The St. Lawrence Seaway Management Corporation

Corporation de Gestion de la Voie Maritime du Saint-Laurent

SLSMC Corporate Safety Requirements For Contractors

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1. INTRODUCTION

1. The purpose of this document is to outline minimum safety guidelines and requirements for Contractors, constructors and their employees (collectively referred to as the "**Contractors**") working on SLSMC Property or carrying out an activity controlled by SLSMC.

2. The purpose of these safety guidelines is to protect the health, safety and physical well-being of all persons by eliminating hazards and exposure to hazards.

3. Contractors are responsible for reviewing the appropriate laws and regulations governing the health and safety of workers and for determining their applicability in relation to the contract prior to the start of work. Contractors are exclusively responsible for ensuring compliance with applicable legislation and the requirements contained herein.

4. These safety guidelines do not address all potential health and safety problems associated with the use of the Contractor's materials, equipment and/or operations. The Contractor shall be responsible for determining the appropriate measures to ensure the health, safety and physical well being of workers, in consultation with the regulatory authorities, to achieve compliance with applicable laws and regulations.

5. These guidelines shall complement the safety program developed by the Contractor working on SLSMC Property.

6. Contractors and their personnel are required to familiarize themselves with and ensure the day-to-day application of this document and to cooperate fully with SLSMC personnel.

7. Contractors and their personnel are required to familiarize themselves and to comply with SLSMC Standard Working Practices (SWP's) which are specifically disclosed to the Contractors or included in the terms of the Contract, as the case may be.

2. DEFINITIONS

In this manual, unless the context requires otherwise, the following definitions shall apply:

1. **Accident**: An event attributable to any cause, happening to a person, arising out of or in the course of his work and resulting in a work injury to him.

2. **Act/Law**: All applicable municipal, provincial and federal acts, regulations, laws and codes.

3. **Competent person**: A person who is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with acts and regulations relating to occupational health and safety as they apply to the work, and has knowledge of any potential or actual danger to health or safety in the work place.

4. **Contract**: An agreement, whether verbal or in writing, between SLSMC and a third person, including a Contractor.

5. **Contractor**: The person to whom the contract is awarded and who is obliged to perform all the work stipulated in the contract. The Contractor is at all times and under all circumstances responsible for all the activities of his Subcontractors and Workers.

6. **CSST:** Commission de la santé et de la sécurité du travail (Québec).

7. **Danger**: Any existing or potential hazard or condition or any current or future activity that could reasonably be expected to cause injury or illness to a person exposed to it before the hazard or condition can be corrected, or the activity altered, whether or not the injury or illness occurs immediately after the exposure to the hazard, condition or activity, and includes any exposure to a hazardous substance that is likely to result in a chronic illness or in disease.

8. **Engineer**: Engineer who is a member of the provincial association of engineers of the province in which the work is being performed.

9. **Governing authority**: Authorities and bodies with the power to enforce acts and regulations.

10. **Incident (near miss)**: An undesirable event, which under slightly different circumstances, could have resulted in personal injury, property or environmental damage.

11. **HRSDC**: Human Resources and Skills Development Canada (Labour Canada).

12. **OHSA**: Occupational Health and Safety Acts (Ontario and Quebec).

13. **Operator**: A person responsible for operating or driving vehicles or equipment.

14. **SLSMC Officer**: An officer designated by SLSMC representing SLSMC with respect to Contractors.

15. **SLSMC Property**: Property owned or managed by SLSMC.

16. **SLSMC:** St. Lawrence Seaway Management Corporation.

17. **Subcontractor**: Any person to whom the Contractor assigns part or all of the execution of work, the supply or manufacturing of materials or equipment.

18. **Visitor**: A person authorized by the Contractor to briefly visit the worksite. The Contractor shall accompany all visitors.

19. **Worker**: Any person who performs work or supplies services for monetary compensation for the Contractor or his subcontractors, or as a consultant to these parties.

20. **Worksite**: The specific place designated jointly by the SLSMC and the Contractor where is performed erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with the contracted work.

21. **WSIB**: Workplace Safety and Insurance Board (Ontario).

3. GENERAL RULES

3.1 Assumptions

The safety requirements are based on the following assumptions:

1. Accidents or incidents causing loss or injury can reasonably be prevented.

2. It is possible to eliminate or prevent hazards or exposure to hazards that may lead to injuries, property damage or loss of time.

3.2 Contractor's responsibilities:

The Contractor shall implement the following rules:

1. The performance of work shall be done with respect to health and safety.

2. The Contractor shall be responsible for enforcing and respecting safety rules in the performance of all work covered by the contract, particularly those contained in the *Canada Labour Code* and the regulations made thereunder, the applicable provincial *Occupational Health and Safety Acts* and the regulations made thereunder, municipal by-laws and codes.

3. It is the Contractor's responsibility to quickly solve any problems related to health and safety at the worksite.

4. The Contractor shall perform no task, regardless of its urgency, unless it can be performed in complete safety.

5. Take all reasonable steps necessary to ensure the protection of workers, customers, property and the public.

6. Conduct regular worksite inspections and act promptly in all situations where there is a risk to safety, health or the environment.

7. Investigate all accidents/incidents having caused or risked causing losses or injury, in order to identify the cause or causes, and immediately take the appropriate corrective measure to prevent their recurrence.

8. Take all necessary steps to ensure that their workers and all persons granted access to the worksite and who are under the Contractor's control or who are present at the latter's request comply with these safety requirements and with the regulations and safety programs in effect.

9. Give their workers proper training so that they can perform their work safely.

10. Provide and maintain in good condition all personal and collective protective equipment for their workers and visitors, and any other safety devices. Ensure that their workers wear the personal protective equipment in a safe manner.

11. The Contractor is required to take reasonable steps to prevent bodily harm to a person on whom he has authority to direct how this person performs his work or tasks.

4. SITE RULES

4.1 Compliance with regulations

1. The Contractor is fully responsible for the occupational health and safety of his workers and his subcontractor's workers, in accordance with the contract.

2. The Contractor shall submit its health and safety program to SLSMC before the beginning of the work according to the Ontario "*Occupational Health and Safety Act*" and "**Regulations for Construction Projects**" or the Quebec *Occupational Health and Safety Act* and the regulations made thereunder.

3. SLSMC is a corporate body established federally under Part II of the *Canada Corporations Act*. The work performed by the Contractor on SLSMC Property is governed by federal and provincial legislation and the Contractor has duty to inquire and remain at all relevant times informed as to on the applicable legislation as it relates to their work.

4. The Contractor shall comply with and apply the most restrictive or demanding requirements of all federal, provincial and municipal laws, regulations and codes and SLSMC requirements.

5. The Contractor is responsible for obtaining information from the SLSMC on the restrictions inherent to certain work to be performed during the navigation season.

4.2 Site set-up

4.2.1 Before entering SLSMC Property

Before entering the SLSMC Property, Contractors shall:

1. Submit for review to a designated representative of SLSMC, the Contractor's safety program before any activity begins at the site. Work will be authorized only once this step has been completed.

2. Send a request for proof of status to the WSIB/CSST prior to commencement of work, in accordance with WSIB/CSST requirements. The "**Clearance Certificate**" issued by the WSIB and/or the "**Certificate of Conformity**" issued by the CSST shall also be submitted to SLSMC at the end of the work.

3. Provide a "Safety Officer", as required by law. When a full-time safety officer is not required, the Contractor shall indicate to SLSMC in writing the name of the person responsible for enforcing the safety program.

