

Request for Proposal

General Contractor

Fishing Lake Metis Settlement is seeking a General Contractor to lead the construction on all upcoming Housing Projects

The scope of work includes:

- Repairs
- Renovations
- Extensions

The successful applicant will need to adhere to the current Contractor's Policy and must obtain a FLMS Business License for 2018.

The Contractor's Safety Package and the 2018 Business License Application can be obtained online at <https://flms.ca/our-government/permits-applications/> or from Reception

Must employ local laborers from the community

Please submit all proposals to the Administrator Ryck Chalifoux, by March 8, 2018 at 12:00 PM via Email, Fax, Mail or in Person

Fishing Lake Metis Settlement

General Delivery

Sputinow AB, T0A 3G0

Telephone: 780-943-2202

Fax: 780-943-2575

Email: Administrator@flms.ca



Fishing Lake Metis Settlement Contractors Policy#002/2016

Purpose:

The purpose of this policy is to create a process for the hiring of local and outside contractors for the Fishing Lake Metis Settlement.

Public Postings:

All bids for contract services over \$2000.00 will be posted on the Fishing Lake web site/social media pages and public posting areas in the Settlement office/post office and LED Sign, preference will be given to residing members. Bids must be posted for a minimum of 10 business days.

All bids must indicate:

- 1) Project name;
- 2) Who the bids are to be submitted to, employee/department;
- 3) Deadline date/time and date of when the bid was posted;
- 4) Scope of work for project;
- 5) Deadline of project if applicable;

Receipt of Bids:

All bids are to be submitted to the assigned employee/department and are to be stamped with the date received.

Criteria:

In determining which members to support in pursuing business opportunities arising in relation to the Third Party Contracts, the Fishing Lake Metis Settlement will consider the following factors:

1. Businesses shall be required to provide monthly proof of compliance with all Occupational Health and Safety regulations, and providing satisfactory proof of worker's compensation coverage (WCB).
2. Businesses shall be required to provide monthly proof of automotive insurance, and the minimum amount of \$3 million liability insurance.
3. Businesses may be required to complete a pre-qualification process prior to bidding on a project.
4. Businesses shall be expected to obtain and complete the Contractor Safety Package where applicable:

- I. Hot Work Permit
- II. Fire Watch Form
- III. Confined Space Entry Permit

IV. Restricted Space Entry Permit
V. Contractor Acknowledge Form

5. Businesses shall be required to provide proof of trained and competent workers, annually safety certified equipment (i.e Grader) as well as maintenance schedules to perform the work required.
6. Preference will be given to businesses owned and operated by resident members. In this regard, businesses with a higher percentage of resident member ownership will be given preference over businesses with non-resident members or non-members. Documentation in the form of corporate records confirming ownership of the business shall be required.
7. Preference will be given to businesses that employ resident members. In this regard, businesses that employ a higher percentage of members will be given preference over businesses that employ non-members. Documentation identifying the employees of the business will be required.
8. Preference will be given to businesses with a proven record for performing reliable and dependable work, fair treatment of workers and provision of adequate safety measures. It is recommended that any documentation (eg. Letters of reference, confirmation of membership in business organizations, safety manuals) that would prove that this item has been submitted.
9. Bids must have a complete financial breakdown of all project costs.
10. For smaller work bids, please reference the Business License Bylaw 004/2016, ALL applicants must have a business license and provide proof of compliance. (ie. Food handling certificate)

Selecting/opening of bids:

The bid that best meets the needs of the Settlement project in terms of ability to complete to satisfaction and lowest price shall normally be accepted, unless the Settlement Administrator deems it in the best interest of the Settlement to choose otherwise.

All bids will be opened 24 hours upon closing of the deadline date specified in the posting. Only the successful applicant will be notified via phone call and formal letter.

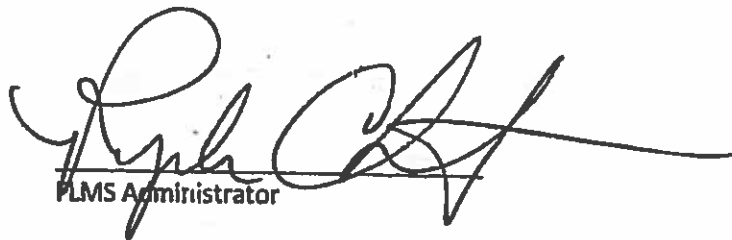
Process of bids and applicants must be submitted to Council after decisions have been made for Council clarity on projects.

