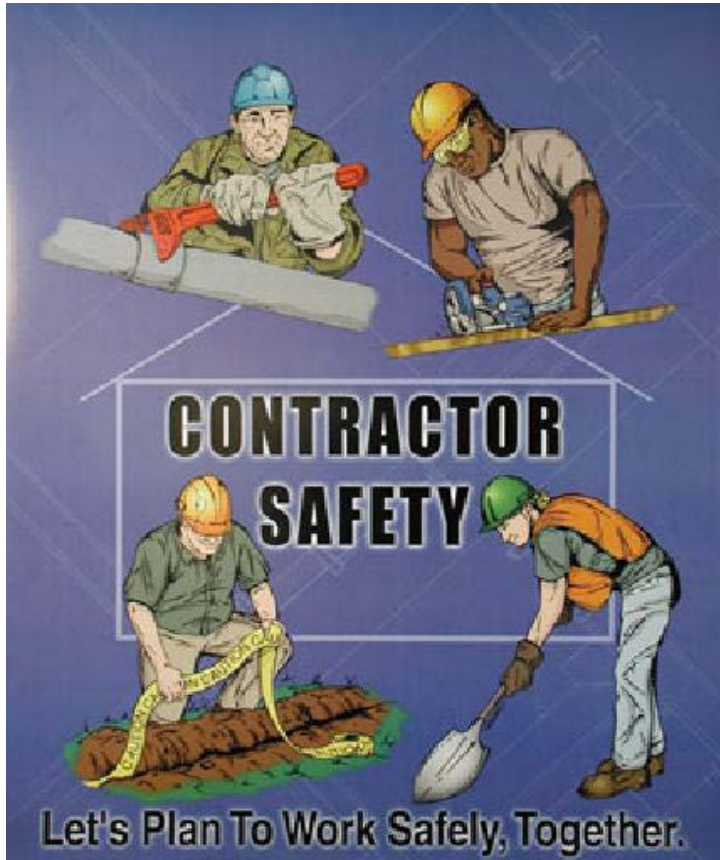


CONTRACTOR SAFETY ORIENTATION

Overview of Battlefield Equipment's safety policies and procedures for contractors





Learning Objectives

- *Provide brief overview of Battlefield Equipment to each contractor*
- *Ensure all contractors understand their safety responsibilities*
- *Convey key Battlefield Equipment safety rules*
- *Create an awareness that the safety of our employees, contractors and customers is our #1 priority.*
- *A job CANNOT be done well, if it is not done safely!*
- *You are part of our team...we want you to stay safe.*

**CONTRACTOR
SAFETY
ORIENTATION**



Our Safety Vision

To create and maintain a workplace free of injury and illness for all workers.

*Safety isn't something we do....it's who we **ARE***

ASSESS

Hazards

RECOGNIZE

Controls

EXECUTE

Safely

CONTRACTOR SAFETY ORIENTATION



About Battlefield Equipment

- Battlefield Equipment is committed to customer success
- We achieve this by leveraging the skills and abilities of our employees as well as our partners
- We operate in 6 provinces across Canada
 - Ontario, Manitoba, Quebec, Newfoundland & Labrador, Nova Scotia, and Prince Edward Island.
- Our businesses include
 - Heavy Equipment Sales
 - Product Sales
 - Rentals
 - Customer Support



CONTRACTOR SAFETY ORIENTATION



General Responsibilities of Contractors

- ✓ Work in compliance with the provincial safety legislation.
- ✓ Are aware and follow any safety policies and practices identified by your employer
- ✓ Are competent and trained to perform work on any Battlefield Equipment job, project or job site
- ✓ Have completed the Battlefield Equipment orientation, as well as any other safety orientation that may be required by your employer PRIOR to commencing work on any Battlefield Equipment project, job or job site.



