety glasses or goggles (if handling or exposure to materials are likely to irritate the eyes), and/or respirators. The PNE may request or require contractors to use specific PPE during the term of their contract.

High visibility apparel shall be worn during event set up and take down on the arena level of the Pacific Coliseum. High visibility apparel is also when working around mobile equipment or when exposed to vehicles travelling more than 30km/h. *Part 8.24 WorkSafeBC OHS Regulation.*

CONFINED SPACE ENTRY

Before a contractor employee is required or permitted to enter a confined space, the employer must prepare and implement a written confined space entry program. Contractors are responsible to ensure that their confined space entry program meets the compliance requirements of the WorkSafeBC Regulations. This confined space entry program must be approved PNE OHS department before work is carried out.

Entry into a confined space on the PNE site must be coordinated with the PNE's Tech Services department prior to entry. Tech Services can be contacted at 604.252.3549, 604.252.3531, or 604.251.7752.

DE-ENERGIZATION & LOCKOUT

Outside personnel or contractors involved in the service or maintenance of the PNE's operations must submit their Lockout Program and Lockout Procedures to the Director of Site Maintenance or to the Ride Maintenance Manager. Departmental Supervisors are responsible to ensure that the outside personnel or contractor is following lockout procedures accordingly.

The Lockout Program and Procedures of outside personnel and contractors must meet or exceed to the PNE Lockout Program requirements. If these requirements are not up to the PNE's standard, then outside personnel or contractors will use the PNE's Lockout Program in place of their own.

FALL PROTECTION

Any contractor or worker who is working at a height of 3 meters/10 feet or more is required to use a fall protection system for their personal protection as well as provide a written fall protection plan as required by the WorkSafeBC Regulations. This must be submitted to the PNE OHS department. Contractors are also responsible for training and educating their workers on fall protection and fall protection systems and procedures that are specific to their needs.

TOOLS, MACHINERY AND EQUIPMENT

Contractors must ensure the tools, machinery and equipment they bring onto the PNE site is in good working condition. It is their responsibility to maintain the condition of their equipment to ensure that it is in safe working order and perform a recorded pre-use inspection of the equipment as required by WorkSafeBC OHS Regulation.

LADDERS, SCAFFOLDS, TEMPORARY WORK PLATFORMS

Contractors must adhere to the specification requirements listed in the WorkSafeBC OHS Regulations. It is the contractors' responsibility to ensure that all ladders, scaffolds and temporary work platforms are maintained in good working condition. Equipment that is damaged or does not meet requirements must be taken out of service and repaired or replaced immediately.

CRANES AND HOISTS

Contractors working in or around cranes or hoists must ensure that the crane or hoist is designed, constructed, erected, disassembled, inspected, maintained and operated as specified by the crane manufacturer or by a professional engineer, and meets the requirements and standards listed in the WorkSafeBC Regulation, Part 14.

RIGGING

Contractors must ensure that rigging and slinging is performed by or under the direct supervision of qualified workers familiar with the rigging to be used and with the code of signals authorized by the board for controlling hoisting operations.

Rigging procedures must comply with WorkSafeBC Regulation, Part 15 and qualified workers must be trained and educated in these procedures.

MOBILE EQUIPMENT

It is the contractors' responsibility to ensure that:

- All mobile equipment meets the requirements of the Motor Vehicle Act or the Industrial Transportation Act.
- All mobile equipment is maintained in a safe operating condition and maintenance records are kept for any service, repair or modification to equipment.
- All workers operating the equipment are adequately instructed in safe use and demonstrated competency in operating the equipment. Records such as Operator Certificate, Pre-Use Checklist etc. must be available upon request.
- Only authorized workers are allowed to operate mobile equipment.
- High visibility clothing is worn by workers working with and in the vicinity of mobile equipment.

Mobile equipment is PROHIBITED from the grounds during open hours of the annual Fair. Grounds must be clear of mobile equipment prior to 10:30am and are permitted only after "Ground Clearance" has been declared by the Park Manager of the day.

DRIVING ON SITE

PNE is a public park therefore there is a lot of pedestrians around the site. When driving around site, a safe speeding limit must be complied with. Give way to pedestrians and cyclists on site.

The use of cell phones is strictly prohibited while driving any vehicle. Drivers must not hold, operate, communicate or watch the screen of a hand-held electronic communication, or computing device while operating a golf cart or any other mobile equipment on the grounds.

All loads must be secure and do not exceed the manufacturer's design specifications or legal limits for the vehicle.

Only qualified drivers with a compliant driving license are authorized to drive on site.

Seat belts must be worn by the driver and passengers while the vehicle is on. The number of passengers does not exceed the manufacturer's design specification for the vehicle. Under no circumstances will it be accepted to have workers in the cab of a truck while in motion. All contractors are representing the PNE therefore professionalism is expected.

ELECTRICAL SAFETY & GROUND DISTURBANCE

Contractors must follow the compliance requirements listed in the WorkSafeBC Regulations and adhere to lockout procedures for de-energization purposes.

Contractors must inform their employees of the present electrical hazards on site as well any new electrical hazards that may develop during the term of their PNE contract before workers commence work. Contractors must contact PNE Tech Services prior to digging or pounding in posts or stakes to ensure underground power or services have been adequately identified to prevent accidental contact.

HAZARDOUS MATERIALS

If you find any hazardous material such as needles or other drug paraphernalia, **DO NOT** attempt to remove or dispose. Keep guests and other workers away.