Contracts:

Once the successful applicant has been chosen the employee/department will be responsible for creating the contract and obtaining signatures from the Settlement Administrator and contractor.

Date of Adoption: _____

Date: November 15, 2016


PLMS Administrator

{SEAL}



FISHING LAKE METIS SETTLEMENT BUSINESS LICENSE APPLICATION

This application for a business license is under the provision of the Fishing Lake Metis Settlement By-law No.FLMS910017 (To establish and operate a permanent business within the Fishing Lake Metis Settlement area.)

COMPANY NAME: _____

OWNERS OF COMPANY 1. _____ % _____

2. _____ % _____

3. _____ % _____

***Please Note* It is mandatory to fill out all information on this application**

Incorporation No. _____, **Expiring** _____ **20** _____

Address _____ **Postal Code** _____ **Prov.** _____

Legal Land Description: _____

Daytime Telephone # (____)-____-____ **Cell:** (____)-____-____

Are you a Member of The Fishing Lake Metis Settlement? Yes _____ No _____

What kind of goods or services do you provide? (Please explain)

Date: _____, **20** _____ **Name: (Please Print)** _____

Signature: _____

Fishing Lake Metis Settlement BUSINESS LICENSE APPLICATION PART 2
List of trucks trailers and equipment used in your Business

1. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

2. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

3. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

4. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

5. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

6. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

7. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

8. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

9. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

10. _____, Year _____ Plate _____
VIN# _____ color _____
Insurance Company Name _____ Policy # _____ Exp. _____

If more than 10 please use back side of form

Date: _____ Name (printed) _____ Signature _____



FISHING LAKE METIS SETTLEMENT

Contractor Safety Package



The following package is developed for all contractors of the **Fishing Lake Metis Settlement** with the emphasis on workplace safety for all **Fishing Lake Metis Settlement** employees, contractors, sub-contractors and the general public.

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I. Introduction

The purpose of this document is to establish guidelines to aid Contractors and their personnel in complying with the Occupational Health and Safety Act, Regulation and Code as well as the **Fishing Lake Metis Settlement** own health and safety management system. It is absolutely necessary that these guidelines are reviewed by each and every contractor and subcontractor involved in all jobs. Each contractor is responsible to advise their own employees of these guidelines and ensure they understand their responsibilities towards workplace safety for everyone involved in each project.

The Contractor and Sub Contractor, while working at the **Fishing Lake Metis Settlement** will adhere to all Provincial, Federal and Municipal Legislation as it applies to Occupational Health and Safety. This includes the Provincial Fire Code, Occupational Health and Safety Act, Environmental Legislation, City By-Laws as well as the **Fishing Lake Metis Settlement** health and safety management system.

The **Fishing Lake Metis Settlement** Health and Safety Manager is responsible for bringing a contractor on site and will manage the Contractor Packages. All Contractors and Sub Contractors will report to the Health and Safety Manager or designate. The **Fishing Lake Metis Settlement** will take all reasonable steps to prevent personal injury/illness and



maintain a safe work environment by integrating a workplace health and safety management system into all facets of the organization. The **Fishing Lake Metis Settlement** asks each contractor to actively participate in our program and integrate with their own safety management system to help prevent any workplace incident.

Contractors and Sub-Contractor Responsibilities

All Contractors have safety responsibilities while working on or around the **Fishing Lake Metis Settlement** facilities and infrastructure. It is the Policy of the **Fishing Lake Metis Settlement** that all contractors and sub contractors employed by the **Fishing Lake Metis Settlement** will ensure:

- The Contractor and all employees will comply with Health and Safety Legislation;
- Contractor employees are trained in Safe Work Practices;
- All work areas and locations are maintained in a safe condition;
- All equipment is maintained in a safe operating condition;
- All employees will work in a safe manner;
- All employees will report hazardous conditions to their Manager who will forward all unsafe condition reports to the **Fishing Lake Metis Settlement** Health and Safety Advisor;
- All employees will immediately report incidents, accidents and property damage to their Manager and the Housing or Public Works Manager;



- All employees will comply with the company's safety standards, practices and procedures, the **Fishing Lake Metis Settlement** standards and practices and the OH&S Code, or which ever has the highest safety standards.