4.2.2 Pre-construction Meeting

1. The Contractor shall attend the pre-construction meeting with SLSMC Representatives. The agenda of this meeting shall include the following topics:

    - SLSMC procedures
    - Contractor's obligations
    - Contractor's health and safety program
    - Work planning
    - Compliance with laws and regulations
    - Initial briefing session planning

2. SLSMC shall give a copy of the first site meeting minutes to the Contractor's representatives within ten (10) days of the meeting date.

3. The Contractor shall communicate all information discussed at the meeting to his foremen and other persons responsible for contract execution, including subcontractors.

4.2.3 Briefing sessions

1. The Contractor shall hold a briefing session with all workers working at the site.

2. The purpose of the session is to inform all workers of the health and safety program and all instructions applicable to the worksite, including all emergency procedures and SLSMC Corporate Safety Requirements for Contractors.

3. SLSMC Representatives may on occasion attend the initial briefing session and take part in discussions.

4. No one will be allowed to enter the worksite without having attended a briefing session. The Contractor shall organize additional briefing sessions for new workers, as necessary.

5. The Contractor shall submit minutes of the initial briefing session, and any subsequent sessions, along with the list of participants to the SLSMC Representatives within ten (10) days of said session.

4.2.4 Worksite committee

1. If required by applicable provincial health and safety legislation, the Contractor shall set up a worksite committee as soon as the work begins, and all the requirements under this Section shall apply. This worksite committee shall be chaired by the Contractor and consist of at least the following members:

    - a management representative of the Contractor;
    - a representative of each of the subcontractors;
    - and any other person deemed necessary by the Contractor.

2. SLSMC shall have the right to designate a representative to act as an observer to any of the worksite committee meetings and to discuss any relevant issue, if it deems it necessary.

3. The worksite committee shall inspect the worksite once a week. All situations affecting safety, health or the environment shall be dealt with promptly. A report on the worksite inspection and actions taken shall be prepared and kept on file.

4. The committee shall meet as often as necessary, and at least once a week for the purpose of:

    1. studying and making recommendations on occupational health and safety concerns;

2. analyzing accident and incident reports and making recommendations;

3. ensuring the committee's recommendations are being followed up.

5. The worksite committee shall investigate the failure of a worker to comply with occupational health and safety standards and make recommendations.

6. The Contractor shall take minutes of every meeting of the worksite committee and distribute copies to:

1. site committee members

2. a representative designated by SLSMC

3. any other persons involved who request them

7. The Contractor shall ensure that the recommendations made by the committee are followed up.

4.2.5 Worksite access

1. The Contractor shall only admit to the worksite those workers who have attended a briefing session described in Section 4.2.3

2. The Contractor shall maintain a registry with all names and proof of identity of each visitor, along with the date of his inclusion in the said registry, and keep the registry at the disposal of SLSMC representatives for consultation.

3. The Contractor shall prohibit access to the site to a person who is not respecting the safety standards or a person who has been ordered off the site by SLSMC or by the worksite committee.

4.2.6 Contractor's file

1. The Contractor shall draw up a list divided by subcontractor, of the people in charge to be contacted in the event of an emergency, indicating their function for a particular project, the name and address of their employer and the appropriate contact numbers (office, fax, cellular, pager, and home).

2. The Contractor shall maintain a safety file. In particular, it shall contain:

1. notices issued by SLSMC or jointly by SLSMC and the contractor

2. notices issued by the Ontario Government Department of Labour, WSIB, CSST, HRSDC (Labour Canada) and other authorities

3. disciplinary measures

4. accident statistics

5. record of attendance at worksite committee meetings

6. safety program

7. report on periodic safety briefings

8. engineering certifications for fall protection devices

9. copies of certifications of vehicle and/or equipment operators

4.2.7 Notices from public agencies

1. The Contractor shall advise SLSMC of all notices received from federal, provincial or municipal government, agencies or representative of public agencies.

4.2.8 High-risk work

1. The Contractor shall advise SLSMC in advance and in writing, of the means of protection it intends to use for high-risk work (such as lifting of worker using hoisting equipment, working at heights, working in confined spaces, handling heavy loads, etc.).

2. The Contractor shall submit to the SLSMC any changes to a high-risk work procedure included in its safety program prior to implementation.

3. The Contractor shall control access to its work area and identify high-risk areas. SLSMC may also identify areas as being high-risk.

4.2.9 Vehicles

1. Vehicles used by Contractor shall respect the speed limit posted on SLSMC Property.

2. The vehicles of the Contractor's workers shall be parked in designated parking areas.

4.2.10 Worksite housekeeping

1. The Contractor shall remove at regular intervals from the site all rubbish and surplus materials as work progresses.

2. The Contractor shall keep traffic and worker access routes clear of any obstruction. Access routes must be properly guarded where there is a risk of falling debris.

3. Authorization to store equipment or materials on SLSMC Property shall be obtained in advance.

4.2.11 Potential danger zones

1. Where there is a hazard nearby, the Contractor shall ensure that it is properly guarded.

4.2.12 Lighting

1. The Contractor shall provide sufficient lighting in a given work area to allow the safe performance of work.

4.2.13 Tools, extension cords, hoses

1. The Contractor shall ensure that all tools, extension cords and hoses are in good condition, with a ground fault or double insulation. Extension cords and hoses shall be protected or hung and not be placed in traffic areas. Extension cords not in use shall be unplugged from the power source.

4.2.14 Compressed air

1. The Contractor shall ensure that all air hoses attached to a pneumatic tool are secured with an attachment device at every joint.

4.2.15 Compressed gas

1. The Contractor shall ensure that cylinders of oxygen and combustible gas (acetylene), when used, are stored in a well-ventilated area, restrained and in an upright position. Caps shall be used and the cylinders secured when cylinders are stored and transported. The Contractor shall also ensure that oxidants are not stored with fuels.

4.2.16 Smoking

1. Smoking is not permitted in any indoor worksite of SLSMC.

4.3 Personal protective equipment

4.3.1 Site access

1. The Contractor shall ensure that all persons having access to the worksite shall at all times wear all appropriate safety equipment and the following safety equipment as a minimum:

    1. Safety headwear

    2. Protective footwear

2. It is the Contractor's responsibility to ensure that safety equipment is correctly used.

3. The wearing of protective glasses does not remove the obligation to wear face shields, welding glasses with filters, welder's masks, etc., when the instructions and rules or nature of the work require the wearing of such equipment to protect the eyes and face.

4.3.2 Standards and certification

1. Personal protective equipment shall:

    1. be Canadian Standards Association (CSA) approved;

    2. ensure protection against the hazards for which the equipment was designed;

    3. not in itself constitute a hazard;

    4. be worn and adjusted in accordance with the manufacturer's instructions.

2. Personal protective equipment provided by the Contractor shall be maintained, inspected and checked by a qualified person in accordance with the manufacturer's instructions.

4.3.3 Potential danger zones

1. Hearing protection, face shields, respiratory protection, lifejackets, fall protection equipment and all other special protection devices shall be used where signs are posted or when a potential hazard exists.

4.3.4 Clothing

1. The Contractor shall ensure that workers are suitably dressed to perform their duties safely. Loose clothing, long hair, pendants, jewellery or other objects that may be hazardous to workers' health and safety at the worksite are prohibited, unless they are tied, covered or otherwise secured.

2. Clothing of non-synthetic materials shall be worn whenever there is a hazard of sparks or fire, and as required by the work.

3. When workers are exposed to the sun for extended periods of time, they shall wear clothing and appropriate creams that protects them from sun exposure.

