

Contractor and Visitor Safety Orientation Manual



Health Safety and Environment Policy

Purpose

DP World, a leader in international port and logistic operations, is committed to working towards an ultimate policy of zero harm to people and the environment. In pursuit of this, we will ensure that our business activities are conducted in a manner that avoids and minimizes any adverse health, safety and environmental impacts. This Policy is the cornerstone of DP World's intentions on Health, Safety and Environment (HSE) issues and forms a critical part of our S&E Framework.

Principles

This Policy has been established on the basis that concern for the safety of our employees and guardianship of the environment are essential to the successful conduct and future growth of our business, and are in the best interest of each of the organization's stakeholders.

DP World follows the principle that safety is a condition of employment.

DP World also recognizes its role in the supply chain and its contribution to climate change through the consumption of resources and the resulting emissions of greenhouse gases. We consider that environmental protection and management (e.g. pollution prevention) is an important consideration in our activities and commit to continually improving performance. This is reflected in DP World's policies, procedures, programs and practices.

Policy Statement

To achieve the purposes and principles above, DP World Vancouver and its employees shall:

1. Comply with all local (i.e., national) health, safety and environmental legislation as a minimum. Where a DP World Standard exists which is more stringent than the local legislative requirement, then the DP World Standard will prevail.
2. Identify and evaluate all health, safety and environmental hazards and establish controls and techniques to manage the associated risks to acceptable levels. Risk assessments should be updated whenever significant change in the working environment has occurred. Additional and special emphasis will be given to controlling those hazards that represent the greatest potential for fatal injury, known as the "Fatal Risks".
3. Establish and update, as appropriate, global health, safety and environmental objectives and measurable targets relevant to the impacts of DP World's activities in order to drive and demonstrate continual improvement.
4. Continue to initiate, develop, record, measure and communicate progress on health, safety and environmental performance throughout the organization.
5. Work towards implementing health, safety and environmental management systems and complying with all aspects of the internationally-recognized certification systems OHSAS 18001 (on Safety Management Systems) and ISO 14001 (on Environmental Management Systems) to the level of "certification-ready" as a minimum.
6. Measure fuel and energy consumption accurately and consistently so that carbon emissions (i.e. carbon dioxide and other greenhouse gases) can be quantified and strategies developed to manage them.
7. Prevent pollution as far as possible, and ensure proactive measures are in place to avoid events that cause significant impact on the marine environment, terrestrial habitats and species.
8. Reduce emissions and wastes to water, air and land, and conserve resources on a like-for-like basis.

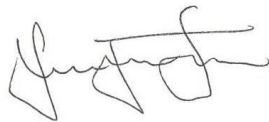
9. Require our contractors and visitors to comply with all site health, safety and environmental requirements and work with our partners to achieve comparable health, safety and environmental standards.
 10. Supply, provide and maintain safe equipment.
 11. Provide appropriate health, safety and environmental training for all staff at all levels.
 12. Take a zero tolerance stance on the conditions and behaviors that contribute to workplace incidents and environmental damage, which have a negative impact on the business.
 13. Provide resources in line with the priority the company places on health, safety and the environment.
 14. Promote awareness of sustainability and the impacts of all business activities by considering health, safety and environmental factors in investment and purchasing decisions and provide guidance to all key functions of the company.
 15. The Corporate team responsible for S&E shall submit an annual report on matters relating to this Policy to senior management.
 16. This Policy shall be reviewed at intervals not exceeding two (2) years.
-

Responsibility

In line with the Policy above, the following commitments are made:

1. All management will visibly and consistently uphold the principles and requirements of this Policy and integrate them throughout the company. The executive management team will regularly review health, safety and environmental performance.
2. The management and supervisory staff in each Business Unit will be responsible and held accountable for resourcing, implementing, and maintaining the health, safety and environmental management system necessary to comply with this policy, and will be held fully accountable for compliance and performance.
3. Every employee whose work may create a significant health, safety and environmental impact will be trained and held accountable for complying with the principles of the policy and related standards, procedures, practices, instructions and rules.

