

	Corporate Policy Manual	
	Document Number:	CPM 6.08
	Document Owner	M.Pearce
	Effective Date:	02/04/24
	Revision Number:	4
	Page Number:	1 of 6
VENDOR SAFETY RESPONSIBILITIES		

Purpose: The objective of the procedure is to ensure that all Vendors and their sub-contractors 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 (OHSA) and/or the Occupational Safety and Health Administration (OSHA), its regulations and any other provincial, state, territory, city, country, or other applicable legislation(s).

Procedure:

Prior to an outside vendor performing any sort of work within any of the Narmco facilities or on behalf of Narmco at other facilities, the Vendor must provide proof that their Company has third party Liability insurance in the amount of one million 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.

Vendors doing work solely in the United States or in any of the governed territories must provide a Certificate of Liability with valid Workers Compensation. The Corporate Purchasing Dept. will be responsible for keeping these records updated and on file.

The vendors working within Canada or in any governed territories 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 for keeping these records updated and on file.

All outside Vendors working at The NARMCO Group are required to comply with the requirements of the EMS and the environmental policy. Vendors will be provided with a copy of our ENV 23 Environmental Briefing and Vendor Method Statement. This Environmental Guide provides general details of the Environmental Management System and Environmental Policy. The Corporate Purchasing Dept. will be responsible for keeping these records updated and on file.

All outside Vendors working at The NARMCO Group are required to wear a Bump Cap and/or Hard Hat for the job in which they are doing to safeguard them from possible head injury. All protective hard hats/bump caps should comply with the CAN/CSA-Z94.1-05 standard or its equivalent, and the American National Standards Institute (ANSI) Z89.1.2009.

	Corporate Policy Manual	
	Document Number:	CPM 6.08
	Document Owner	M.Pearce
	Effective Date:	02/04/24
	Revision Number:	4
Page Number: 2 of 6		
VENDOR SAFETY RESPONSIBILITIES		

While the employees of the vendor are working in any facility, managers and plant floor supervisions shall monitor their compliance with 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. Vendors, subcontractors, and their employees who fail to adhere to plant safety rules or legislation shall be escorted from the facility and the Corporate Purchasing Department shall be notified.

THE NARMCO GROUP – VENDOR REQUIREMENTS

1. All Vendors must provide the Corporate Purchasing Department, on an annual basis, proof of one million dollars (\$1,000,000.000) of Third-Party Liability Coverage (All Risks) and proof of Workers Compensation.
2. All Vendors 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 Vendors must ensure that their contractors, their employees, agents, and any sub-contractors they employ, abide by and work in accordance with the Occupational Health and Safety Act (OHSA) and/or the Occupational Safety and Health Administration (OSHA), its regulations and any other provincial, state, territory, city, country, or other applicable legislation.
4. All Vendors must wear a Bump Cap and/or Hard Hat for the job in which they are doing. All protective hard hats/bump caps should comply with the CAN/CSA-Z94.1-05 standard or its equivalent, and the American National Standards Institute (ANSI) Z89.1.2009.
5. It is the responsibility of the Vendor to ensure its employees, agents, and any sub-contractors they employ are properly trained in the work they are doing for the facility and provide a scan of all applicable certificates/wallet cards.
6. All Vendors must have the necessary certifications required to perform the contracted work, including but not limited to WHMIS/GHS, Working at Heights, Elevated Platforms, Worker Health & Safety Awareness in 4 steps, Confined Space Awareness, Forklift Training, Crane Training, etc., and their equipment is in good repair and safe to operate.
7. All Vendors must ensure their employees, agents, and any sub-contractors they employ have received the OHSA and/or OSHA mandatory training for workers and, if applicable, for supervisors and be able to provide immediate proof if requested, i.e.: wallet card.
8. All Vendors must ensure that their employees, agents, and any subcontractors they employ receive and understand the Narmco Group General Safety Rules and the employees always adhere to these rules.