4.4 Emergency and accident plans

4.4.1 Emergency procedures

1. The Contractor shall prepare emergency procedures and an evacuation plan for the worksite prior to commencing work.

2. The Contractor shall ensure that all persons having access to the worksite are familiar with the emergency procedures and evacuation plan before being authorized to enter the worksite.

3. The Contractor shall keep the following records posted at the worksite:

   - written emergency procedures
   - list of first-aid attendants
   - material safety data sheets

4. The Contractor shall develop emergency procedures in cooperation with SLSMC. The Contractor shall keep an up-to-date list of emergency numbers, including SLSMC emergency numbers provided in **Appendix 1** - "**Emergency Telephone Numbers.**"

5. As part of its emergency procedures, the Contractor shall include immediate notification of SLSMC of any emergency, including details as follows:

   - the location of the emergency;
   - the nature of the emergency;
   - the assistance required;
   - the type of injury and condition of the victim(s).

6. The Contractor shall participate and cooperate with SLSMC and all other authorities involved in the planning and realization of an emergency procedure and evacuation exercises implemented by the Contractor, SLSMC or any other authority. These exercises may be conducted at any time and anywhere at the worksite.

7. The Contractor shall be familiar with the policy for rapid response in emergencies on all SLSMC Property (see **Appendix 2 –** "**Protocol for Medical Emergencies & Rescue Services**").

4.4.2 First aid

1. The Contractor shall prepare a list of its first aid attendants, including those of his subcontractors.

2. The Contractor shall provide first aid assistance anytime there are workers working at an isolated workplace.

3. The Contractor shall ensure that there is a sufficient number of first-aid kits for the number of workers.

4. The Contractor shall maintain the proper order and cleanliness of all first-aid materials.

4.4.3 Rescue procedures

1. The Contractor shall provide written rescue procedures to the SLSMC Representative ten (10) days before work is to begin. These procedures shall comply with regulations issued by the governing bodies and any other directive issued by SLSMC.

2. Rescue equipment must be available at the site at all times.

4.4.4 Emergency transportation

1. The Contractor shall arrange for adequate emergency transportation of injured workers before commencing work at the site.

4.4.5 Fire prevention

1. The Contractor shall provide, at each worksite, a sufficient number of ABC or equivalent-type fire extinguishers to provide reasonable protection as required by work activity.

2. The Contractor shall ensure that all workers are familiar with the use of fire extinguishers.

3. The Contractor shall maintain a register of fire extinguisher inspections, as well as the location of extinguishers at the worksite.

4.4.6 Accident investigation

1. The Contractor shall, in the event of any incident or accident, notify SLSMC and, following discussion with SLSMC, notify HRSDC (Labour Canada), the Ontario Government Department of Labour, the WSIB and/or the CSST in writing as soon as possible and shall not disturb the accident scene until the investigation has been completed, unless it is necessary to do so in order to avoid exacerbating the injury or to prevent a recurrence of the accident.

2. Further to an accident or incident, or at the request of SLSMC, the Contractor shall not disturb the site and shall suspend operations in the specified area of the worksite until completion of the investigation or until the situation has been corrected, unless it is necessary to do so to prevent the situation from deteriorating or the reoccurrence of an event.

3. Upon completion of the work, the Contractor shall provide SLSMC with a list of the work accidents and incidents that occurred during the course of the work.

4. The Contractor shall conduct investigations into accidents and incidents, submit accident and incident reports to the worksite committee and implement the recommendations resulting from such investigations.

5. The Contractor shall submit to SLSMC an investigative report for all accidents and incidents including:

    1. the death of a worker;

    2. the injury of a worker or to several workers;

    3. the fall of an employee attached to a fall protection system;

    4. an employee losing consciousness as a result of electrical shock;

    5. the tipping over of or damage to scaffolds;

    6. a fire or an explosion;

    7. the need for rescue, resuscitation or any other emergency measures;

    8. property damage of $50,000 or more.

4.5 Working near locks

1. The Contractor shall comply with SLSMC procedure "**Yellow Line Rule**", a copy of which is included in **Appendix 3**.

4.6 Working near railway tracks

1. The Contractor shall ensure that no work is done within ten (10) metres of any railway track, or as required by the railway company, without the railway company's authorization. If such authorization is given, the Contractor shall comply with the procedures established by the railway company.

2. Since the Contractor's work may have repercussions on rail operations, SLSMC reserves the right to prohibit or halt, without prior notice, any work that has not been coordinated in advance with SLSMC personnel.

3. The Contractor shall ensure that no trucks or machines cross the railway track anywhere other than a level crossing, unless special precautions are taken with the railway company's authorization.

4. The Contractor shall not impede train movement and shall ensure that no person walks on the rails.

4.7 Work in confined spaces

4.7.1 Definitions

1. Confined space: Enclosed or partially enclosed space that

a) is not designed or intended for human occupancy except for the purpose of performing work;
b) has restricted means of access and egress, and;
c) may become hazardous to any person entering it owing to:
   – its design, construction, location or atmosphere;
   – the materials or substances in, or;
   – any other conditions relating to it.

4.7.2 Regulation

1. The Contractor shall ensure that work to be performed in a confined space is done in strict compliance with the "**Occupational Health and Safety Regulations"** adopted under the *Canada Labour Code* and amendments thereto and SLSMC procedures on confined spaces as more fully described at **Appendix 4 –** "**Confined or Restricted Spaces.**"

2. The Contractor shall complete and submit to SLSMC the permit for accessing confined spaces (see **Appendix 4 –** "**Confined or Restricted Spaces**").

3. The Contractor shall provide SLSMC with its written procedures for confined space work ten (10) days prior to the start of such work.

4. The Contractor shall ensure that only trained, qualified and authorized people enter a confined space.

4.8 Lockout and Tagging procedures

1. The Contractor shall comply with the lockout procedure of SLSMC, a copy of which is included in **Appendix 5 –** "**Lockout and Tagging Procedures**."

4.9 Diving activities

4.9.1 Regulation

1. The Contractor shall comply with Part XVIII – "Diving Operations" of the "**Occupational Safety and Health Regulation**", adopted under the *Canada Labour Code* and amendments thereto, Section 3.17 – "Underwater Work" of the "**Safety Code for the Construction Industry**" Regulation adopted under the Quebec *Occupational Health and Safety Act* and amendments thereto and/or the "Diving Operations" Regulation 629/94, adopted under the Ontario *Occupational Health and Safety Act* and amendments thereto, as applicable.

2. The Diving Contractor shall sign the "***Divers Release***" form, a copy of which is in **Appendix 6**, before starting underwater works or inspection. Such signature shall be obtained once per contract.

5. CONTROL MEASURES

5.1 Non Compliance With These Standards

1. Non-compliance with the standards set out in this document and the applicable legislations and regulations will not be tolerated by SLSMC.

5.2 Work stoppage

1. Failure by the Contractor, subcontractors or workers to respect established safety requirements may lead to temporary stoppage of the work, immediate suspension or termination of the Contractor, subcontractor or worker at fault, closure of the site until the situation is corrected or even removal of the Contractor, subcontractor or worker from the worksite.

2. Delays resulting from such closings and any resulting penalties shall be charged to the Contractor. The Contractor shall have no recourse against SLSMC in this regard and shall indemnify and hold SLSMC harmless as a result thereof.

3. No extension to the contractual work completion date will be granted as a result of any work stoppage resulting from a safety violation.