**SAFE
WORK**


**S
A
F
E** SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY






Cardinal Safety Rules


- Battlefield Equipment has **5 Cardinal Rules**, These are rules that must be followed by all employees.
- Contractors must follow these rules while working on our site or on any Battlefield Equipment customer site on our behalf :

 – **Be Fit for Duty** – free from the influence of drugs and alcohol

 – **Assess all hazards before starting a job** – pre-job hazard assessment

 – **Control all hazardous energy** – Lockout of all hazardous energy including electrical, hydraulic, pneumatic, gravity etc

 – **Wear the Right PPE-** for the task and work area

 – **Report any incidents** – report hazards, near misses and injuries promptly

Failure to follow could result in removal from site



CONTRACTOR SAFETY ORIENTATION



Pre-Job Hazard Assessment Process

- Battlefield Equipment requires all workers, both its own employees and contract workers to
 - STOP AND THINK before completing any task
- To facilitate this process, we follow a
 - **Pre-Job Hazard Assessment Process**
- Use your employer-defined pre-job hazard assessment checklist, or that provided by Battlefield Equipment.
 - *This must be documented at the start of every job; daily at a minimum*
- The purpose is to identify hazards, and associated controls.

Date	Employee Number			
Employee Name	Customer			
Identify the Task Being Done:			Have you done this task before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1. Identify All Hazards			Identify all hazards that will impact your personal safety during this task:	
Do I understand the steps required to carry out the task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Am I working Alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can I complete the task on my own? If not, what help is required? (List in controls)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will I be exposed to live electrical equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do I have the correct training/experience to complete the job safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will I be moving equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Am I physically and mentally prepared to do the task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will I be working at heights?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How would you rate the hazards / risks associated with this task: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Am I working with Propane?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will I be exposed to compressive strains and sprains (Identify below)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Am I working with Natural Gas?	<input type="checkbox"/> Yes <input type="checkbox"/> No			2. Personal Protective Equipment Identify all PPE required to do this task safely:
Will I be performing hot work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Heavy / Awkward Loads	<input type="checkbox"/> Yes <input type="checkbox"/> No	Protective Footwear: Type: _____
Is my work area safe and clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Excessive Reaching	<input type="checkbox"/> Yes <input type="checkbox"/> No	Head Protection: Type: _____
Will I be working with hazardous materials	<input type="checkbox"/> Yes <input type="checkbox"/> No	Excessive Bending	<input type="checkbox"/> Yes <input type="checkbox"/> No	Chemical Resistant PPE Identify: _____
Will I be working with moving parts / sharp equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Excessive Force or Pressure	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing Protection: Type: _____
		Unstable Body Position	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eye Protection: Type: _____
		Exposure to vibration	<input type="checkbox"/> Yes <input type="checkbox"/> No	Respiratory Protection: Type: _____
		Slips/Trips	<input type="checkbox"/> Yes <input type="checkbox"/> No	Face Protection: Type: _____
		Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Arc Flash PPE: Describe: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Hand Protection: Type: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Protective Clothing: Type: _____
Identify the Task Being Done:			SAFETY TOPIC FOR THE DAY:	
3. Identify All Controls			Identify the key controls in place to keep me safe:	
Where is emergency equipment located?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If working alone, what is my check-in interval?	<input type="checkbox"/> Every hr <input type="checkbox"/> Every 2 hrs <input type="checkbox"/> Other _____	Control
Do I have all the correct PPE with me?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do I have spill kits available in the event of a chemical spill?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time Implemented
Do I have MSDS sheets for all chemicals onboard being used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What safeguards need to be in place when equipment is running?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have I protected myself and others from any hazardous energy (i.e. Electrical, gravity, hydraulic, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
How have I done this? Describe		Have I stretched prior to commencing the task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Reporting of Incidents
				Have I reported any hazards, near misses, or incidents that occurred during this task to my supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Safe Equipment Operation			Employees Working on this Equipment	
Have I completed any pre-use inspection for any equipment I'm using (cranes, service vehicles)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If I will be moving equipment, have I secured a signaller?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Post-Job: Have I secured my work area to be organized and free from hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were any defects noted for any equipment I'm using? If so, describe below:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have I ensured adequate clearance in order to move equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have I left equipment in a "safe" manner (Lockout, chocking)? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Have I walked around prior to moving to remove obstructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Post Job Considerations: _____
				Supervisor Emp. No. _____
				Supervisor Initials _____