On-going Contractor Responsibilities include:

- Contractors and their employees **MUST** understand and comply with the Occupational Health and Safety Act.
- Contractors **MUST** produce a WCB Clearance Letter annually to the **Fishing Lake Metis Settlement** to prove they are in "good standing" with the WCB.
- Contractors and their employees **MUST** read our Health and Safety Policy Statement, understand it and comply with its intent.
- Contractors and their employees **MUST** attend the contractor orientation prior to starting any major Project. If the contract is of a permanent or long term in nature, (where the contractors employees are on site daily) the contractor and their employees are to attend a contractor orientation every second year.
- Contractors must follow **Fishing Lake Metis Settlement** lock out procedures (or their own companies lock out procedures if more encompassing) when servicing and performing maintenance on equipment;
- Use or wear personal protective equipment where necessary;



1.1 - Health & Safety Policy

Fishing Lake Métis Settlement regards the safety and health of its employees and contractors as a matter of highest priority and is committed to a safe working environment. We will conduct our business on the principle that our work is never so urgent or important that we cannot take the time to do it safely. An injury and accident free workplace is our goal.

Employees at every level, including contractors, are responsible and will be held accountable for continually adhering to the Settlement's health & safety program and all relevant legislation. Complete and active participation by everyone, every day, in every job is necessary for the safety excellence the Settlement expects. Management supports the coordination of safety amongst all workers.

To ensure the success of the program management will:

- ensure each employee is familiar with the Settlement's health and safety program and expectations, and are provided specific training to perform their job tasks safely.
- ensure workers demonstrate competency before being permitted to commence work.
- Immediately address any unsafe acts or conditions and when required, stop work until the unsafe act or condition is effectively resolved.
- Ensure that reports of "imminent danger" are appropriately addressed in a timely manner.

All contractors on our site are required to comply with all applicable legislation (eg.WCB Regulations OH&S Regulations and Codes), and provide supervision for their employees working on our sites.

WORKING TOGETHER WE WILL ACHIEVE OUR SAFETY GOALS

Signature: _____

Date: _____



II. General Guidelines

A. WCB / Insurance Coverage

The contractor must provide a WCB Clearance Letter annually to the **Fishing Lake Metis Settlement** to prove they are in “good standing” with the WCB. Clearance letters are required prior to being awarded any short term or long term contract. The date shown on the Clearance Letter must be within 30 calendar days from the start of the contract.

Contractors are required to maintain General Liability insurance, with a minimum coverage of two million dollars (\$2,000,000.00).

B. Site Hazard Assessments

All contractors must assess the risk present and anticipated for all jobs. This may include assessing hazards of the job site, hazards created by the work being performed, hazards that may be brought in by the contractor, hazards developed due to environmental considerations, as well as hazards associated with tools and or equipment. The **Fishing Lake Metis Settlement** reserves the right to request formal hazard assessments completed by the contractor for any and all jobs. If the contractor does not have a formal hazard assessment process the Public Works or Housing Manager or designate will provide a formal assessment tool and training to the contractor to ensure a thorough understanding of risk assessment is completed prior to high hazardous work.



C. General Safety and Training

Contractor personnel must only do work for which they are trained and competent to do. Trades Labour (electricians, plumbers, h-vac, etc) must hold current certification. Proof of contractors employees training will be requested from all contractors. (ie WHMIS, First Aid, Confined Space Entry, Aerial Lifts, Scissor Lifts, etc) Long term contractors must provide a copy of the training certificates to the Manager that hired the contractor. All contractors are encouraged to develop and maintain a current safety management system and may be asked to provide proof of their system.

All contractors and their employees are required to participate in the **Fishing Lake Metis Settlement Contractor Orientation**.

All overhead work with potential fall hazards must be roped off or barricaded to prevent unauthorized access. The contractor will provide all the necessary markings, signs, warnings and barricades to identify working areas and alert other workers, contractors and the public of the potential hazards.

All electrical work and temporary wiring must comply with applicable codes and practices.

Contractors must make regular inspections of their work areas and be prepared to submit the inspection reports to the hiring Manager upon request.



Contractors must also assume responsibility for subcontractors, safe work procedures, work areas and all aspects of the subs.

D. Facility Access

During orientation contractors will be shown the boundaries of their work area including location of entrance, parking, break areas, smoking areas and restrooms. All contractor employees will enter through the east entrance and report to security. Contractors are also required to sign out at the end of their shift. Long term contractors may be required to submit a security clearance.