4. SLSMC may withhold payments to ensure correction of safety violations.

5.3 Safety compliance

1. The Contractor is responsible for ensuring compliance with all safety rules, standards, laws and regulations in effect.

2. Anyone, including SLSMC's employees and others, may remind the Contractor of its contractual and legal obligation to implement safety measures.

3. Governing bodies, such as the Ontario Government Department of Labour, the WSIB, the CSST and the HRSDC (Labour Canada) may intervene with the Contractor. SLSMC may also ask governing bodies to intervene as required.

6. POLICY TO PREVENT WORKPLACE ALCOHOL AND DRUG PROBLEMS

6.1 Application of Policy

1. The following provisions shall apply to the Contractor, subcontractors, workers, suppliers and visitors when on SLSMC Property. Because SLSMC's concern for health and safety also extends to the operations of the Contractor, subcontractors and suppliers, SLSMC also encourages the Contractor, subcontractors, workers, suppliers and visitors to have their own alcohol and drug policies.

6.2 Policy standards

1. The Contractor shall, as a minimum, ensure that his representatives, the subcontractors, workers, suppliers and visitors, remain free from any adverse effects of alcohol or other drugs and conduct themselves in an appropriate manner while conducting business on SLSMC Property. Having been informed by SLSMC of the provisions of this policy, the Contractor is expected to ensure that his subcontractors, workers, suppliers and visitors adhere to the following standards:

    - No use, possession, distribution or sale of illegal drugs or drug paraphernalia
    - No possession, distribution or sale of an alcoholic beverage and no use of any form of alcohol
    - Responsible use of prescribed and over-the-counter medications
    - No distribution, offering or sale of prescription medications
    - To report for duty and remain during the entire period of duty free of the negative effects of alcohol and other drugs, including the after-effects of such use

6.3 Consequences of violation

1. Failure of the Contractor or his workers to meet these standards will be considered a breach of the contract, and may, at SLSMC's sole discretion, result in an immediate suspension or termination of the contract or termination of the employee who committed the breach.

6.4 Policy violation procedure

1. Where a SLSMC employee has reasonable grounds to believe any individual in the employ of the Contractor or any other supplier of services is on duty in an unsafe condition or otherwise in violation of the policy, or where during the preliminary phase of any investigation such an individual has been identified as being directly involved in the chain of acts or omissions leading up to an accident or incident:

    - SLSMC will notify the Contractor or the supplier of services so that he escorts the individual(s) to a safe place.

    - The Contractor will investigate the situation.

    - The Contractor must satisfy SLSMC that there has been no policy breach.

    - If a policy breach has occurred, the individual will not be allowed to continue providing services to SLSMC without permission from an SLSMC official, and he/she will be required to adhere to any conditions governing his return.

7. FINAL PROVISION

1. This document has been prepared by SLSMC in order to facilitate the execution of works by Contractors in accordance with health and safety requirements provided by applicable legislation. SLSMC does not represent that this document is a complete document which sets out all applicable health and safety requirements provided by applicable law. As such, it is strongly recommended that each Contractor that is retained by SLSMC consult with its own legal adviser with respect to its health and safety obligations as provided by federal, provincial and local legislations.

Any questions related to this document are to be addressed to the Engineer, as defined in Clause GC1, Interpretation of "C" General Conditions.

Appendix 1

EMERGENCY TELEPHONE NUMBERS

The St. Lawrence Seaway Management Corporation

Corporation de Gestion de la Voie Maritime du Saint-Laurent

EMERGENCY TELEPHONE NUMBERS

NIAGARA REGION (WELLAND SHIP CANAL)

5911

MAISONNEUVE REGION (MONTREAL TO LAKE ONTARIO)

	{Internal number for requesting assistance}
Port of Montreal:	911
St.-Lambert:	[{2366}] 9-911
Côte Ste-Catherine:	[{2766}] 9-911
Lock 3:	[{33}] 9-911
Lock 4:	[{62}] 9-911
Kahnawake:	(450) 632-2010
Bridge 9:	(450) 377-1707
Bridge 10:	9-911
Iroquois:	9-911

Appendix 2

PROTOCOL FOR MEDICAL EMERGENCIES & RESCUE SERVICES

PROTOCOL FOR MEDICAL EMERGENCIES & RESCUE SERVICES

Should you have a medical emergency or rescue situation, it is critical that you respond quickly and orderly. The objective is to save lives.

STEP 1

When an accident has occurred, if possible, obtain the first aid kit or have someone bring it to the scene of the accident. Assess the situation appropriately.

Call, or have someone call the **EMERGENCY NUMBER**. Include the following details:

- Identify who you are
- Identify what services you require i.e. Ambulance, Fire Dept. etc.
- Give the exact location and status of the injured worker
- State if CPR and/or first aid is being performed
- Include the nature of the emergency- diving, electrical contact, fall, drowning etc., if conscious or unconscious
- Identify if any special equipment is required for the rescue i.e. air ambulance, Stokes Stretcher, crane

*Be sure to notify the injured worker and personnel providing emergency care that Emergency Personnel have been called.

**Note:

In Niagara Region (Welland Canal):
Navigation Season ⇨Notify SLSMC Traffic Control
Non-Navigation Season ⇨Notify SLSMC Camera Watch Traffic Control.

In Maisonneuve Region (Montreal to Lake Ontario):
At all times, advise the emergency personnel by calling 9-911.

STEP 2

Have someone go to a location i.e. Road entrance to structure to **direct** the Emergency Personnel to the right location. **In Niagara Region**, if possible, stay in contact with SLSMC Traffic Control.

STEP 3

Continue to provide emergency care (First Aid, CPR) to the injured worker until Emergency Personnel arrive. In Niagara Region, advise the SLSMC Traffic Control Centre of any changes in the injured workers condition.

STEP 4 (NIAGARA REGION ONLY)

When the injured worker is stable, and if you have time, it would be helpful to obtain the following information:

- Date, time of accident or onset of illness;
- Name of injured/ill worker including age;
- Chief complaint;
- Pulse and respiration;
- Any allergies;
- Medication;
- Past medical history;
- Time of last meal;
- Events at time of accident/illness;
- What first aid was given;
- Person(s) who provided first aid/CPR.

Appendix 3

YELLOW LINE RULE

YELLOW LINE RULE

1. PURPOSE

The purpose of the Yellow Line Rule is to address two (2) provisions under of the Regulations Respecting Health and Safety made under Part II of the *Canada Labour Code*. They are:

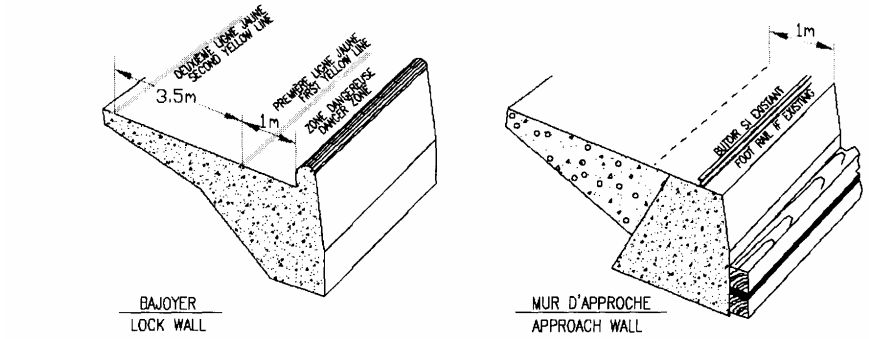
a. the requirement to use Lifejackets where there is a hazard of drowning; and

b. the requirement to use fall-protection where there is an unguarded structure that is more than 2.4 m above the nearest permanent safe level.

