



Appendix A - Health and Safety Requirements

Alberni Mill

This document contains the conditions of contract relating to health and safety for on-site contractors, and forms a part of the Special Conditions of Contract for Catalyst Paper's Alberni mill. All Contractor's supervision must be conversant with the contents of this document.

Contractors' responsibility includes responsibility for their sub-contractors and for all others who are required to enter the mill site at the request of the contractor or his sub-contractors, including, but not limited to, visitors and suppliers. Any reference to "contractor" in this document includes sub-contractors, except where noted otherwise.

This document is not intended to be used for the health and safety indoctrination of contractors' and subcontractors' employees.

Note - words in the masculine gender include the feminine.

Catalyst Paper safety philosophy

Safety is of prime importance in all activities at Catalyst Paper, and all contractors must adopt the same philosophy while on any Catalyst Paper site. This philosophy is expressed in the following "Core safety values and beliefs"

- All injuries can be prevented
- Safety has an over-riding priority
- Involvement in safety is essential
- Safety is a line responsibility
- Safety is built-in to every job
- Success in safety is contagious

Contractor's responsibilities

The Contractor shall at all times be responsible for strict compliance with all conditions included or referred to in this document and for ensuring that all his sub-contractors and visitors also fully comply. Failure to comply shall constitute grounds for the immediate termination of the Contract by the Owner.

The Contractor and his employees must comply with the British Columbia Workers' Compensation Act (the "Act") and the latest edition of the Occupational Health and Safety Regulations (the "WCB Regulations" or "WCB Reg's") of the Workers' Compensation Board of

B.C. (the "Board"). In addition, the Contractor must comply with all other laws and regulations of all governmental authorities which apply to the work being performed.

The WCB Regulations form the basis of this document, and it is the contractor's responsibility to be fully familiar with their content. If the Contractor or Catalyst Paper becomes aware of work methods, qualifications, equipment or other conditions related to the Contract which are not in compliance with the WCB Regulations or with other requirements of this document, the Contractor must take immediate action as required to regain compliance.

Additional requirements for the Alberni mill site.

While full compliance with all sections of the WCB Regulations is required, the Owner has additional requirements related to the WCB Regulations with which the Contractor must also fully comply, as listed below. Note that, in some cases, the requirements for mill employees may differ from the requirements for contractors' employees.

Communication and documentation:

- Where the contractor is required to notify the Board on any matter related to the Contract, a copy of the notification and any response from the Board must be provided immediately to the Owner's Representative
- Any written communication from the Board related to the Contract, including but not limited to orders and variance orders, must be copied to the Owner's Representative
- Where the WCB Regulations require that approval or certification by a professional engineer (P.Eng) or other expert is required for any matter related to the Contract, a copy of the engineer's document bearing his stamp (or equivalent) must be readily available for inspection by the Owner's Representative.
- Where qualifications or training for any activity related to the Contract are specified in the WCB Regulations, training or qualification records including the individual's name and date of training or qualification must be readily available for inspection by the Owner's Representative. Examples include, but are not limited to,
 - trade qualifications
 - WHMIS training
 - asbestos-awareness training
 - confined space entry training
 - powder-actuated tool training
 - welding qualifications
 - scaffold training
 - crane operation qualifications
 - rigging training
 - fall prevention training
 - mobile equipment training
 - records of respirator fit testing
- Instruction to the Contractor's employees provided by Catalyst Paper during indoctrinations does not relieve the contractor of any responsibility under Part 3, Division 3 of the Act (General Duties of Employers, Workers and Others).
- Any documentation related to the Contract which is required by the WCB Regulations to be available to workers or to be kept at the work site must be available on site for inspection by the Owner's Representative at any time.

Examples include, but are not limited to,

- load charts, records of inspection and maintenance records for cranes and hoists
 - MSDS's and other documentation related to hazardous substances
 - fall protection plans
 - asbestos inspection results
- Any other documentation related to the Contract which is required by the WCB Regulations to be retained by the Contractor must be readily available for inspection by the owner's representative.

Examples include, but are not limited to,

- instructions, maintenance records and inspection records for equipment
- service and calibration records for gas testing equipment for confined space entry
- fall protection equipment inspection records
- procedures for working alone or in isolation
- heat stress assessments
- inventory of hazardous substances

Part 3. Safety Program (WCB Reg's. Part 3 - Occupational Health and Safety Programs)

3.1 The Contractor, regardless of the number of his employees, must maintain a written occupational health and safety program. A copy of this program must be provided to the Owner's Representative, and the Owner's Representative shall receive copies of all updates to the program while the Contractor is working on site.