Through the active participation and commitment of all DP World employees and contractors, we will strive to meet and exceed the requirements of this Policy.



Maksim Mihic
General Manager
DP World Canada Inc.
January 2017

Contents

1.0	Fatal Standards.....	6
2.0	Contractor/ Visitor Orientation Manual - DP World Vancouver Site Safety Rules	8
2.1	Orientations.....	8
2.2	Personal Protective Equipment Requirement.....	8
2.3	Zero Tolerance for Intoxicants	9
2.4	Traffic Management / Pedestrians	9
2.4.1	Parking	9
2.4.2	Site Access / Driving	9
2.4.3	Pedestrian Traffic.....	10
2.5	Site Security and Parking.....	10
2.6	Housekeeping / Recycling	11
2.6.1	Special and General Waste, Rubbish, and Garbage.....	11
2.7	Smoking Policies.....	11
2.8	Environmental Program	11
2.8.1	Spill Response	12
2.8.2	Spill Prevention and Contingency Planning.....	12
2.8.3	Disposal of Waste Excavated Material	13
2.8.4	Contaminated Soil.....	13
2.8.5	Air Quality and Dust Control	13
2.8.6	Water Quality	13
2.8.7	Noise	14
2.9	Obtaining First Aid.....	14
2.10	Reporting Incidents	14
2.11	Reporting Safety Concerns.....	15
2.12	Emergency Preparedness	15
2.12.1	Medical Emergencies.....	15
2.12.2	Earthquake.....	15
2.13	Storage of Flammable Liquids & Chemicals.....	15
2.14	WHMIS.....	16
2.15	Work During Inclement Weather.....	16
2.16	Use of Cranes	16
2.17	Confined Space.....	17
2.18	Contractor Lockout Procedure	17
2.18.1	General Policy.....	18
2.18.2	General Lockout Procedures	19
2.18.3	Special Lock Removal Procedure.....	19
2.18.4	Violations or Contraventions of this Policy or Its Procedures	20
2.19	WorksafeBC Coverage	20
2.20	Electrical Work	20

2.21	Work Involving the Rail	20
2.22	Welding / Burning / Fire-Watch	20
2.23	Fire Regulations (minimum requirement).....	21
2.24	Delivery of Material and Supplies	21
2.25	Warning Signs and Barricades	22
2.26	Excavation.....	22
2.26.1	Ditches and Trenches	22
3.0	Long Term Contractor Conditions	22
3.1	Safety Program	22
3.2	Health and Safety Program.....	22
3.3	First Aid	23
3.4	Meetings / Tool Box Talks.....	23
3.4.1	Tool Box Talks	23
3.4.2	Meetings.....	23
3.5	Reporting Incidents	24
3.6	Joint Site Health and Safety Committee	24
4.0	Emergency Contact Numbers.....	25
5.0	Incident Report Form	26

1.0 Fatal Risk Standards

Fatal Risks are those hazards that represent the greatest potential for a serious injury or fatality. The seven Fatal Risks were established from an international review of incidents in our industry. To keep our workplace safe we need to maintain a focus on these hazards and maintain controls in place to reach our target of zero fatalities. The minimum controls required for each Fatal Risk Standard is defined below.

OS1 PEDESTRIAN SAFETY

1. Always wear high visibility clothing where required
2. Be familiar with any No Walk Zones at the site and never walk into them
3. Keep clear of moving equipment and stay where the driver can see you or knows where you are
4. Use mobile communication devices only in predetermined safe zones
5. When working around mobile equipment:
 - identify and use safe zones
 - be aware of your surrounding



OS2 MOBILE EQUIPMENT

1. Check that mobile equipment and the safety features are in good working order before use
2. Only use equipment:
 - you are trained and authorised to use
 - for it's intended purpose
3. Always drive safely:
 - Look out for pedestrians
 - Adhere to speed limits
 - Obey all signs and traffic plans
 - Wear seat belts
 - Secure loads
 - Never use mobile phones whilst driving
 - Don't leave unattended equipment idling
 - "No seat, no ride."