2. DEFINITION

Danger zone:

A danger zone has been defined and stretches one meter wide from the coping wall or the vertical edge of the approach wall. At each lock, this **ZONE** has been identified, where possible, by a painted yellow line on the lock wall.



3. PROCEDURE

a) The Canal Structures Operators assigned to the mooring of vessels or any other tasks pertaining to their regular duties, may carry out their work in this **ZONE** while respecting the mooring procedure. They must wear their life jacket during all the activities related to the passage of vessels and pleasure crafts in the lock and the mooring of vessels at approach walls.

b) All other workers must avoid this **ZONE**, unless they must accomplish specific jobs within this area. They must use the equipment listed in item 3 a), when one of the following conditions is present:

- when the water level is low;
- when the lock is empty; or
- when the activities demand several movements, for example, back to the lock in this **ZONE**.

c) No vehicle may circulate or be parked in this **ZONE**.

d) When there is a vessel in the lock, everybody, with the exception of the Canal Structure Operators, must stand behind the second yellow line located at approximately three-and-a-half-meter (3 ½ m) from the lock wall.

e) At all times, everybody must ask permission to the Canal Structures Operator before entering or circulating within the three-and-a-half-meter (3 ½ m) defined area or approaching a vessel in the lock.

f) Outside the navigation season, a vehicle can circulate or be parked in this **ZONE** only for inspection of the vertical face of the monoliths. The inspector can drive his vehicle at least 500 mm from the coping wall and stop it at each monolith for his inspection; but he must always stay inside while in that **ZONE**.

4. EQUIPMENT

a) Safety harness and a lanyard tied to a steel cable equipped with a turnbuckle, installed and secured between two bollards or tied to a secured point. The lanyard length shall not allow the movement to exceed the coping wall.

b) Life jacket when a safety harness cannot be used.

c) Removable and properly secured guardrails that can be installed on the edge of the coping wall during winter work.

d) For work performed inside the lock chamber, use a work platform and follow the regional procedure.

5. WHERE NO YELLOW LINES HAVE BEEN PAINTED

Where yellow lines have not been painted on tie up walls or docks, a one (1) metre restricted area from the face of the Wall or dock must be respected.

All personnel required to be within the one (1) metre RESTRICTED AREA on Lock Walls, Tie-up Wall or Docks etc. are required to wear life jackets or the appropriate fall protection.

Appendix 4

CONFINED OR RESTRICTED SPACES

CONFINED OR RESTRICTED SPACES

1. CONFINED SPACES DEFINED

Confined or restricted space: A space, which is, totally or partially closed, which at the same time:

a) is not designed or intended to be occupied by persons, except for the purpose of accomplishing a specified work;

b) has restricted means of access and egress, and

c) may become hazardous to an employee entering the space, due to:

- its design, construction, location or atmosphere,
- the materials or substances in it; or
- any other condition related to it.

Qualified person: A person who, because of his/her knowledge, training and experience, is qualified to perform a task properly and safely.

Marine Officer: Captain and Marine Engineer.

2. PREPARATION

a) The Contractor makes sure that every worker understands this procedure, that every one is familiar with the safety equipment to be used and is capable of operating a gas detector.

b) Workers agree on the steps to be taken and define individual roles and responsibilities.

c) The Contractor or his delegate issues a "Confined Space Entry Permit" to the employees assigned to work in a confined or restricted space. **This entry permit is compulsory**.

d) For the duration of the work performed in a confined or restricted space, at least two (2) employees must be on site - one does the work, and the other stands-by in the immediate vicinity, remaining in contact at all times with the person doing the work.

e) Employees use an adequate radio communication system.

f) All liquid in which the worker could drown has to be removed from the confined or restricted space except for the well of the lock dewatering pumps.

g) Before entering a confined or restricted space, the employee is responsible for the following:

(i) Analyze the air with an approved gas detector following the methods and procedures recommended by the manufacturer

In particular, a worker shall test the space for the following conditions:

- Oxygen deficiency
- The presence of toxic gases
- The presence of explosive gases

If the monitoring instrument alarms, do not enter the confined space. Advise your coordinator immediately.

(ii) **Enter the results of the analysis on the entry permit and sign it**;

(iii) Write all employees' name who do the work.

(iv) Post the entry permit near the access well.

(v) **Analyze the air each time he returns to the site of welding work**, oxygen cutting or work requiring the use of solvents, even if he has been absent for only a very short time.

(vi) **If the detector does not show an alarm**, the employee may then enter the confined or restricted space. The danger limits in a confined or restricted space are as follows:

Gas Alarm Symbol:	**[Min]**	**{Max}**
Oxygen 0_2	[19,5%]	{23%}
Carbon monoxide CO	{-}	{35 ppm}
Hydrogen sulphide H_2S	{-}	{20 ppm}
Flammable limits (LEL*)	{-}	{10%}

h) If flammable limits (*LEL: Lower explosive limit) are present, **the local fire prevention service should be called by the employee immediately.**

i) If the confined space has been evacuated due to:

- A concentration of more than 20% of the LEL (low explosive limit) of gas, the condition shall be reported to the appropriate co-ordinator immediately. The area shall be left barricaded as is and all planned work in the confined space cease until the condition is rectified;
- Concentration of toxic gas and/or lack of oxygen, acceptable mechanical ventilation equipment shall be used until tests show that the confined space is safe to enter.

j) If it is necessary to enter a confined space containing harmful gases, provided the gases are not explosive, approved respiratory equipment shall be used. A life line shall be attached to the employee and fastened outside the confined space so that the worker may be withdrawn in case of an emergency. **A Worker shall not enter a confined space if it contains an explosive gas.**

k) If, at any time, irritation of the eyes, nose or throat, difficulty in breathing, dizziness or ringing in the ears are experienced, all persons shall leave the

confined space and shall not return until the atmosphere has been tested and found safe using other testing instruments or re-calibrated equipment.

l) No smoking or open flame is permitted in a confined space until it is established that no gas hazard exist.

m) If the oxygen (0_2) level is low or hydrogen sulphide (H_2S) or carbon monoxide (CO) is detected, the following steps must be taken:

- Ventilate the confined or restricted space, and
- Analyze the air again after 10 minutes and every 10 minutes thereafter, until the air in the confined or restricted space returns within acceptable limits. It is then possible to enter the confined or restricted space using personal protective equipment and a gas detector.

n) When visual contact is to be lost, make arrangements with the employee who is outside the confined or restricted space concerning the maximum period of time required for the work or the inspection. Once this time is expired, the employee who is outside will try to contact the worker and, failing a reply, he shall follow the emergency procedure.

3. EQUIPMENT

Use only equipment certified by the Canadian Standards Association (CSA) or equipment approved by an Engineer.

a) Fall arresting, self-blocking "NT-Sala SB-xxx Type" or a CSA certified equivalent, Class "C".

b) CSA certified safety harness.

c) CSA certified gas detector, calibrated to the manufacturer's requirements.

4. WORKING PROCEDURE

a) Keeps clean the entrance to confined or restricted spaces.

b) Carry a gas detector and wear an adequate safety harness firmly attached to the fall-arresting, self-blocking mechanism, attached to a fastening devise outside the confined or restricted space. Keep constant communications between the employee outside the confined or restricted space and the worker for the duration of the work.

c) Aboard a vessel, an employee entering a confined or restricted space must be accompanied and supervised by a Marine Officer, and a crewmember must remain at the entrance of the confined or restricted space at all times.

d) The following steps are required for the duration of welding work and work requiring the use of solvents:

- Ventilate the confined or restricted space from the beginning to the end of the work, and wear personal respiratory protection equipment.