E. Smoking

Smoking is not permitted in the **Fishing Lake Metis Settlement** facility. Smoking areas are designated outside.

F. Drug and Alcohol

The consumption/use of any alcoholic beverages and/or illegal drugs on the premises is prohibited. Failure to adhere to this Policy will result in the termination of the contract.

The **Fishing Lake Metis Settlement** will not provide over the counter medications to its employees or contractors (ie Tylenol, Aspirin, Advil).



G. Waste Disposal

Contractors are responsible for the daily pick up and disposal of all trash and scrap resulting from the Contractors operations. Oily waste and rags with flammable or combustible liquids must be placed in a metal waste can with lid, clearly marked and labelled. The contractor must remove these containers on a daily basis.

H. Spills

Contractors are responsible for any spill of hazardous materials caused by the Contractor. The Contractor will provide a spill kit to clean up the hazardous material and will arrange for proper disposal of the hazardous waste. The Contractor is also responsible for reporting the spill immediately to the Health and Safety Advisor of the **Fishing Lake Metis Settlement** as well as any Provincial or Federal bodies. A written report must be submitted within 24 hours of the occurrence. The report must include a description of the incident, names of persons involved, location, time, date, hazard assessment, safe work plans and action taken immediately to mitigate any loss to the **Fishing Lake Metis Settlement** the environment, the workers and the public.

I. Incident and Accident Reporting

All incidents no matter how minimal in appearance must be reported immediately to the Health and Safety Advisor of the **Fishing Lake Metis Settlement**. This includes



incidents involving **Fishing Lake Metis Settlement** property, materials, equipment, workers, contractors, sub-contractors, environment and the public. Incidents include near miss incidents, property damage, medical aid incidents, major medical incidents, lost time incidents, first aid and vehicle incidents. All incidents are to be reported using the **Fishing Lake Metis Settlement** incident report. If the Contractor has a suitable investigation form they may be permitted to use their own form. Contractors may receive approval from the Health and Safety Manager. All incidents that has or could have a profound effect on people, property or the environment must be investigated, using the **Fishing Lake Metis Settlement** incident investigation form. Investigations must be submitted within 72 hours of the event and include a description of the incident, names of persons involved, location, time, date, hazard assessment, safe work plans and action taken immediately to mitigate any loss to the **Fishing Lake Metis Settlement**, the environment, the workers and the public.

J. Emergency Response

All Contractors and Sub-Contractors are required to follow the **Fishing Lake Metis Settlement** Emergency Procedures. If the alarm sounds, all employees, contractors, sub-contractors and members of the general public are asked to follow the emergency evacuation routes or nearest exit and proceed to the muster location. All Contractors and Sub Contractors will be given the emergency procedures for the **Fishing Lake Metis Settlement** at the Contractor Orientation. The Orientation will cover primary and



secondary exit routes, muster areas, first aid equipment, fire drills and emergency response procedures. (Note: All work permits [hot work, confined space, etc] become void when an alarm sounds and must be re-issued upon re-entry to the facility).

K. Fire Prevention

Any use of open flames (such as welding, cutting, torches) or other hot work must be done only after an inspection of the site, the issuance of a hot work permit and a formal hazard assessment. When performing "hot work" Contractors will provide their own fire extinguishers, fire proof blankets and screens to protect the work area from any flames or spark. The work area must be cleared of any combustible or flammable materials with a minimum radius of 30 feet surrounding the work area or provide proper fire-proof screens and blankets to contain the work area. Contractors must set up and assign a Fire Watch person at the work area from the time work starts until 1 hour after the completion of the work.

L. Hazardous Material

The Fishing Lake Metis Settlement must approve the use of any and all hazardous material prior to the starting of the contract work. Hazardous materials brought into the facility (i.e., Propane, Compressed Gas, paints, thinners, hydraulics, etc) must be properly labelled and have the corresponding MSDS documents. Contractors and their employees must be trained in handling the Hazardous Material and must comply with all



Federal WHMIS requirements. Contractors handling or removing hazardous materials from the facility (i.e., asbestos, lead, silica, isocyanates, Benzene) may be required to develop a code of practice and must follow all Provincial OH&S legislated requirements.

