



# SAFETY MANUAL

## CONTRACTOR AND VISITOR INFORMATION SHEET

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a smaller, more complex scribble.

At Electric Motor Service Limited (EMSL) we take safety and security very seriously. This sheet provides a synopsis of our health, safety and security procedures and by signing and dating it, you agree to conduct your business in a safe, secure and environmentally sound manner. Failure to comply with the below rules will result in disciplinary action and/or removal from site. Removal from site may require the vendor to be re-evaluated and reapproved. Any questions or concerns about these topics should be addressed to your EMSL technical point-of-contact (technical POC). As your purpose(s) may vary for being here, this site orientation information may not address all the specific hazards you may encounter. If that is the case, job specific orientation may be required from our company representative.

While on our premises, you will be subject to the following safety and security requirements:

### GENERAL INFORMATION

- Notify your contact when you are on site – use sign-in/out process located at the reception desk
- All facilities are smoke free
- Soliciting is not permitted
- Drugs, alcohol, weapons, ammunition and explosives are prohibited
- Cameras, camera phones and other recording devices are prohibited unless approved by your technical POC
- All warning signs and graphics must be obeyed, including equipment that has been tagged out. If in doubt, as your technical POC or any employee
- Work in a manner that protects your own and others health and safety by complying with OH&S Legislation and internal company Policies, Procedures and Guidelines
- Do not use equipment belonging to the company without prior written approval

### HOT WORK

- You must notify the General Manager prior to cutting, burning, grinding, welding or other process that produces a spark, flame or smoke. When work of this nature is being performed, you must have a fire extinguisher immediately available.
- Upon completion of any hot work, you must notify the General Manager

### EMERGENCY EVACUATION PROCEDURES

Should a building emergency alarm activate (or you receive word of mouth evacuation notice):

- Exit the building via the nearest door
- Go directly to the building muster point. If you cannot find the location of the muster point, follow an employee or ask
- Check in at the muster point with the receptionist or technical POC and identify yourself as a subcontractor
- Stay at the muster point until the building is deemed safe or advise the receptionist/technical POC that you are leaving the area

### SECURITY PROCEDURE

- Enter only areas in which you are designated to work
- Access computers only when granted permission by company officials

### SAFETY INFORMATION

- Any accidents in which you are involved or witness must be reported to your technical POC



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- Use all safeguards to protect yourself from injury. Approved safety glasses and steel toed boots must be worn at all times in designated areas. Respiratory equipment must be used where applicable
- Every employee has the right to know about the chemicals and materials they are working with. Ask your technical POC for the location of the Safety Data Sheet binder.
- First aid kits are provided by EMSL, ask your technical POC for their locations prior to beginning work. If first aid treatment is insufficient, you will be taken to either a nearby occupational health centre or an emergency room. Record first aid details on the log inside of the first aid kit
- Any site specific tasks that present an increased hazard to yourself or to others will require a Field Level Job Hazard Analysis to be completed prior to the task being performed.

### STOP/SUSPEND WORK AUTHORITY

- As a subcontractor working with EMSL facilities, you have both the right and obligation to stop or suspend any work (including not commencing work) you feel is unsafe, unhealthy or is any way damaging to the environment. Furthermore, you have the same obligation and authority relative to the work of our employees and other subcontractors

### WORKING ALONE

- Always notify employees of your location and your expected time of completion
- If it is necessary to be in the building either before or after normal operating hours, please contact the General Manager, with the exception of cleaning staff or other prearranged services

I have read and understand the procedures and regulations stated in the above and agree to abide by them. I also understand that the above is a condensed version of EMSL's Safety Policy, Drug and Alcohol Policy, Emergency Evacuation Plan and Quality Assurance Documents.

SUBCONTRACTOR/GUEST NAME (PRINT)	
SUBCONTRACTOR/GUEST SIGNATURE	
DATE	
COMPANY	
WCB NUMBER	
INSURANCE	
TECHNICAL POC (PRINT)	
TECHNICAL POC SIGNATURE	
DATE	



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## VISITOR AND EMPLOYEE SELF DECLARATION FORM

The safety of our employees, customers, families and visitors remains our overriding priority at Electric Motor Service Limited. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spread globally, we are monitoring the situation closely and will periodically update company guidance based on current recommendations from Health Canada, the Center for Disease Control and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time

Employee/Visitor Name:	Personal Phone Number (mobile/home):
Visitor's Company/Organization:	Name of EMSL Representative:
EMSL Location:	

### Self-Declaration by Employee/Visitor

Are you feeling well today?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you had close contact* with or cared for someone diagnosed with or showing symptoms of COVID-19 in the last 14 days?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Current body temperature: _____°F		
<i>*If it is deemed by a supervisor or manager that you may have a fever you must self-assess before starting work or being admitted to the site.</i>		

*\*Close contact is defined as: a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting or sharing a healthcare waiting area or room with a COVID-19 case – or – b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)*

SIGNATURE (VISITOR):	DATE:
PROCESSED BY (EMSL REPRESENTATIVE):	DATE:

Access to facility (circle one):

APPROVED

DECLINED