CONTRACTOR SAFETY ORIENTATION



Pre-Job Example

Date		Employee Number		
Employee Name		Customer		
Identify the Task Being Done:			Have you done this task before?	
1. Identify All Hazards				Identify all hazards that will impact your personal safety during this task:
Do I understand the steps required to carry out the task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Am I working Alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Can I complete the task on my own? If not, what help is required? (List in controls)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will I be exposed to live electrical equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do I have the correct training/ experience to complete the job safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will I be moving equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Am I physically and mentally prepared to do the task:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will I be working at heights?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Am I working with Propane?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will I be exposed to overexertion strains and sprains (Identify below)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Personal Protective Equipment				Identify all PPE required to do this task safely:

CONTRACTOR SAFETY ORIENTATION



Pre-Use Inspection

- Some equipment may require a more detailed pre-use inspection, such as the following:
 - Cranes and hoists
 - Service vehicles
 - Forklifts
 - Shop equipment (Parts washer, press, etc)
 - Any hand and power tools should be inspected prior to use
- Any defects noted should be recorded and the defect should be reported to your Battlefield Equipment contact or supervisor





Tools and Personal Protective Equipment

- Ensure that all equipment and tools, including PPE, used on the work-site are in good working condition, properly maintained and certified if required by regulations;
- Inspect them at the start of each shift and replace or repair as necessary.
- All contractors must adhere to Battlefield Equipment's PPE Policy and are required to provide their own suitable PPE for the task they are performing.
- (Check with your Battlefield Equipment Contact)



CONTRACTOR SAFETY ORIENTATION



Minimum PPE requirements at Battlefield Equipment - additional specialized PPE might be required based on task.

Position	Foot	Head	Eye	Hearing	Safety Vests	Seat Belts	Other
Drivers	At all times	On all jobsites	In designated areas of branch or as required by process As required by jobsite	As required by jobsite	On all jobsites	When operating all ride on equipment	Fall arrest when operating manlifts
Service	At all times	On all jobsites	In designated areas of branch or as required by process As required by jobsite	As required by jobsite	On all jobsites	When operating all ride on equipment	Fall arrest when operating manlifts Welding mask, cutting goggles and curtains for welding
Painter	At all times	On all jobsites	In designated areas of branch or as required by process	As required by jobsite	On all jobsites	When operating all ride on equipment	Fall arrest when operating manlifts Respirator for painting and a dust mask for sanding
Road Mechanics	At all times	On all jobsites	In designated areas of branch or as required by process As required by jobsite	As required by jobsite	On all jobsites	When operating all ride on equipment	Fall arrest when operating manlifts Welding mask, cutting goggles and curtains for welding
Shipping / Receiving, Yard	At all times	On all jobsites	In designated areas of branch or as required by process As required by jobsite	As required by jobsite	On all jobsites	When operating all ride on equipment	Fall arrest when operating manlifts
Counter	At all times	On all jobsites	In designated areas of branch or as required by process As required by jobsite	As required by jobsite	On all jobsites	When operating all ride on equipment	Fall arrest when operating manlifts
Sales	At all times	On all jobsites	In designated areas of branch or as required by process As required by jobsite	As required by jobsite	On all jobsites	When operating all ride on equipment	Fall arrest when operating manlifts
Administration	On all jobsites and designated areas of branch	On all jobsites	In designated areas of branch or as required by process As required by jobsite	As required by jobsite	On all jobsites	When operating all ride on equipment	Fall arrest when operating manlifts

CONTRACTOR SAFETY ORIENTATION



Training Requirements

- Ensure you are competent in the task you are performing
- A competent person:
 - (a) is qualified because of knowledge, training and experience to organize the work and its performance;
 - (b) is familiar with the Provincial Health and Safety Act and regulations that apply to the work; and
 - (c) has knowledge of any potential or actual danger to health or safety in the workplace.
- If you feel you are not competent to perform the task assigned, you should inform your supervisor or your Battlefield Equipment contact immediately.
- You may be requested to provide proof of training, either in the form of training certification or direct observation of your skills.





Specific Training Requirements

- Some tasks require specific safety training
- These might include (but are not limited to)
 - Working at Heights (greater than 10ft) - Fall Arrest Training
 - Handling hazardous materials – WHMIS training
 - Driving and Delivery of equipment and/or materials – Transportation of Dangerous Goods (TDG) training
 - Handling Propane
 - Operating a Forklift
 - Operating a Crane
 - Working with Live Electrical Currents
 - Equipment Maintenance - Lockout training
- Technical certification may be required as well, depending on the task or type of work.