M. Flammables

Contractors must ensure work with flammable liquids or compounds containing flammable materials (i.e., adhesives, sealers, etc) are performed in well-ventilated areas with restricted or controlled sources of ignition. Permission must be obtained from the Emergency Services Manager of the **Fishing Lake Metis Settlement** prior to the start of the job where any quantity in excess of 2 litres may be brought onto the premises. All flammables must be stored in a metal flammable storage container and be properly marked as such. The Contractor is responsible to provide the Flammable Storage container. Gasoline, paint solvent, or other flammable liquids must never be permitted to flow or be poured into a drain. Oily waste or rags soaked with flammables must be placed into a metal waste container with a self closing lid.

N. Ladders, Scaffolds and temporary work platforms

Contractors will use their own ladders / scaffolds, etc and will ensure they are in good working condition. Contractors will ensure their employees are properly trained to use and inspect ladders and scaffolds. Work areas that require a scaffold to be erected for an extended period of time will require the work area to be cordoned off. Scaffolds must be erected and dismantled by a competent (trained) person. All workers working



from a height of 3 meters or more must use fall protection. Contractors must ensure their workers use a travel restraint system if they are using a aerial device or equipment, such as scissor lifts, aerial platforms, boom lifts, etc. All jobs requiring the Contractor and their employees to perform work where there is a risk of falling more than 3 meters will require a Safe Work Plan that outlines the specific hazards to the job as well as the hazard controls (including Engineering, Administrative and Personal Protective Equipment) required for the job. The Safe Work Plan is to outline the required training requirements and legislative requirements. Contractors may be asked to show proof of their employees training in scaffolds and aerial lifts.

O. Fall Protection

Contractors must follow all OH&S requirements for fall protection, fall arrest and travel restraints when working in an area where a worker may fall more than 3 meters. Fall protection equipment will be supplied by the Contractor. The Contractor must provide proof of their employees training at the start of each job.

P. Lock out Tag Out

Contractors must use a lock out and tag out system when servicing and isolating energy, such as electric, hydraulic, pneumatic, mechanical, pressurized liquids or gravity. Lock out and tag out procedures must be used whenever there is a risk of unexpected start-up or energy release that may cause injury (i.e., removal of safety guards, during cleaning, modifying, repairing or servicing equipment). Lock out and tag



out procedures must be posted at the lock out site. Contractors must provide their own locks, tags and associated equipment to ensure compliance with OH&S legislation.

Q. Personal Protective Equipment

Each Contractor shall ensure their employees are wearing the PPE required for their jobs. Mandatory PPE for all Contractors includes steel toed boots and eye protection while at the **Fishing Lake Metis Settlement**. All PPE will be supplied by the Contractor for their employees. Contractors using PPE that requires a Code of Practice, like half face respirators, will have to produce a copy of their Code of Practice for the **Fishing Lake Metis Settlement** prior to the commencement of work.

R. Use of Machinery / Equipment

All Contractors must ensure the Manufacturers specifications and recommendations for the safe uses of machinery/equipment are followed. All equipment must be properly maintained and inspected prior to use, including power tools, electrical cords, welding equipment, lifts, hoists, aerial devices, etc.



III. Work Permits

High risk work with the potential for causing serious injury or property damage will require a work permit issued by the **Fishing Lake Metis Settlement**. The following are types of work that will require a work permit.

- Fire, sparks from open flames, welding, cutting, grinding, etc;
- Explosive, corrosive or toxic gasses or contaminated atmospheres;
- Sources of energy (electricity) that may cause accidental start up or expected release of energy;
- Restricted access, exit and movement (confined space or restricted space entry).

Hot Work Permits

The Contractor must obtain a Hot Work Permit when performing spark producing work such as welding, cutting, flame cutting and other types of hot Work. Hot Work Permits must be obtained through the Emergency Services Manager.

Confined Space and Restricted Space Entry

Confined space is defined as "a restricted space which may become hazardous to a worker entering it because of (a) an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity or toxicity, (b) a condition or changing



set of circumstances within the space that presents a potential for injury or (c) the potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space”.

Restricted Space is defined as “an enclosed or partially enclosed space, not designated or intended for continuous human occupancy, that has a restricted, limited or impeded means of entry or exit because of its construction”.

