



**Waste Management of Canada
Corporation**

**Contractor
Safety
Requirements**

**Petrolia Landfill
4052 Oil Heritage Road
Petrolia ON N0N 1R0**

Safe Work Practices

Work/Safety Rules

Emergency Procedures

Site Information Sheet for Contractors

Contractor Safety Requirements

Waste Management of Canada Corporation (WM) Petrolia Landfill

April 2021

It is imperative that all persons entering the site know, understand, and abide by the safety rules/regulations and emergency procedures listed below. All persons entering the site must be trained and certified in the applicable work task(s) and be properly supervised to ensure strict observance of all safety rules/regulations and emergency procedures stated below. Violators of site requirements will not be permitted to return to work at Waste Management (WM).

I. General

1. CONTRACTOR agrees that it as well as its employees, servants, subcontractors and agents, will comply with all site, state, local, and federal safety laws and regulations. These laws include, but are not limited to, General Industry Standards 29 CFR 1910 and Construction Industry Standard 29 CFR 1926 (OSHA), etc...
2. CONTRACTOR agrees that it, as well as its employees, servants, subcontractors and agents, will comply with all WM landfills safety rules and regulations as posted by signs or communicated by other means at all facilities at which CONTRACTOR performs services or as made known to CONTRACTOR by WM.
3. CONTRACTOR will ensure compliance with all of the requirements of this agreement by its employees, servants, subcontractors and agents that are on site.
4. The terms CONTRACTOR, employee, servant, subcontractor and agent are equivalent in meaning for the purpose of this document.
5. All unsafe actions (performed by contractor) as viewed by WM supervisor(s) will be reason for immediate dismissal from the site. The WM supervisor(s) judgment will be final and binding.

II.A. Safe Work Practices

1. All contractors must use approved entrances, exits and parking areas.
2. Good housekeeping in the work area and/or in the assigned vehicle/equipment shall be practiced. Such areas shall be cleaned prior to the end of each shift. All debris must be removed daily and properly disposed.
3. Damage to all equipment shall be reported immediately to a WM supervisor, regardless of the severity and regardless of who was at fault.
4. Contractor's employees shall report all accidents/injuries immediately to their supervisor regardless of the severity. Contractor's supervisor is to follow the reporting requirements as defined in section III of this document
5. All unsafe or dangerous conditions so noticed shall be reported to your supervisor and the WM Safety Department and followed up in writing.
6. Serious accidents or injuries resulting from recklessness and/or gross neglect on the part of a contractor employee shall be cause for banning him/her from the site.
7. All contractor safety equipment, such as first-aid kit, emergency triangles, fire extinguisher, and any other assigned safety equipment must be inspected and deemed to be operative, certified acceptable by the contractor, prior to beginning work.
8. All contractor employees will adhere to all traffic regulations, such as company property speed limits, as posted, and stop signs.
9. All drivers are required to stay in their vehicles or in other company designated areas during loading, unloading or sampling operations.
10. Engines must be shut off during refueling process.
11. Protruding or overhanging material or equipment being transported on vehicles must be marked by a red flag or red light.
12. Blind-side backing should not be attempted without guidance.
13. The wearing of loose clothing and jewelry by those working on machinery with moving parts is prohibited.
14. Contractor's employees shall not turn on electricity, gas, steam, or air; or set in motion any machinery without first making sure that no one is in a position to become injured.

15. "Out of Service", "Danger, Do Not Operate" or other similar tags must be placed on vehicle/equipment which are non-operative and awaiting repairs.
16. Before making repairs to machinery or equipment, "Lock Out" procedure must be followed.
17. Operating machinery shall not be left unattended and shall be turned off immediately after operation is finished.
18. Moving machinery shall never be slowed down or stopped with the hand or some makeshift device.
19. Performing overhead work while machinery/equipment is operating below you is prohibited.
20. Contractor's employees shall not work under or pass under a suspended load.
21. Safety lines or belts must be worn in accordance with OSHA's Fall Protection Standard.
22. Contractor's employees shall observe all warning signs at all times such as "No Smoking", "Hard Hat Area", "Eye Goggles Required", etc.
23. Engines must not be run in enclosed areas unless adequate ventilation is provided.
24. Items must not be left on stairs.
25. Metal ladders must not be used near overhead electric power lines and connectors, or when performing electrical work.
26. Straight ladders without safety feet shall not be used.
27. All portable ladders shall be properly secured, in accordance with all applicable standards, before use.
28. All contractor's employees will wear protective eye goggles and/or face shields which are impact resistant when power washing, grinding, chipping, sanding, using impact tools, using punches, chisels, cutting rivets, breaking or installing glass or other functions where flying objects are present.
29. Welders, cutters, burners must use the approved face/eye protection and must screen to protect employees in adjacent areas.
30. Chemical splash goggles and full-face pieces suitable for use with prescription glasses must be used by those working with chemicals.