OS3 HANDLING LOADS

1. Position yourself safely – never walk or stand under a suspended load and never stand in a position where you could be pinned by a swinging load
2. Make sure all people in the work area are positioned safely before commencing the lift
3. Always handle loads safely:
 - Check lifting gear is in good working order and within the safe working limit (SWL)
 - Make sure the load is slung/secured correctly
 - Make sure there are no loose items on the load
 - Have only one person directing operations at any time
4. When in doubt do not lift



OS4 WORKING AT HEIGHTS

1. Know which jobs require fall protection and fall prevention controls:
 - Work cages for container top working
 - Elevated work platforms and scaffolding
 - Harnesses and other fall protection systems
 - Ladders
2. Check all your equipment is OK and correctly fitted before you start working at height
3. Use the equipment correctly – If in doubt ask your supervisor



OS5 VESSEL SAFETY

1. Ensure that pre-operational safety inspections are completed prior to commencing work:
 - Ensure safe access to / from ship and work places
 - Lifting equipment is fit for purpose and safe for use
2. Fall protection equipment to be used to work at height
3. Always position yourself safely - never work under suspended load - never work near an open hatch or unprotected edge
 - Know the type of cargo being worked
4. Be aware of changing work environments:
 - design of vessel
 - weather conditions
 - types guarding
 - lighting



OS6 ENGINEERING

1. Always use equipment and tools which are suitable for the task and safe for use
2. Equipment is certified before use
3. Only perform tasks that you are authorised and skilled to do
4. Follow safe access / egress protocols to all areas
5. Always notify operators if there is a need to work in operational areas. - If in doubt ask your supervisor
6. Permit to work protocols must always be followed
7. Always use fall protection equipment when working at heights



OS7 ISOLATION

1. Identify and recognize power sources
2. Never work on live power sources:
 - Electrical
 - Hydraulic
 - Pneumatic
 - Other stored energy
3. Ensure staff are competent in isolation procedures:
 - Know which tasks require isolation
 - only authorised personnel to work on power sources
4. Ensure all isolation procedures are adhered to



2.0 Contractor/ Visitor Orientation Manual - DP World Vancouver Site Safety Rules

This Manual provides a summary of the minimum requirements and expectations for Contractors and Visitors to perform work safely on our site and work towards preventing incidents. Additional regulatory requirements that apply to Contractors should also be complied with; however it is not directly stipulated in this document.

Specific policies and procedures that pertain to an area of work can be obtained from a DP World representative. Copies of the Site Rules are available. If you require further detail about any one of our programs please request this from your DP World site contact.

The Contractor is responsible for all employees and subcontractors working for them and all visitors that report in. The contractor is responsible for the compliance of all their employees, subcontractor and visitors to the rules and regulations, including wearing the required Personal Protective Equipment (PPE) and associated training on the use of PPE.

All work done on site must be coordinated with DP World prior to the work commencing.

DP World's tools, equipment, Maintenance Shop and facilities, stores and open stock are NOT to be used unless specifically pre-authorized by the DP World contact who initiated the work.

All programs and policies within this manual must be adhered to when working for DP World.

2.1 Orientations

All contractors and visits are required to receive a Site Safety, Security and Environment Orientation. This orientation is valid for twelve (12) months.

2.2 Personal Protective Equipment Requirement

Contractors are responsible for providing their employees with proper Personal Protective Equipment (PPE) to protect them while they are working and must train them in the proper inspection, maintenance, and safe use of that equipment.

All individuals on site must have the following PPE and must be worn at all times on site:

- Hard Hat Type II with chin straps
Note: Chin straps must be done up at all times when there is potential for the hard hat to fall off the worker's head or be struck by an overhead object during the course of the task/work
- High-visibility vest/coveralls/overalls/jacket
- CSA-approved (green triangle) steel-toed protective footwear with a minimum ankle height of 6" (six inches) and non-slip soles

Additional PPE maybe required, when working within 2 metres of the berth face conducting a non-singular task or any tasks longer than 15 minutes:

- Personal Floatation Device (PFD)
- Fall Protection Equipment – Refer to Working at Heights SOP for components of fall restraint or arrest system.

