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Supplier Safety Responsibilities

Purpose: The objective of the procedure is to ensure that all suppliers who perform work or any service on company property or for the company is done in a safe and healthy manner, at minimal risk to all employees, products, property, company reputation, and environment. To further ensure that all work is done in compliance with the Occupational Health and Safety Act, its regulations and any other applicable legislation.


Procedure:
Prior to an outside supplier performing any sort of work within any of the Narmco facilities, the suppliers must provide proof that their Company has third party Liability insurance in the amount of one millions dollars (\$1,000,000) and with contract awards greater than one year, provide annual proof that the third party liability insurance is kept updated annually. The Corporate Purchasing Dept. will be responsible to keep these records updated and on file.

The supplier must also provide proof that their Company has Workplace Safety and Insurance Board (WSIB) Clearance Certificate and with contract awards greater than 90 days, provide proof that the WSIB Clearance Certificate is kept updated every ninety (90) days as required by the Board. The Corporate Purchasing Dept. will be responsible to keep these records updated and on file.

The Plant Manager, Plant Buyer, or authorized personnel requesting the supplier will be responsible to provide suppliers with a letter outlining their obligations, responsibilities and General Safety Rules and will require the contractor to sign an “Accountability Statement”.

While the employees of the supplier are working in any facility, managers and plant floor supervisions shall monitor their compliance to all safety rules and regulations. Work shall be stopped if it is observed to be in contravention of the plant rule or applicable legislation and work is not to resume until the proper standard of safety is met. Suppliers, sub-contractors, and their employees who fail to adhere to plant safety rules or legislation shall be escorted from the facility and Corporate Purchasing Department shall be notified.

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LETTER TO SUPPLIERS

THE NARMCO GROUP – SUPPLIER REQUIREMENTS

1. All Suppliers must provide to the Corporate Purchasing Department, on an annual basis, proof of one million dollars (\$1,000,000.000) of Third Party Liability Coverage (All Risks).
2. All Suppliers must provide to the Corporate Purchasing Department, every ninety (90) days, a Workplace Safety & Insurance Board Clearance Certificate as issued by the Board.
3. All Suppliers must ensure that the contractor, their employees, agents, and any sub-contractors they employ, abide by and work in accordance with the Ontario Health and Safety Act (OHSA), its regulations and any other applicable legislation. It is the responsibility of the Supplier to ensure that its employees, agents, and any sub-contractors they employ are properly trained, have any necessary certifications required to reform the contracted work and that their equipment is in good repair and safe to operate.
4. All Suppliers must ensure that its employees, agents, and any sub-contractors they employ have received the OHSA mandatory training for workers and, if applicable, for supervisors and be able to provide immediate proof if requested, i.e.: wallet card.
5. All Suppliers must ensure that their employees, agents, and any sub-contractors they employ receive and understand the Narmco Group General Safety Rules and the employees adhere to these rules at all times.
6. Any person (s) not working safely or who is in contravention of the Occupational Health & Safety Act, its regulations and any other applicable legislation may be required to leave the plant premises and it shall be deemed to be part of any contract that the Company has the right to terminate the contract with the Supplier for persistent violation of any legislation or safety rules by the Supplier its employees, agents, and any sub-contractors they employ.
7. Any injuries, accident or incidents sustained within any of the Narmco Group’s facilities or properties must be reported immediately to the Plant manager or the Human Resources Manger at that facility.

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THE NARMCO GROUP – GENERAL SAFETY RULES

GENERAL SAFETY

1. No running or horseplay in any facility.
2. Hearing protection, safety glasses (with protective side shields), steel toe safety shoes, and any other standard PPE that must be worn by the facility **MUST** be worn at all times.
3. A safety harness and lanyard must be worn if working ten (10) feet above floor level,
4. Smoking is allowed only in designated areas.
5. Report all safety concerns to the Maintenance Supervisor or Plant Floor supervision.
6. When working on machines, ensure all moving parts are locked out.
7. Do not bypass safety controls or remove any guarding from any machines.
8. Only trained and authorized persons are to repair machinery.
9. Do not block aisle ways, fire equipment or exits.

MATERIAL HANDLING

1. Lift trucks, cranes or man lifts shall only be operated by persons who have been trained in their operation.
2. Hard hats must be worn by crane operators.
3. Inspect equipment before each use and report any defects immediately.
4. Loads must never pass over people and unattended loads must not be left suspended in air.
5. Ensure compressed gas cylinders are secure during moving, storage and use.

ROBOTIC / AUTOMATION SAFETY

1. All safety barriers are to be in place and everyone behind them when any robots and/or automation has started and is running.
2. All robots and/or automation are to be locked out during repairs or when end-of arm tooling is being changed.

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