In addition, the Contractor shall work with the Owner's Representative to develop plans to incorporate the Alberni emergency procedures and safety requirements into the Contractor's safety program to reinforce the safety indoctrination information provided to the Contractor's employees. This plan shall be in place prior to starting work on site.

At the discretion of the Owner's Representative, where the WCB Regulations (3.1) do not require a contractor to maintain an occupational health and safety program, the Contractor may be requested, as an alternative, to provide a list of actions that he will take to ensure safety on site.

Part 3. Safety Committees and Safety Meetings (WCB Reg's. Part 3 - Occupational Health and Safety Programs)

3.2 In addition the Contractor must hold regular formal safety meetings with all on-site employees at least once per week. Attendance is mandatory. The Contractor must advise the Owner's Representative of the schedule for these meetings and their location and the Owner's Representative may attend at his discretion. Copies of minutes, highlighting concerns raised and specifying responsibility for action, must be provided promptly to the Owner's Representative. More frequent meetings may be required if requested by the Owner's Representative.

The Contractor shall also hold brief safety meetings with all on-site employees at the start of each work shift ("Toolbox meetings"), and brief minutes of these meetings must be copied to the Owner's Representative each day. The Owner's Representative may attend these meetings at his discretion. **During shutdowns, these meetings shall be held twice daily.**

The Contractor's Site Superintendent must also attend a weekly safety coordination meeting with the Owner's Representative while on site. During shutdown periods these meetings will be held daily.

Prior to the commencement of shutdowns all contractors' site superintendents must attend a

meeting to review the safety requirements of the shutdown work to be done.

Part 3, Div 10. Accident reporting (Act, Part 3, Division 10)

Clause 172. In addition to reporting injuries to the Board as required, the Contractor must also immediately advise the Owner's Representative of all accidents defined in clause 172(1), AND daily advise the Owner's Representative of all other accidents which result in first aid treatment or property damage.

Part 3, Div 10 Accident Investigations (Act, Part 3, Division 10)

Clause 173. In addition, the Contractor must also investigate any accident or incident when requested by the Owner's Representative.

Clause 174. In addition, the Owner's Representative must be invited to attend all investigations of accidents related to the Contract and may, at his discretion, invite other Catalyst Paper employees to attend.

The Owner's Representative must be copied on all investigation reports.

3.5. Workplace inspections (WCB Reg's 3.5)

While on site the Contractor must conduct workplace inspections to the standard prescribed in the WCB Reg's at least weekly, or more frequently if requested by the Owner's Representative. A record of inspections must be maintained and be readily available for inspection by the Owner's Representative.

Where a dedicated qualified health and safety person is required (see 20.3 "Multiple Employer Workplaces") this persons shall complete two safety audits each day and shall provide notes from these audits to the Owner's Representative.

3.12. Refusal of unsafe work (WCB Reg's 3.12)

Sub-clause [5]) - If the procedure for refusal reaches the point where the Board is involved, the Owner's Representative must be advised immediately.

4.13 Emergency preparedness and response (WCB Reg 4.13 to 4.18)

Risk assessment and other procedures required by this section apply to the immediate work area only. Outside the immediate work area, Catalyst Paper emergency procedures must be used.

4.20. Impairment (WCB Reg 4.20)

In addition, alcohol and illegal substances are forbidden on site at all times.

4.39. Work area requirements - housekeeping and site cleanliness (WCB Reg's 4.39 and 4.41)

In addition, site cleanliness shall be maintained to a level conducive to safe conduct of the work. The Owner's Representative may require additional cleanup at any time when he believes that safety is compromised or the state of cleanliness does not meet the requirements of the General Conditions. All waste materials shall be disposed of as directed by the Owner's Representative.

In addition, all temporary hoses, cables and other services must, where practical, be run above or below walkways, stairs and other access routes. Where necessary, the contractor must provide temporary supports.

4.81 Smoking (WCB Reg 4.81)

In addition, the contractor must follow the Alberni mill's smoking policy

Part 5. Chemical and biological substances (WCB Reg's, Part 5)

In addition, if the Contractor becomes aware of the discharge of hazardous materials on the site he shall immediately contain or clean up the material and notify the Owner's representative. If the Contractor becomes aware of hazardous materials which were not anticipated on the site, he shall immediately notify the Owner's Representative. In either case the Contractor shall comply with the instructions issued by the Owner's Representative in addition to all other applicable rules and regulations.

5.25 Storage practices (WCB Reg 5.25)

The Contractor is not to handle or move chemical totes that are located anywhere on the mill site unless directed by the Owner's Representative.