Safe Operating Procedures

- Ensure you are aware of any critical safe operating procedures for the jobs or tasks you are performing
- These might include
 - Performing a Circle Check of vehicle prior to loading, delivering or unloading materials
 - Equipment specific lockout procedures
 - Safe lifting techniques
 - Load securing or load removal procedures



You can ask your Battlefield contact to verify the correct safe procedure if you are unsure.



Safe Material Handling

- Material handling refers to safe handling of hazardous materials as well as safe handling of loads
 - Any hazardous materials being brought onto a Battlefield Equipment location, jobsite or project must be accompanied by an SDS sheet
 - Any hazardous materials will only be handled in accordance with SDS safe handling precautions
 - All containers will be appropriately labeled
 - Any materials being moved or lifted will be handled using appropriate material handling techniques and/or tools.





Good Housekeeping

- Each worker is responsible for keeping their work area organized and safe
 - Any waste or debris related to the work or task must be removed throughout the task, or at task completion as appropriate
 - Materials, tools or equipment should never block any electrical panels, or emergency exit routes
 - Any materials or equipment borrowed from Battlefield Equipment must be requested prior to use and returned upon completion to the appropriate Battlefield Equipment focal point
 - All hazardous wastes generated at the worksite and unused hazardous chemicals and other materials are removed, transported and disposed of in accordance with applicable legislation.



CONTRACTOR SAFETY ORIENTATION



Equipment Lockout

- Any equipment should be locked or tagged out while being serviced or maintained
- If multiple contractors are working on a single piece of equipment, multiple locks must be used.
- When any work is being performed on live circuits
 - Individual must be appropriately trained in electrical safety
 - Individual must be wearing appropriate PPE and using appropriate tools
 - Individual must follow appropriate safety precautions





Working in Isolation

- No contract worker shall work in isolation without access to an effective communication system
 - Working “in isolation” is defined as not having contact or ready access to another individual co-worker, customer, or member of the public.
 - If working in isolation, contract worker is expected to establish a Work Alone Plan which identifies reasonable check-in procedure with a competent supervisor.
 - This Work Alone plan must be documented and reviewed with each contract worker having the potential for working in isolation.
 - The contract employer must have a documented response plan to support the Work Alone Plan.



**9-1-1
Emergency!!!**



Violence, Harassment and Discrimination

- All contract workers are expected to work in a respectful manner
- Any violent, harassing or discriminatory behaviour will not be tolerated and must be reported to a Battlefield Equipment employee or a representative of the Contract Employer.
- All contract workers are required to have completed a Violence and Harassment Awareness and Prevention Training program from their company prior to commencing work at a Battlefield Equipment job, project or jobsite.




CONTRACTOR SAFETY ORIENTATION




Orientation Training

- All contractors must review the Contractor Orientation annually and send in an updated drivers list quarterly
- All contractors must carry training records and proof of Orientation with them at all times, and be prepared to demonstrate proof of completion upon request
- Contractors may be questioned or observed by Battlefield Equipment employees, as well as our customers

This certifies that:  **JOHN SMITH**

Has successfully completed
BATTLEFIELD EQUIPMENT CONTRACTOR SAFETY
ORIENTATION TRAINING PROGRAM

Date: January 1, 2017 Instructor: Battlefield Equipment

This certifies that:  **JANET JONES**

Has successfully completed
BATTLEFIELD EQUIPMENT CONTRACTOR SAFETY
ORIENTATION TRAINING PROGRAM

Date: March 12, 2017 Instructor: Battlefield Equipment



In Conclusion

- Work in accordance with all applicable safety regulations and standards
- Follow all the safety rules as identified by both the Contract employer and Battlefield Equipment
- Ensure you are competent for the tasks you are performing
- Look out for your safety, as well as the safety of others
- Use good judgment and common sense at all times
- If you have any questions or concerns,

STOP, THINK, ASK!



**CONTRACTOR
SAFETY
ORIENTATION**