- Use only electric tools that are double insulated or use a ground-fault detector with the tool

5. EMERGENCY PROCEDURE

a) Providing it does not put anyone in danger**, never leave an injured or sick employee alone**, in a confined or restricted space.

b) Call the local fire department (if applicable) and give as many details as possible on the type of situation, the exact location, and specify that the emergency situation is occurring in a confined space.

c) Request help from SLSMC Canal Structures Operator and other colleagues to direct the emergency team to the proper site.

d) Move all motor vehicles that can stop the emergency crews from doing their job efficiently.

e) Once the situation is under control, during normal working hours, inform the SLSMC Co-ordinator, the SLSMC Manager and the SLSMC Occupational Health and Safety Advisor of the situation. Outside those hours, inform the person who is on call.

CONFINED SPACE ENTRY PERMIT

SECTION A: GENERAL INFORMATION	**WORK ORDER NO.:**
1. LOCATION/SPACE DESCRIPTION :	
2. WORK TO BE PERFORMED IN SPACE :	
3. REVIEW REG. PROCEDURE ON CONFINED & RESTRICTED SPACES:	
4. WORK COORDINATED BY :	
5. DATE PERMIT ISSUED :	6. PERMIT EXPIRATION TIME :

SECTION B : AIR MONITORING EQUIPMENT USED	
7. ANALYSES PERFORMED BY :	**8. MINIGAS NEOTRONICS NO.:**

SECTION C : AIR TESTING RECORD									
9. CONTAMINANT	**10. UNSAFE RANGE**	**Air test reading**	**Date/Time**		**Initials of tester**	**Air test reading**	**Date/Time**		**Initials of tester**
a. % Oxygen	Less than 19.5% or more than 23%								
b. % LEL	More than 10%								
c. Carbon Monoxide	More than 35 ppm								
d. Hydrogen Sulphide	More than 10 ppm								

SECTION D : EQUIPMENTS NECESSARY TO PERFORM AUTHORIZED ENTRY									
11. PERSONAL PROTECTIVE EQUIPMENT	**Required**		**Used**		**12. OTHER EQUIPMENT**	**Required**		**Used**	
	No	**Yes**	**No**	**Yes**		**No**	**Yes**	**No**	**Yes**
a. Protective clothing					a. Lighting				
b. Protective helmet					b. Tools with GFCI				
c. Protective gloves					c. Double isolation tools				
d. Safety shoes					d. Portable ventilation				
e. Hearing protection					e. Barrier/sign				
f. Respiratory protection					f. Fire extinguishers				
g. Safety glasses					g. Rescue equipment (Iroquois only)				
h. Fall protection (harness, Sala, etc.)					h. Communication radios				

SECTION E : OTHER ELEMENTS NECESSARY FOR AUTHORIZED ENTRY					
13. ELEMENT	**Required**		**Performed**		**14. IF SPACE IS EVACUATED FOR ANY REASON DURING WORK ACTIVITY, EXPLAIN :**
	No	**Yes**	**No**	**Yes**	
a. Lock-out procedure - electrical :					
b. Lock-out procedure - mechanical :					
Other					**BY:**

15. SIGNATURE OF EMPLOYEES PERFORMING WORK:	
a.	b.
c..	d.
THIS PERMIT IS VOID WHEN HAZARD CONDITIONS WITHIN THE SPACE CHANGE	

EMERGENCY PROCEDURES
CONFINED OR RESTRICTED SPACES
IN NIAGARA REGION (WELLAND CANAL) ONLY

If the gas monitor alarms vacate the area immediately.

RESCUE AN INJURED WORKER – (Air quality not an issue)

Step: 1
- Watcher (Top man) to advise other worker at top to call emergency number
- Person that calls emergency number to direct emergency services to accident site by going to lock entrance and waiting.

Step: 2 **MEDICAL ASSESSMENT – Can Injured Worker Be Moved?**

IF NO

Top Man to enter confined space and commence first aid and continue until emergency services arrive and they take responsibility for medical treatment.
- Second Man to set up rescue equipment.
- Once emergency services has stabilized and secured victim for rescue the retrieval equipment will be attached to victim (Body Harness / Stokes Stretcher).
    - Fire Department may commence rescue at their discretion.

IF YES

- Set up rescue equipment
- Rescuer will enter confined space to connect retrieval equipment to injured victim's body harness
- Top man will start to extract victim.
- Rescuer will leave confined space to assist.

Step: 3 **Commence First Air / CPR and continue until emergency services arrive and they take the responsibility for medical treatment.**

EVACUATION DUE TO AIR QUALITY (Victim is unconscious & must be retrieved)

Step: 1 Watcher (Top man) to advise other worker at top to call emergency number.
- Person that calls emergency number to direct emergency services to accident site by going to lock entrance and waiting.

Step: 2 Top man & rescuer to set up rescue and air supply equipment.

Step: 3 Rescuer with respirator and air supply will enter confined space to connect retrieval equipment to unconscious victim's body harness.

Step: 4 Top man will start extraction of victim.

Step: 5 Rescuer will leave confined space to assist.

Step: 6 CPR to commence as soon as victim is extracted.

CPR to continue until emergency services arrive and they take responsibility for medical treatment.

Appendix 5A

NIAGARA REGION LOCKOUT AND TAGGING PROCEDURES

NIAGARA REGION (WELLAND CANAL) LOCKOUT & TAGGING PROCEDURES

1. POLICY

When a worker is required to perform work where it is necessary to place any part of his body in an area that would be hazardous in case of accidental startup or movement, he must ensure personally (or through the actions of his Coordinator) that the equipment and all interconnecting equipment are electrically Locked-Out and Tagged and that all other energy sources are neutralized.

2. PURPOSE

The purpose of the Lock-Out & Tagging procedures is to:

a) ensure positive protection for individuals working on equipment by rendering positively inoperative the appropriate switches which activate that equipment; and

b) prevent accidental or inadvertent startup before the equipment is ready, thereby avoiding possible injuries to personnel, as well as mechanical damage; and

c) restrict access to certain equipment at particular times of the year.

3. GENERAL PROCESS/OVERVIEW

Navigation Season:

If repair work is likely to last more than one day the Contractor taking control of the equipment will lock out using the Contractor's lock complete with tag. The workers then working on the equipment will place personal/crew lock complete with tags identifying who is on site.

When the job is finished for the day, the personal/crew locks and tags will be removed, leaving the Contractor lock and tag in place.

In the case when the job will be completed within the same day, the need for the Contractor's lock is eliminated.

Non-Navigation Season:

When the canal is shutdown for the winter, all equipment that is in operating condition will be locked out with a maintenance lock. When work is required to be done on this equipment, the Contractor taking control for the equipment will remove the maintenance lock and replace it with one of its locks.

From this point on the same procedure as identified for the **Navigation Season** would apply.

4. LOCKS

Three (3) types of locks are described in these Lock-Out & Tagging Procedures. They are,

- **Personal/Crew Locks**
- **Contractor Locks**
- **Maintenance Locks**

Personal/Crew Locks:

Personal/crew locks shall be used whenever anyone is going to work on a piece of equipment. A tag will indicate the personnel present at the site of the equipment.

Crew Locks shall be used in situations where it is not practical for control purposes to issue personal locks to each worker.