5.3. WHMIS (WCB Reg's 5.3 to 5.19)

In addition, a copy of all WHMIS data sheets generated by the Contractor for the Work, shall be submitted to and approved by the Owner's Representative prior to bringing the subject materials onto the site.

A "Contractor Notification to Occupational Hygienist" form will be completely filled in by the Contractor and forwarded to the Owner's Representative for each product that will be used on site. Discussions with the Owner's Representative to clarify which products require Material Safety Data Sheets ("MSDS") are strongly recommended (e.g. for solvents, welding rods, acetylene and cleaning products).

In the case of a rush job (i.e. where the work is to be started with less than three days' notice to the Contractor), the notification form will not necessarily be returned by the Owner's Representative to the Contractor

In all cases the Contractor will provide the MSDS and the Notification form in a timely manner.

5.27. Flammable and combustible substances (WCB Reg's 5.27 to 5.35)

In addition, flammable gases and liquids must be stored only in areas approved by the Owner's Representative.

5.100 Hazardous substances - evacuation procedures (WCB Reg 5.100)

Unless specified otherwise in the contract documents, Catalyst Paper will provide emergency response services. Contractors must be familiar with and be prepared at all times to follow Catalyst Paper's emergency response procedures.

6.3. Asbestos

In addition, any person working on any insulating materials must be trained on asbestos awareness. NOTE - Asbestos-containing materials may be encountered in most mill areas.

7.32. Radiation (WCB Reg 7.32)

In addition, all work involving the use, maintenance or installation of radiation sources, including radiography, must be approved in advance by the Owner's Representative.

Part 8. Clothing (WCB Reg's part 8)

8.2 - Note that all clothing restrictions described in this clause apply in all mill areas.

8.10 - In addition, unless agreed by the Owner's Representative shorts are not permitted and sleeves must be no shorter than shoulder-length in all mill areas.

Note that no contract employee shall wear red coveralls while on site (red coveralls are reserved for emergency response personnel)

8.11. Safety headgear (WCB Reg 8.11)

Note that hard hats to CSA Z94.1-92 (which excludes bump caps) must be worn at all times in all mill areas except offices and lunch rooms.

8.14. Eye and face protection (WCB Reg's 8.14 - 8.18)

Note that CSA-approved safety glasses with permanent side shields must be worn at all times in all mill areas.

8.21. Leg protection (WCB Reg 8.21)

Note that leg protection must be worn by all workers at all times when operating a chain saw.

8.22. Footwear (WCB Reg 8.22)

Note that class "A" safety footwear must be worn at all times.

8.24. High visibility apparel (WCB Reg 8.24)

Note that high-visibility vests or clothing with reflective panels must be worn at all times except in offices and lunch rooms.

8.26. Buoyancy equipment (WCB Reg 8.26)

Note that personal flotation devices (PFD's) must be worn at all times when working on docks, floats or boats, or above water, unless fall-protection is required or if advised otherwise by the Owner's Representative.

8.36. Emergency escape respirators. (WCB Reg 8.36)

Note that emergency escape respirators must be carried at all times in designated gas hazard areas or when requested by the Owner's Representative.

9.1. Confined space - definition (WCB Reg 9.1)

In addition, a confined space includes any area designated as a confined space in the contract documents or by the Owner's Representative.

9.6. Confined space responsibilities (WCB Reg 9.6 and 9.8)

9.6 - In addition, the Owner's Representative must be advised of the name of the on-site Contractor's employee responsible for the confined space entry program

9.9. Confined space work - hazard assessment and work procedures (WCB Reg's 9.9 and 9.10)

In addition, the hazard assessment and written procedures must take into consideration others' work, and a copy must be provided to the Owner's Representative prior to starting work. A copy must also be attached to the confined space entry permit. Where more than one employer will have people working in a confined space, the Contractor's site superintendent and the Contractor's employee responsible for confined space entry must attend a coordination meeting with all employers represented prior to starting work. Copies of the minutes of this meeting must be posted in the Contractor's trailer.

9.17. Confined space – lockout, isolation and entry (WCB Reg's 9.17 - 9.23)

Note that Catalyst Paper Alberni's procedures for lockout, isolation and entry into confined spaces must be followed. Instruction on the use of these procedures will be provided to the Contractor's employees as required. Catalyst Paper will lock out and isolate confined spaces, unless the confined space is part of new construction covered by the Contract or if indicated otherwise by the Owner's Representative. Contractors' employees must place their personal locks on lockout boards, following Catalyst Paper Alberni's lockout procedures.