Our security team at the PNE are trained to dispose of hazardous material. Call PNE Site Watchman (site security): **604-505-4135** to ensure the hazardous material is correctly disposed.

If you are accidentally exposed, contact First Aid **IMMEDIATELY**

Do not pick up sharps or needles by hand

Do not dispose of into a garbage bin or bag

Do not attempt to handle or dispose of the sharp if you have not received training and do not feel competent to perform the task of handling and disposal

CONTRACTOR HEALTH & SAFETY ORIENTATION

Prior to the commencement of work performed by contractors on PNE property this Health & Safety Orientation must be reviewed by Contractors and their employees outlining their responsibilities and informing them of PNE health and safety requirements, emergency procedures and other procedures deemed necessary based on the type of work being performed by the contractor.

The following items are a **minimum** to be discussed by the PNE liaison person booking the contractor or their designate, with applicable contractors and their employees:

1. General Site Rules
2. How to Contact First Aid/Injury Reporting
3. Emergency Evacuation
4. Requirements for Fire Extinguishers
5. Worksite Inspections
6. Incident Investigations
7. Tool Box Talks
8. Personal Protective Equipment Requirements On Site
9. Hazardous Material

The PNE Safety Advisor and/or PNE Liaison contacts reserve the right to add or delete specific topics depending on the nature and type of work being performed by the contractor.

QUESTIONS?

Contractors who have questions concerning health and safety are encouraged to contact the PNE Occupational Health & Safety Advisor:

Occupational Health & Safety Advisor

PACIFIC NATIONAL EXHIBITION

2901 East Hastings Street | Hastings Park | Vancouver, BC | V5K 5J1

T: 604.252.3697 F: 604.251.7782 C: 604.761.2947

Emergency Information

First Aid

The PNE provides on-site first aid services to its employees, guests, and contractors as listed below:

Non-event/ event days

Non-event days, 7 days a week

- 7:00am to 5:00pm - Contact First Aid directly by phone at 604.505.0879, or
- 8:30am to 4:00pm - Proceed to PNE Corporate Administration and speak with Reception who can contact First Aid.
- After hours call PNE watchmen 604.505.4135

Event days

- Playland 11:00am to 6:00pm – Proceed Playland Gate 11 – use intercom to page Security, ask for First Aid.
- Coliseum event – Proceed to first aid located on the concourse level on the south west side of the Coliseum.

Fair operation (pre fair, fair time and post fair)

- 24 Hours/day – Contact First Aid directly at 604.505.0879, or “Dispatch” on Channel 1 or 604.252.3540 & request ‘First Aid’
- 8:30am to 4:00pm – Mon – Fri Proceed to PNE Corporate Administration, Reception who will contact First Aid

For emergency assistance 24 Hours – 7 Days a Week

PNE Site Watchman (site security):

604-505-4135



TO ALL CONTRACTORS

Enclosed is the Pacific National Exhibition’s Contractor Health & Safety Program. This Program is for all Contractors including Subcontractors, Vendors, Suppliers, Exhibitors, Consultants, Film Production Companies, and their employees who may be involved in work on PNE grounds.

This Program must be read and strictly observed by all when working on the PNE grounds. There are no exceptions to this Program. Any Contractor, Subcontractor, Vendor, Supplier, Exhibitor, Consultant, Film Production Company and their employees not complying with the Pacific National Exhibition’s Contractor Health & Safety Program will be ordered, by a representative of the PNE, to stop work until the condition is corrected and may be subject to dismissal. Any costs incurred by non-compliance will be borne by the Contractor, Subcontractor, Vendor, Supplier, Exhibitor, Consultant or Film Production Company.

Questions relating to Pacific National Exhibition’s Contractor Health & Safety Program, shall be directed to the PNE Occupational Health & Safety Advisor at 604.252.3697.

The contractor must sign and return this page to the PNE liaison person by email or fax.

Fax#: _____

I, _____ have read, understood, and will follow the
(name of representative-please print)

Pacific National Exhibition’s Contractor Safety Program while working on PNE grounds. I will ensure that my employees, subcontractors, suppliers have received a copy of and will comply

with the criteria set out in the Pacific National Exhibition's Contractor Health & Safety Program.

COMPANY NAME

CONTRACTOR REP. NAME & SIGNATURE

DATE

WORKSAFEBC Registration Number

Clearance Letter Supplied

SAFETY ORIENTATION CHECKLIST

GENERAL INFORMATION

Date of Safety Program Review: _____ Start Date of Job: _____

Project: _____ Company: _____

Department Manager: _____

Please check off the topics that you have discussed in the checkboxes provided for you. If the topic does not apply to the job please write N/A (not applicable) beside the checkbox. Leave any checkboxes blank if the topic has not been discussed. Both parties must sign and date the end of this checklist upon completion of the safety discussion.

CHECKLIST:

- General Site Rules
- How to Contact First Aid/Injury Reporting
- Emergency Evacuation
- Requirements for Fire Extinguishers
- Worksite Inspections
- Unsafe Acts and Conditions
- Accident Investigations
- Tool Box Talks
- Personal Protective Equipment

- WHMIS
- Confined Space Entry
- Lockout
- Fall Protection
- Tools, Machinery and Equipment
- Ladders, Scaffolds, Temporary Work Platforms
- Designated Smoking Areas

Other:

Contractor Rep:

Date:

PNE Manager:

Date:

Contractors can also sign off on the above documents using this link:
<https://forms.gle/11hVv8oxtX9UaoxF9>