The Contractor must obtain a Confined / Restricted Space Entry Permit when workers are required to enter and work in a Confined Space or in a Restricted Space. These permits may be used in addition to other permits, and must be obtained through the **Fishing Lake Metis Settlement**. Contractors performing confined space entry work must show proof of training before being issued a Entry Permit. Contractors must provide all appropriate PPE and other equipment required for ventilating and purging the space as well as testing equipment required for testing atmospheric conditions.



IV. Appendix



HOT WORK PERMIT

Hot Work Permit is to be issued for any spark producing, open flame, grinding, cutting or welding work

Date:	Location within the facility	Job Duration From: To:
Fire watcher name:	Fire Watch From: To:	
Contractors Emergency Contact - Name, Telephone and alternate		
Contractor Contact info:	Company Contact Name and Phone #	Approved By:

Precautions to be taken before work begins

Item	Description	Check
1	Concentration of Flammable gas/vapour must be undetectable by properly calibrated detection equipment (0% within 35' area)	
2	Hazard Assessment completed of the work and area	
3	All personnel must be notified of work being done	
4	Remove all flammables within 35' of the job. If this is not possible, cover with a fire proof blanket/screen/barrier	
5	Place wet blankets over sewers within 35' or wet floor liberally with water as may be appropriate	
6	Assign FIRE WATCH person, review scope of work and complete fire watch checklist. Fire Watch person must remain at the job site for the duration of the work plus 60 minutes after the job has been completed.	
7	Restrict movement of hazardous materials through the 35' area while work is in progress	
8	Isolate work areas as necessary to reduce/eliminate flow of free air or vapours into the area	
9	Confined Space equipment, locking out, blanketing off, atmosphere venting or purging	
10	Other precautions to be taken:	

I understand the nature and extent of the work and I agree to adhere to the precautions outlined in this permit.

Contractor / Worker _____
Name

Signature

Company Representative _____
Name

Signature



Fire Watch Form

Fire Watch is to be issued for any spark producing, open flame, grinding, cutting or welding work. Contractors must complete the Fire Watch form with every Hot Work Permit.

Date:	Location within the facility	Job Duration From: To:
Fire watcher name:	Fire Watch From: To:	
Contractors Emergency Contact - Name, Telephone and alternate		
Contractor Contact info:	Company Contact Name and Phone #	Company Security Desk #

Item	Description	Check
1	Fire Watch is familiar with the area being monitored	
2	Knows the location and duration of the job	
3	Is familiar with all hazards of the job area	
4	Has determined if the area has to be wetted down to prevent a spark generated fire	
5	Knows the location of the fire alarm pull stations and exit routes, and knows how to activate the alarms	
6	Is familiar with the Emergency Procedures of the Facility	
7	Has a communication device, or one is readily available	
8	Has proper PPE, and other equipment	
9	Is familiar with the relief process if required	
10	Has inspected the fire extinguisher to ensure it is fully functional	
11	Will monitor the area for 60 minutes after the Hot Work has been completed and ensure the area is never left unattended	

Fire Watcher

Name

Signature

This form is to be at or near the Fire Watchers fire extinguisher while on duty. The form must be signed and handed in to the Contractor after the completion of the Fire Watch.



Confined Space Entry Permit

Date:	Location within the facility:
Space to be entered:	
Contractors working within the confined space	
Contractor Contact info:	Company Contact Name and Phone #
Reason for Entry:	
Circle the work being completed in the confined space Hot Work Cold Work Other	

Item	Entry Checklist	Check
1	Known and potential hazards identified.	
2	Hold a pre-job meeting	
3	Permit and hazards are posted at the entry to the space	
4	Sources of ignition are controlled	
5	Isolate and lockout electrical sources	
6	Isolate and lockout valves, piping and other energy sources	
7	Emergency response plan has been developed for the space and is posted at the entry to the space	
8	Provide a Safety Standby	
9	Has completed all required atmospheric testing	
10	All workers have been trained in confined space entry.	

Circle or check the safety equipment required for the job.