	Corporate Policy Manual	
	Document Number:	CPM 6.08
	Document Owner	M.Pearce
	Effective Date:	02/04/24
	Revision Number:	4
	Page Number:	3 of 6
VENDOR SAFETY RESPONSIBILITIES		

9. Any person (s) not working safely or who is in contravention of the Occupational Health & Safety Act and/or Occupational Safety and Health 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 Vendor for persistent violation of any legislation or safety rules by the Vendor its employees, agents, and any sub-contractors they employ.
10. Any injuries, accidents, or incidents sustained within any of the Narmco Group's facilities or properties must be reported immediately to their contact, or the first available Area Manager, and subsequently the Human Resources Manager.

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, bump caps, and any other standard PPE MUST be worn within the facility and in places it may be required such as but not limited to; when working around outside cranes, raised platforms, etc...
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 your contact, or the first available Area Manager, or member of plant management.
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 to your contact, or the first available Area Manager, or plant management immediately.
4. Loads must never pass over people and unattended loads must not be left suspended in the air.
5. Ensure compressed gas cylinders are secure during movement, storage, and use.

	Corporate Policy Manual	
	Document Number:	CPM 6.08
	Document Owner	M.Pearce
	Effective Date:	02/04/24
	Revision Number:	4
	Page Number:	4 of 6
VENDOR SAFETY RESPONSIBILITIES		

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.

You may be required to provide proof that employees, agents, sub-contractors engaged by your company and their employees and workers and if applicable, for supervisors have OHSA/OSHA mandatory training and the following training but not limited to:

- Forklift/Counterbalance Training
- Crane/Overhead Lifting Training
- Mechanics License
- HVAC/Refrigerant License
- Plumbing License
- Hazwoper Training
- Electrician License
- DOT Training
- WHMIS/ GHS
- Hazcom
- Emergency Preparedness
- Spill Containment
- Working at Heights
- Elevated Work Platform
- Worker Health & Safety Awareness in 4 steps
- Confined Space Awareness
- Additional Personal Certifications

	Corporate Policy Manual	
	Document Number:	CPM 6.08
	Document Owner	M.Pearce
	Effective Date:	02/04/24
	Revision Number:	4
	Page Number:	5 of 6
VENDOR SAFETY RESPONSIBILITIES		

The following is to be signed and returned to Narmco Corporate Purchasing

I have received, read, understood, and agreed to comply with the Narmco Group Supplier Requirements (“Requirements”) and the Narmco Group General Safety Rules (“Rules”). I further agree that I, my employees, agents, subcontractors engaged by me, and their employees should be knowledgeable of the Requirements and Rules and will comply with them. I also agree that I, my employees, agents, sub-contractors engaged by me and their employees will be trained and competent to do the work contracted and that they will be trained in the proper use of material and equipment and the provisions of the Occupational Health and Safety Act (OHSA) and/or the Occupational Safety and Health Act (OSHA), its regulations and any other provincial, state, territory, city, country or other applicable legislations which may govern the work contracted. Further, I will ensure that I, my employees, agents, sub-contractors engaged by me and their employees and workers and if applicable, for supervisors, will receive OHSA/OSHA mandatory training and the following training but not limited to: WHMIS/GHS, Working at Heights, Elevated Platforms, Worker Health & Safety Awareness in 4 steps, Confined Space Awareness, In-House Propane Forklift Training, Crane Training, etc., and **must** provide **proof of this training** i.e.: wallet card/certificates.

Date: _____

Supplier: _____

Authorized Signature: _____
(Sign and Print Name)

Title: _____

	Corporate Policy Manual	
	Document Number:	CPM 6.08
	Document Owner	M.Pearce
	Effective Date:	02/04/24
	Revision Number:	4
Page Number: 6 of 6		
VENDOR SAFETY RESPONSIBILITIES		

E-Revision # Date Revision Description

01	11/15	New policy
02	08/17	Revision to include US plants.
03	06/20	Review to include Contractors must provide proof of competency, employees are certified to do the work
04	02/24	Remove Indemnification clause add in Bump Cap as Part of Safety. Remove letter from Plant Manager/Buyer as this form is the Letter.