The crew leader will ensure that each member of the crew is recorded on the tag when the equipment is locked out. He will also ensure that each member of the crew is clear before the lock is taken off and the equipment is re-energized.

Contractor Locks:

Contractor Locks shall be used when work is to continue the next day or at some time in the future and the equipment is to remain out of service. They will indicate the Contractor who has control of the equipment.

Maintenance Locks:

These locks will be used when equipment is decommissioned for winter works. They will indicate equipment that is not in service but operable.

5. LOCK-OUT & TAGGING PROCEDURES

a. Before turning off the power, the worker shall get clearance from the equipment operator, e.g. Lock supervisor, Bridge operator, except in an emergency.

b. Motor lock-out switches or any other electrical switches shall never be pulled while under load, except in an emergency, because of the possibility of arcing or even explosion.

c. For electrical disconnect, pull handle with left hand.

d. The Worker/Crew Supervisor placing the first lock in a Lock-Out Procedure shall attach,

i. a Multiple Locking Device; and

ii. the Approved Personal Lock; and

iii. a DANGER "LOCK-OUT" Tag indicating

- the worker's/crew's name,
- Contractor responsible,
- the nature of the work, and
- the date.

e. Each worker/crew working on the equipment must place their personal/crew lock and tag on the multiple locking device.

f. Should a worker/crew be required to work on a piece of equipment already locked out, they must also attach their personal/crew locks and tag to the multiple locking device on the equipment.

g. It is the responsibility of the worker/crew supervisor using the last spot on the multiple locking device to add another.

h. All kinetic and potential energy shall be isolated, blocked, supported, retained, or controlled to the extent that such energy will not be released unexpectedly. If in doubt regarding the location of all power sources, consult supervision.

i. Steam, air, gas and hydraulic power shall be locked-out by chains attached to the valves, or valves with built lockout devices.

j. The pressure between the lock-out and the equipment in pneumatic and hydraulic power must be reduced to zero to eliminate the possibility of the machine cycling. The pressure should be released slowly, to avoid injury, through the bleed-off valve.

6. TEST

Note: Workers should have the power transferred from the Operator's control Panel to the local station for this test.

The worker/crew leader placing the first lock in a lock-out procedure shall,

a. ensure that all power sources are disengaged and neutralized; and

b. ensure that the motor lock-out switch cannot be moved to the "ON" position; and

c. try the machine controls themselves as a test that the locked-out switch has actually disconnected the power. (Exercise extreme caution as this test is being performed, making certain that other persons are not exposed to hazards created by equipment that might be moved). Press the "OFF" button once this test has been completed.

A test is not necessary if the equipment is already locked-out and the worker is adding his personal lock and tag to the multiple locking device.

7. WORKING ON MOVING EQUIPMENT

Where it is not possible to lock out equipment because it is necessary to inspect or service it while moving, the worker / crew shall ensure that they have a means to **immediately stop** the equipment in the event of an emergency.

In machine rooms a crew member shall be stationed at the **Power Disconnect Switch (PDS)** of the moving equipment.

On vertical lift and bascule bridges the workers / crew shall be in **radio communications** with the Bridge Operator/Lock Personnel.

8. PERSONAL LOCK AND TAG REMOVAL

a. **The removal of a personal lock by anyone other than the worker to whom it was issued is not permitted unless every effort has been made to locate this worker***. Only his Manager or Coordinator may remove the lock. Before authorizing the operation of the equipment, the supervisor must ensure that it is safe to use. **** Note: If a lock is removed in this manner, an incident report must be completed outlining the circumstances and forwarded to the appropriate Worksite Committee with copies to the Manager and a copy for the Coordinator completing the form.***

b. Personal/crew lock(s) & tag(s) shall be removed only when all personnel are clear of equipment and when the equipment is ready to operate or when a department lock is left in place.

c. If the work is to be continued the next day or at some time in the future and the equipment is to remain out of service, a department lock shall be used to lock-out the equipment.

A tag shall indicate,

- the Contractor responsible,
- the nature of the work, and

- the date.

a. Disconnect switches tagged **DANGER "LOCKED-OUT"** are not to be operated until clearance has been given and the tag removed by the worker responsible for placing it.

b. The foreman shall not remove a crew lock until all of the workers are clear of the equipment.

c. During his normal working hours, the worker shall advise his immediate supervisor when the equipment is back in service. At other times, the worker shall advise the Service Team Coordinator or Traffic Controller on duty when the equipment is back in service.

Appendix 5B

MAISONNEUVE REGION LOCKOUT AND TAGGING PROCEDURES

MAISONNEUVE REGION (MONTREAL TO LAKE ONTARIO)
LOCKOUT & TAGGING PROCEDURES

The St. Lawrence Seaway Management Corporation
Corporation de Gestion de la Voie Maritime du Saint-Laurent

Maisonneuve Region Région Maisonneuve

Regional Procedure **01**

TITLE : **Lockout of Machinery**

GOAL : This procedure supersedes instruction 58C dated March 23, 1993. It applies to maintenance work on Seaway structures (locks, bridges, regulating works, etc.) during both navigation and non-navigation periods. Every employee must lockout machinery when his safety is threatened (contact with moving parts, etc.). However, **employees must inform the Canal Structures Operator or the Bridge Operator at all times** whenever performing work on machinery or structures during the navigation season.

1. DEFINITION

Applicant: Employee who is doing work or inspection on the machinery.

Responsible for the team: Co-ordinator, team leader or employee who in the team is appointed responsible for the work.

2. PREPARATION :

Shutdown of machinery:

a) The applicant must notify the Canal Structures Operator or the Bridge Operator of his intention to shut down the machinery, informing him of the type of work to be performed, the approximate length of the machinery shutdown and must obtain his consent. The operator must agree on the appropriate mode of communication with the applicant.

b) The applicant may obtain the services of an electrician to cut off the power supply to the machinery (open the cut-off switch) when necessary.

c) The applicant must install his padlock on the main circuit breaker or on the cut-off switch machinery concerned and must release any residual stored energy, if applicable, (electric, pneumatic, hydraulic or mechanical).

d) **When doing a one-day job** and when many employees work on the machinery, each employee must install his padlock and take it off when the work is finished.

e) **When doing a job which will last more than one day**, the responsible for the team must install a "crew padlock" at the power supplies of the concerned equipment. He must complete the **"DO NOT OPERATE"** tag and attach it to the padlock. The tag must clearly identify which machinery is out of service, the name of the responsible person and the date. In addition to the crew padlock, each employee shall install his personal padlock at the beginning of each shift and take it off at the end of each shift.

f) At the end of the work, the last person who removes his padlock must advise his supervisor who will remove the "crew padlock". He will request the services of an electrician, if necessary, to restore the equipment to operation and run tests.

g) Each applicant must advise the Canal Structures Operator or the Bridge Operator at the end of the work.

3. WORK PERFORMED BY CONTRACTORS (DIVING AND OTHER WORK) :

a) The technician (inspection) or the supervisor for the concerned equipment (electrical or other) and the person in charge of the Contractor's team must padlock the machinery and attach the duly completed **"DO NOT OPERATE"** tag to the padlock.

b) During work requiring the assistance of divers, the manager will delegate a responsible person to ensure the safety of these workers and the responsible person will check if the machinery is padlocked. The Contractor must sign the form "Diver's release". (See Appendix 1).

c) They may obtain the services of an electrician to cut off the power supply to machinery if judged necessary.

d) When work is completed, if necessary, they will request the services of an electrician to restore the machinery to operation and run tests.