31. Follow safe job procedures. If there is a question about the material, the procedure, or specific safety equipment to be used, consult your supervisor.
32. All gas cylinders must be stored in accordance with applicable laws and regulations.
33. Persons performing any fueling operation must remain in attendance at the fuel hose nozzle at all times.
34. Equipment such as ladders, welding equipment, scaffolds, machinery, tools, etc. will not be loaned to contractors by WM.
35. Flame out protection (system fuel shutdown) is required on portable gas fired equipment.
36. All equipment in active waste areas must be washed prior to leaving the site.
37. Contractors, subcontractors, and their employees are prohibited from entering any building or areas unless their contract work specifically requires entry.
38. Vehicles entering or leaving the facility may be subject to search.
39. Entry into any permit-required confined space is prohibited without the consent of Waste Management.
40. All persons entering a confined space must be trained in confined space entry and certified.
41. All site, local, state, and federal regulations concerning confined space entry must be adhered to and strictly enforced.
42. Confined space entry permits are to be completed by the contractor. A copy of the permit must be provided to Waste Management.
43. Hard hats are to be worn at all times and in all site locations when and where required.
44. Contract work requiring respiratory protection shall be in accordance with all applicable health & safety standards.
45. Safety supplies such as gloves, face shields, goggles, fire extinguisher, self-contained breathing apparatus, and protective equipment required for performance of assigned work are NOT provided by WM.

46. Work in certain areas of the facility may require additional personal protective equipment. Such requirements will be transmitted to the CONTRACTOR by the location contact prior to the commencement of work.
47. Hard hats, safety shoes, safety glasses, and high visibility reflective vests or clothing are required in all work areas and traffic areas. Some work may require additional personal protective equipment. The contractor shall determine if its work requires such equipment prior to the commencement of work.
48. Safety Glasses with fixed side-shields shall be ANSI approved and are required at all times in all locations.
49. Hearing protection – each contractor employee shall have available for use, and be trained for use in hearing protection. This requirement is contingent upon the nature of the work to be performed and/or job location.
50. CONTRACTOR vehicles may not impede the flow of daily business traffic at any time unless by notification and permission granted by Waste Management and / or part of work scope.
51. A PID meter (a four gas monitor along with volatile organic carbon VOC detection) is required for all gas and leachate related work.

II.B. WORK/SAFETY RULES

To ensure worker health, safety, and fairness, and to provide for mutual protection, the following actions on the part of the Contractor/Contractor employees are contrary to the health and safety policy of WM. Contractor/Contractor employees, therefore, are prohibited from the actions listed below.

Note: This list is not intended to be all-inclusive. Safe work practices must be adhered to as required by the site, local, state and federal law and regulations. Safety takes precedence over all job requirements.

Prohibited Actions

1. Reporting to work while under the influence of alcohol or drugs. The presence in any Contractor employee of any drug or alcohol, in an amount that exceeds the threshold level established by the company, while performing company business or on company property, is a violation of these work rules.
2. Use of any illegal drug.

3. Possession or storing of alcohol or drugs on company property.
4. Theft or unauthorized appropriation (actual or attempted) of any property or items owned by Waste Management, another employee or employer, or a customer.
5. Failing to immediately report accidents and injuries to a supervisor or company official in accordance with section III of this document.
6. Fighting or attempting to inflict bodily injury upon an employee, visitor, or customer or while on Waste Management property or at a Waste Management function.
7. The possession or use of any weapon such as a firearm, knife, club, etc.
8. Sexually harassing an employee or customer
9. Leaving the scene of an accident.
10. Negligently operating or driving a vehicle.
11. Intentionally or maliciously destroying property belonging to Waste Management, another employee or employer, or a customer.
12. Using abusive, obscene or threatening language.
13. Failing to notify your employer if the privilege to operate a motor vehicle has been revoked, suspended, denied, withdrawn or expired.
14. Failing to maintain a valid and current CDL with proper endorsements issued by one government entity.
15. Falsifying any records, including but not limited to submitted medical statements, transportation hour log documentation, etc.
16. Transporting unauthorized passengers in any vehicle or heavy equipment.
17. Failing to comply with written or verbal instructions issued by a supervisor.
18. Standing, walking or positioning oneself under any raised tailgate unless the gate is blocked open with a proper device.
19. Standing, walking or positioning oneself in the path of a rear swing door that is latched in the open position while the tilt frame is raised.
20. Entering the body of any vehicle unless the vehicle is locked out.
21. Dismounting from any moving vehicle.