9.26. Confined space - verification and testing (WCB Reg 9.26 [2])

In addition, persons who perform gas testing and other testing of conditions in the confined space must be trained by an agency acceptable to Catalyst Paper and a record of training must be readily available for inspection by the Owner's Representative.

9.34. Confined space - standby persons ("hatch watch" or "tank watch") (WCB Reg's 9.34 to 9.36)

Note that Alberni does not accept "hatch watch" training certification from outside agencies. All contractors must schedule hatch watch training to be given by approved Alberni's employees or their agents by arrangement with the Owner's Representative. At least two contractor's employees shall be trained for each shift and each confined space for which the Contractor anticipates entry.

NOTE - Training may not be available at short notice and contractors are cautioned to schedule training well in advance.

10.1 De-energization and lockout (WCB Reg's 10.1 to 10.12)

The Contractor must follow Alberni mill's procedures for isolation and lockout.

The Contractor is responsible for ensuring that locks are accounted for and kept in safe working condition. All locks must be returned to the Owner prior to the release of the final pay voucher to each employee. A charge of \$50 per lock set will be levied to the Contractor for each lock not returned.

Part 11. Fall protection (WCB Reg Part 11)

11.3 Fall protection plan. In addition, the fall protection plan must be submitted to the Owner's Representative before work with a risk of falling begins.

11.4 Fall protection training must be conducted before employees come on site to conduct the work.

11.6 Safety belts are not permitted to be used for any purpose.

Where the Contractor believes that an application for a variance (for fall protection) is necessary, this application must be a joint application by the Contractor and the Owner. The Owner's Representative shall review any submission of an application for variance prior to its submission.

12.126. Welding, cutting and allied processes - fire extinguishers (WCB Reg 12.126)

See "Fire prevention" below under "Additional conditions"

14.34. Crane operation (WCB Reg 14.34 (1))

In addition, the Contractor must not operate mill overhead travelling cranes without the authorization of the Owner's Representative. Also, any person operating any overhead crane must have specific training on that crane. This training must be arranged through the Owner's Representative.

16.4. Mobile equipment - competency of operators (WCB Reg 16.4)

In addition, a written record of training for operators of lift trucks, backhoes and other mobile equipment must be readily available for inspection by the Owner's Representative at any time.

19.16 High voltage electrical equipment (WCB Reg's 19.16 to 19.23)

In addition, the Contractor must follow the Catalyst Paper Alberni mill's procedures for high-voltage electrical work. All job-specific procedures for working on high-voltage electrical equipment must also be submitted to the Owner's Representative before any work starts.

20.2 Notice of Project (WCB Reg 20.2)

In addition, if the Contractor is acting as prime contractor, a copy of the Notice of Project must be provided to the owner's representative

20.3 Multiple-employer workplaces (WCB Reg 20.3)

(1) Note that the work sites for all contracts are "multiple employer workplaces". Catalyst Paper will indicate in its contract documents if the successful tenderer will be required to act as the prime contractor.

(2) (b) In addition, the Contractor must appoint a dedicated qualified health and safety person if the Contractor has more than 25 employees on site. A dedicated qualified health and safety person is required for a crew of 25 or fewer employees if this is specified in the Contractor's safety policy or the Contract documents. Note - a "dedicated qualified safety person" must have no other duties other than those related to health and safety. The owner reserves the right to determine who is a "qualified safety person".

20.3 Health and safety responsibilities (WCB Reg 20.3 (2) (b))

In addition, the Contractor must provide the name of the qualified person designated to be responsible for health and safety activities to the Owner's Representative prior to work starting.

20.78 Excavations (WCB Reg's 20.78 to 20.95)

In addition, the Contractor must follow Alberni mill's "Digging permit" procedures.

Part 21. Blasting operations/explosives (WCB Reg's Part 21)

In addition, the Contractor shall not bring explosive materials on to the site without the prior written permission of the Owner's Representative

Part 32. Evacuation and rescue (WCB Reg's Part 32)

Except as described above, Catalyst Paper Alberni mill will provide evacuation and rescue services. The Contractor must follow the mill's evacuation procedures

Part 33. First Aid (WCB Reg's Part 33)

The Owner shall provide first aid and emergency response facilities and services for all contractors, unless specified otherwise in the Contract documents. The Owner's Representative shall convene a meeting with the Contractor's first aid representatives and a Mill first aid representative to establish procedures for first aid and emergencies which require outside resources.

All Contractor's employees must report all injuries to First Aid, even if treated off site.

The Mill phone number for reporting all emergencies requiring first aid or fire assistance is 4444

Additional conditions

A1. Site access._

The Contractor shall be assigned one entrance gate through which all of his employees shall have access to the mill site. No Contractor's employee shall use any other access unless approved by the Owner's Representative.