Gas Detector	Fire Resistant Clothing	Fall Protection	Bonding/grounding
SCBA	Chemical resistant clothing	20 lb fire extinguisher	Oxygen deficiency Monitor
Air purifying respirator	Chemical goggles	Barricades	Spark arrestors
Safety goggles	Face shield	Communication System	Fire Blanket
Tri-pod	First aid kit	Hearing protection	Air mover



Contractor Safety Package

Rescue Equipment	Ventilation Purging	Tag line for loads	
Testing Frequency	Continuous	Intermittent test frequency	hrs
Permissible Exposure Limits	Time	Time	Time
Oxygen (19.5 – 23.5%)			
Flammables (hot work 0% LEL)			
Flammables (cold work 0-3% LEL)			
Carbon Dioxide (1.5 – 6%)			
Area Specific Contaminants			

Proof Of Training (please circle the training certificates provided to the WINSPEAR)			
Emergency Response	First Aid	Respirator	SCBA
Fall Protection	Fall Arrest	Handling Hazardous Materials	Confined Space Entry
Atmospheric Testing	List Others	Lockout Tag out	

Permit Issuer _____
Name
Signature

Permit Holder _____
Name
Signature

Time Permit Issued	:	am / pm
Time Permit Expires	:	am / pm
Time Permit Returned	:	am / pm

Has the work been completed? Y ___ N ___

Has the work been inspected by the Company? Y ___ N ___



Restricted Space Entry Permit

Date:		Location within the facility:	
		Space to be entered:	
Contractors working within the confined space:		Time Permit Issued:	
		Time Permit Expires:	
		Time Permit Returned:	
Contractor Contact info:		Company Contact Name and Phone #	
Circle the work being completed in the restricted space Hot Work Cold Work Other			
Reason for Entry:			
Description of the work being done:			



Contractor Safety Package

Item	Restricted Space Checklist	Check
1	Known and potential hazards identified.	
2	Hold a pre-job meeting	
3	Permit and hazards are posted at the entry to the space	
4	Is a Hot Work required and obtained	
5	Isolate and lockout electrical sources	
6	Isolate and lockout valves, piping and other energy sources	
7	Emergency response plan has been developed for the space and is posted at the entry to the space	
8	Does the space require atmospheric testing	
9	Has completed all required atmospheric testing	

Circle or check the safety equipment required for the job.

Gas Detector	Fire Resistant Clothing	Fall Protection	Bonding/grounding
SCBA	Chemical resistant clothing	20 lb fire extinguisher	Oxygen deficiency Monitor
Air purifying respirator	Chemical goggles	Barricades	Spark arrestors
Safety goggles	Face shield	Communication System	Fire Blanket
Tri-pod	First aid kit	Hearing protection	Air mover
Rescue Equipment	Ventilation Purging	Tag line for loads	Rope
Ladders			

Proof Of Training (please circle the training certificates provided to the WINSPEAR)

Emergency Response First Aid Respirator SCBA Confined Space Entry

Fall Protection Fall Arrest Handling Hazardous Materials Lockout Tag out

Atmospheric Testing List Others

Permit Issuer _____

Name *Signature*

Permit Holder _____

Name *Signature*

Has the work been completed? Y ____ N ____

Has the work been inspected by the Company? Y ____ N ____



V. Acknowledgements



Contractor Acknowledgement Form

Company Name: _____

Company Address: _____

WCB #: _____

Insurance: _____

On behalf of the company listed above, I _____ fully understand that it is my responsibility to ensure that the health and safety guidelines for the **Fishing Lake Metis Settlement** are followed and enforced in compliance with their health and safety program. This includes; obeying all safety rules, wearing and using personal protective equipment, following recommended safe work procedures and informing management of any unsafe work conditions.

I further agree that I will review all health and safety legislation and regulations with all my workers prior to their commencing work at the **Fishing Lake Metis Settlement** Location. I agree that prior to commencing any work on their worksites I will provide the **Fishing Lake Metis Settlement** with a copy of my hazard assessment. I will report any injuries or incidents that occur on site immediately to management.

Contractor Representative: _____

Title: _____

Date: _____



In Conjunction with the Acknowledgement form, all Contractors are asked to initial the following which signifies the Contractors awareness and agreement to comply with the **Fishing Lake Metis Settlement** safety policies and procedures.

Acknowledgement Checklist

H&S Responsibilities _____	Emergency Response _____
WCB coverage _____	Fire Prevention _____
Liability Insurance _____	Hazardous Material _____
Hazard Assessments _____	Flammables _____
Facility Access _____	Ladders, Scaffolds _____
Food and breaks _____	Fall Protection _____
Drugs and Alcohol _____	Lock out _____
Waste Disposal _____	PPE _____
Spills _____	Use of Machinery _____
Incident Reporting _____	Permit System _____

Contractor Representative: _____

Title: _____

Date: _____

Comments: _____