22. Disclosing or removing any work records without proper authorization. Misuse of work records.
23. Sleeping or appearing to be sleeping on duty.
24. Failing to notify a supervisor or company official prior to the start of the shift if any prescribed or over-the-counter medication is being taken that may affect job performance.
25. Scavenging or salvaging.
26. Failing to report known unsafe condition or observed unsafe acts to a supervisor.
27. Exceeding posted speeds.
28. Driving any vehicle declared and marked "Out of Service".
29. Operating a motor vehicle when the required emergency/safety equipment/devices are not in place and ready for use.
30. Failing to properly perform pre-trip and/or post-trip inspections of equipment, failing to inspect equipment after each loading and unloading, and/or failing to operate and maintain equipment in reasonable good appearance.
31. Failing to complete a Vehicle Condition Report (VCR) or Daily Equipment Inspection (DEI).
32. Smoking except at designated smoking areas.
33. Failing to wear seat belts at all times when the vehicle or equipment you are operating, or in which you are a passenger, is in motion.
34. Operating vehicles if any tire is:
 - Flat
 - Leaking
 - Has exposed belt or ply
35. Placing or allowing placement of decals, labels, stickers, or any other vision reducing material on windshields, mirrors or windows.
36. Making right or left turns or changing lanes without providing the proper signal.
37. Failing to use 4-way emergency flashers when:
 - It is necessary to stop the vehicle on the shoulder due to a malfunction
 - Due to a heavy load or going up an incline which causes the vehicle to decrease speed

- It is necessary to communicate your presence due to low visibility weather condition.
- Engaging in work requiring the vehicle to travel in “creep” speed such as residential work.

38. Failing to clean cabs on a daily basis.

39. Operating vehicles against traffic flow or Zigzagging.

40. Pushing disabled (stuck, bogged down) vehicles.

41. Driving vehicles in convoy.

42. Tampering with service recorders, governors and/or safety equipment.

43. Failing to adhere to the appropriate dress code.

44. Loitering during work hours.

45. Doing personal work or personal business while on duty.

46. Soliciting during working time, unless authorized by a company official.

47. Operating a vehicle without using the headlights.

48. Failing to wear required personal protective equipment.

49. Engaging in horseplay.

50. Failing to adhere to a company safety requirement.

51. Entering a restricted area without authorization.

52. Operating equipment without first being trained and authorized, or certified (when required).

53. Removing or disturbing any coverings, guards, or safety devices placed on vehicles, gears, moving equipment, or machinery except to service or repair such equipment after which all guards must be properly replaced before returning the equipment to service.

III. EMERGENCY PROCEDURES

1. All contractor employees will abide by all emergency instructions given by any supervisory member of WM.

2. Contractor's supervisor shall immediately report to WM all accidents, injuries and/or other occurrences, including but not limited to spills, fire, etc.
3. Contractor's supervisor shall follow up immediate verbal reports in writing within 24 hours of the occurrence. The written report shall be accompanied by all other written documentation such as but not limited to employee statements, third party statements, insurance company reports, photographs, etc. For purposes of this paragraph, notice is to be given to:

**Waste Management of Canada Corp.
Petrolia Landfill
3893 Okemos Rd Suite B4
Okemos, MI 48864
Attn: Brad Norton
517-381-0211
517-381-0176 Fax**

4. All contractors' employees are required to respond to emergency situations as directed by any member of supervision. Contractor's employees are expected to cooperate as directed for their own safety.
5. No road may be blocked with any vehicle or material that would interfere with the passage of any emergency vehicle.
6. If an emergency plan is enacted, all personnel will be required to follow the direction of the WM Site Emergency Coordinator.

Site Information Sheet for Contractors

Site Name: Petrolia Landfill

District Manager: Brad Norton

Physical Address: 4052 Oil Heritage Road
Petrolia ON N0N 1R0

Main Phone Number: 517-381-0211

Number to call to summon emergency assistance: 911

Number to report an accident, injury or unsafe condition to Waste Management:
Numbers listed below

Waste Management Contacts (name / title):

Brad Norton – District Manager 517-381-0211 or 517-528-7722 (cell)

Blaine Horton – WMRE Plant Manager 519-882- 2845

Location of Contractor’s entrance to Waste Management facility:

4052 Oil Heritage Road

Petrolia ON N0N 1R0

Approved parking area for contractor employee personal vehicles:

At main gate or other designated area

Entrance / Security Procedures (e.g. Sign-in, report to your supervisor)

Supervisor is required to use presence app or contact the District Manager or WMRE Plant Manager when arriving and leaving the site via phone, text or email

Procedure for site evacuation (including meeting/re-grouping location):

Notification will be by cell phone, CB Radio, Nextel two-way radio or by three honks of equipment or vehicle horn. Meeting location at the main entrance.