A2. Safety indoctrination

Each and every employee entering the site must receive an Alberni mill-approved indoctrination prior to commencing work or visiting the site. This rule is all inclusive of sub-contractors, construction supervision, management, and executive personnel and all suppliers' and vendor's representatives and other personnel who enter the site at the request of or for the benefit of the Contractor. All personnel must report directly to the Contractor's trailer or other approved location, where the indoctrination will occur, and may not visit other areas of the mill prior to receiving an indoctrination.

Contractor's employees will be deemed not to have received the Safety Indoctrination if they arrive late or leave during the Indoctrination, or if they fail to successfully answer questions to confirm understanding of the materials presented.

The indoctrination must be repeated at least every **twelve** months, **and every six months for individuals who do not frequently work at the site.**

The Contractor shall keep a record of all indoctrinations and the record shall be certified by the Contractor's site superintendent. The record must include the full name of the inductee, address, company affiliation, and all areas of the mill in which the employee is required to work or visit. This record shall be available to the Owner's Representative upon request.

The Owner's Representative and the Contractor shall work together to formulate an indoctrination suitable for the area of work.

A3. Recording of Contractor's employees on site.

The Contractor's site supervisor must sign in at the Guardhouse at the beginning of each work shift and provide the following information

- the name of the contracting company
- the supervisor's name
- the Owner's Representative's name
- the location of the work for the shift
- the number of Contractor's employees on site for the shift

A4. Emergency evacuation

Mill evacuation plans have been developed for major gas leaks, earthquakes, tsunamis and other catastrophic events. The safety indoctrination shall include an introduction to such plans as they apply to the Work. In particular, each employee shall be advised of the evacuation routes and marshalling points for evacuations.

The mill evacuation plan is available at the main gate and a copy must be posted in the Contractor's crew trailers.

A5. Special Hazards

At the commencement of the Contract and from time to time as determined by the Owner's Representative, the Owner's Representative shall conduct a special hazards meeting with the principal supervision of the Contractor. The Contractor shall be responsible for ensuring that the hazard information made available during the meeting is immediately and completely conveyed to all of his employees and the employees of all of the Contractor's Sub-Contractors working on site. The special hazard topics shall be part of the Contractor's regular safety meeting agenda.

A6. Provision of safety equipment

The Contractor is responsible for the provision of all personal protective equipment (PPE) and other safety equipment and supplies for his employees and for all other health and safety equipment required to comply with the conditions described in this document, with the exception of:

- safety locks
- lockout procedure boards
- evacuation and rescue equipment
- self-contained breathing apparatus (SCBA) for confined space entry rescue
- gas testing equipment for confined space entry
- first aid materials and supplies
- emergency rescue materials and supplies
- hoses for fire prevention

NOTE. The Contractor shall provide the Owner's Representative with a minimum of 96 hours of the requirement for gas monitoring equipment or SCBA's.

A7. Safety performance tracking.

An important indicator of Catalyst Paper's overall performance is safety results, including contractors.

The Contractor must provide the following information to the Owner's Representative prior to noon each Monday:

- total hours worked by the Contractor's employees (including sub-contractors) for the previous week (Sunday to Saturday inclusive)

- number of injuries sustained by all employees by category (lost time injuries, medical incidents and first aids) for the previous week (Sunday to Saturday inclusive)

A8. Road closures

Any obstruction to mill roads must be approved in advance by the Owner's Representative.

A9. Working on or near rail tracks.

Where the Contractor's work or equipment is on or within the standard clearance of rail tracks, Catalyst Paper Alberni mill's safety procedure for working on rail tracks and all applicable laws and regulations must be followed.

A10. Vehicle safety and speed limits.

Contractor's employees' personal vehicles are not permitted onto the Site. Contractors who are required to bring vehicles onto the site for the purposes of undertaking the Work shall complete a "Vehicle Pass Request" which is available from the Owner's Representative. All vehicles issued a pass shall display a legible sign identifying the Contractor.

Posted speed limits must be observed. The general Site speed limit is 30 km/h and the speed limit inside any building is 10 km/h.

A12. Fire prevention

The Contractor must comply with the requirements of the Alberni mill's "Hot work permit" procedures when welding, burning, grinding or using an open flame.

When construction trailers and/or work in progress are located in the mill area and there exists the possibility of a fire in the trailer or work in progress spreading to any mill area, the following shall apply:

- Construction trailers shall have a battery operated smoke detector and external alarm and a fire extinguisher at each exit.

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