4. ISOLATION OF ELECTRICAL EQUIPMENT :

The maintenance employees (electrical and electronic) must follow the following procedure:

a) To perform any work on electrical equipment, the employee must cut off the power supply at its main source. He must:

- Open the main breaker and make sure that it is in the **"OUVERT"**, **"OPEN"** or **"OFF"** position.
- Immediately install his locking device lock and padlock.
- Check with a voltage tester to make sure the equipment is electrically isolated.

b) When more than one electrician is performing work on electrical equipment on which the power has been cut off, each employee must attach his padlock to the equipment-locking device.

5. GENERAL INSTRUCTIONS :

a) Every new employee must receive specific training on padlocking.

b) When we open or close a disconnect switch, never place yourself in front of the panel when doing the manoeuvre.

c) Supervisors must hold refresher sessions through toolbox meetings to answer employees' questions.

d) Co-ordinators make sure that the padlocking procedure is followed adequately.

e) Each employee working on a specific piece of equipment must ensure that his padlock bears identifying marks and each padlock will have only one key. In addition, each employee is entirely responsible for the use of his padlock.

f) It is forbidden to install or remove another employee's padlock.

g) Each employee shall keep the key to his padlock in his possession.

h) When an employee leaves work and forgets to remove his padlock, he shall return to the work site at his own expense to remove it. He shall not receive any pay for this.

i) When an employee leaves work and it is impossible for him to remove his padlock, **only the manager may cut it if after investigation**. The report (see Appendix 2) shall be completed.

Vice-President

Signed by:

Richard J. Corfe

2001-06-20

Encl : *Divers Release*
Investigation before Cutting a Padlock

APPENDIX 1

DIVERS RELEASE

The undersigned who employ experienced professional Diver(s), hereby undertake to do certain work under water as required by The St. Lawrence Seaway Management Corporation (SLSMC) in accordance with all legally applicable safety requirements including those of the Canadian Standards Association (CSA) - Occupational Safety Code for Diving Operations - Number Z275.2, latest edition, and any CSA successor Standards at the rate of $ _____ per _____, Purchase Order or Contract № _____ to include the cost of all insurance according to the Insurance Conditions "I", supply and operation of all required equipment and a minimum crew of at least three persons to be present on each dive site. Two persons shall be divers and the third one shall assist the diveers and may summon emergency aid if required. The undersigned further agree to pay the divers and assume all risks in connection with or involved in the said work, and shall indemnify and save The SLSMC and Her Majesty in Right of Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the undersigned and those of the attending Divers, including other crew members whose services are retained by the undersigned.

Signed at _____ this _____ day of _____

WITNESS

NAME OF COMPANY OR PERSON

APPENDIX 2

INVESTIGATION BEFORE CUTTING A PADLOCK

The purpose of this APPENDIX is to obtain the information necessary before cutting a padlock which has been used to padlock machinery.

NAME OF EMPLOYEE: .....

PADLOCK Nº: .....

REASONS: .....

.....

.....

.....

.....

SIGNATURE OF THE MANAGER *DATE*

Appendix 6

DIVERS RELEASE

The St. Lawrence Seaway Management Corporation

Corporation de Gestion de la Voie Maritime du Saint-Laurent

DIVERS RELEASE

The undersigned who employ experienced professional Diver(s), hereby undertake to do certain work under water as required by The St. Lawrence Seaway Management Corporation (SLSMC) in accordance with all legally applicable safety requirements including those of the Canadian Standards Association (CSA) - Occupational Safety Code for Diving Operations - Number Z275.2, latest edition, and any CSA successor Standards at the rate of $ _____ per ___, Purchase Order or Contract № _____to include the cost of all insurance according to the Insurance Conditions "I", supply and operation of all required equipment and a minimum crew of at least three persons to be present on each dive site. Two persons shall be divers and the third one shall assist the diveers and may summon emergency aid if required. The undersigned further agree to pay the divers and assume all risks in connection with or involved in the said work, and shall indemnify and save The SLSMC and Her Majesty in Right of Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the undersigned and those of the attending Divers, including other crew members whose services are retained by the undersigned.

Signed at _____ this _____ day of _____

_____ WITNESS

_____ NAME OF COMPANY OR PERSON

_____ SLSMC REPRESENTATIVE

Appendix 7

SERVICE PASS

CORPORATION DE GESTION DE LA VOIE MARITIME DU SAINT-LAURENT

THE ST. LAWRENCE SEAWAY MANAGEMENT CORPORATION

LAISSEZ-PASSER DE SERVICE CONDITIONS D'ÉMISSION

SERVICE PASS CONDITIONS OF ISSUANCE

La personne qui détient ce laissez-passer s'engage, en l'utilisant, à tenir la Corporation de gestion de la voie maritime du Saint-Laurent indemne et à couvert de toutes réclamations et demandes, pertes, frais, dépenses, dommages ou blessures, quelle qu'en soit la cause résultant de l'accès autorisé.

Le laissez-passer permet au détenteur de pénétrer sur la propriété de la Corporation aux fins d'effectuer des affaires légitimes. Il ne permet pas l'accès à tout autre ouvrage ni de faire de sollicitation d'aucune sorte.

NOTE IMPORTANTE

Veuillez vous assurer de lire attentivement l'engagement suivant :

Demande de laissez-passer effectuée au nom d'une personne morale (entreprise, association, institution, etc.)

Lorsqu'une demande de laissez-passer est effectuée au nom d'une personne morale telle une entreprise, une association, une institution, etc., cette personne morale se porte garante de la fiabilité et de l'irréprochabilité de toute personne pour laquelle elle demande un laissez-passer.

La demande de laissez-passer doit être présentée en personne:

1. *Écrite sur du papier portant l'entête de l'entreprise, association, institution, etc.,*
2. *Le demandeur doit présenter une pièce d'identité personnelle reconnue avec photo.*
3. *Dans le cas d'une demande de laissez-passer multiples, la condition suivante s'ajoute : toutes les personnes pour lesquelles une demande de laissez-passer est soumise sont tenues de signer le présent formulaire et de fournir leur numéro de permis de conduire ou d'assurance-maladie*

The use of this pass is conditional upon agreement by the person to whom it is issued to indemnify and save harmless the St. Lawrence Seaway Management Corporation from and against all claims and demands, loss, cost, expenses or injury arising out of the permitted access, however caused.

This pass permits the holder entry to the Corporation's property as noted for the purpose of carrying out legitimate business. It does not permit entry to any other canal structure nor does it permit solicitation of any kind.

IMPORTANT NOTICE

Please carefully read the following commitment:

Request for a pass made on behalf of a legal entity (company, association, institution, etc.)

When a request for a pass is made on behalf of a legal entity such as a company, an association, an institution, etc., this legal entity vouches for the reliability and honesty of each person for whom a pass is requested

A request for a pass must be presented in person:

1. *Written on letterhead of the company, association or institution requesting a pass,*
2. *The person requesting a pass must present a photo identity.*
3. *If the request of pass concerns several persons, the following condition is added: Each person needing a pass is requested to sign the present form and provide the number of his/her driver's licence or health insurance card.*

ACCÈS À :	_____	ACCESS TO:
LAISSEZ-PASSER N° :	_____	PASS N°:
ÉMISSION / ÉCHÉANCE :	_____	ISSUANCE / EXPIRY:
N° IDENTIFICATION :	_____	IDENTIFICATION:
SIGNATURE :	_____	SIGNATURE:
NOM (lettres moulées) :	_____	NAME (printed):
ADRESSE DE L'ENTREPRISE :	_____	COMPANY'S ADDRESS:
	_____	