2.3 Zero Tolerance for Intoxicants

Employees and visitors shall not report to work at the DP World under the influence of any substance that may affect their ability to safely perform their work, operate equipment, make conscientious decisions, or that may in any way jeopardize the health and safety of other employees.

If there is reason to believe that someone is under the influence of such a substance, that person will be asked to leave the site. If a controlled or illegal substance is suspected, the proper authorities will be contacted.

Illegal substances shall not be brought to the site. Anyone taking prescribed medication and/or who is under the care of a doctor shall notify their immediate supervisor who will then tailor their work assignment accordingly.

2.4 Traffic Management / Pedestrians

2.4.1 Site Access / Driving

To access the terminal, Contractors should carry out the following:

- All contractors and visitors must have received an orientation before entering the terminal and be familiar with the site map.
- Contractors should check in with their Site Contact prior to arriving at the site, to confirm timing and accessibility to the area of work.
- Contractors should sign in with their Site Contact and the designated 'Sign In Boards' at Site Services Facility (SFF).
- If the vehicle is not required on-site, the vehicle can be parked in the DPW staff parking lot at the main office or Site Services Facility (SFF) and the contractors escorted to the area of work.

The following site rules should be followed when driving on-site:

- Obey speed limits on the terminal:
 - 30 km/hr for light vehicles and mobile equipment
 - 10 km/hr around maintenance shop
- Must have hazard lights ON or flashing beacon on at all times.
- Wear seatbelts at all times while driving on terminal.
- Do NOT use cell phones or electronic devices while driving.
- Obey traffic signs – stop at stop signs.
- Look out for pedestrians – do not operate within 20m of a pedestrian working on the ground.
- Do not drive or work under suspended loads or overhead hazards (operating gantry crane, top picks, RTG).
- Give way to terminal vehicles (tractor trailers, top picks, RTGs).

- Use lane 5 ONLY (south of gantry legs) to drive on the dock face.
- Avoid the dock face when vessels are berthed unless you have business to be there.
- Don't drive through barricades (e.g. maintenance areas).
- NEVER cross the rail tracks when blue lights are flashing and bells clanging.
- Vehicles visiting a vessel must access dock face along lane 5 and park in lanes 6 to 8 across from vessel accommodation house or bridge.
- Vehicles must not be left idling.

2.4.2 Parking

All vehicles should be parked in the designated parking areas only. Vehicles must not be parked in the following locations:

- On top of man holes
- Along the quay crane rails, RTG runways
- Within the yellow line along the dock face
- Trafficable areas - Blocking road/site access
- Blocking any equipment (e.g. gantries, RTG)

2.4.3 Pedestrian Traffic

- Most of the terminal is a 'No Walk' Zone.
- Always use designated walkways.
- When working on the ground apply an exclusion zone with barricading (cones, barrels, tape) devices around the work area and leave a buffer distance in between your work area and mobile equipment traffic.
- Always make eye contact with equipment operators and do not cross until the path is clear and have been instructed by the driver.
- Do not walk under suspended loads or through barricaded areas.

2.5 Site Security

The Contractor's equipment and personnel shall enter and exit the Site by the main gate. Site speed limits are noted in DP World's Safety & Environment Orientation Manual. Vehicles exceeding the Site speed limit shall have their vehicle passes removed.

DP World may provide guards and other security measures to protect DP World property and equipment. The provision of such guards and other security measures shall not relieve the Contractor of the responsibility for security related to the work performed by the Contractor and for the Contractor's property and equipment. Only the required and authorized work vehicles and construction equipment that are properly insured as per the General Conditions will be allowed on the site.

2.6 Housekeeping / Recycling

Good housekeeping practices are to be adhered to at all times. The work area shall have a proper waste management program in place and waste be deposited to the proper waste containers. All debris resulting from the Contractor's work is required to be sorted for recycling and removed off-site under the organisation of the contractor. Under no circumstances is debris of any description to be dumped over-side into water or into disposal bins used by DP World Vancouver personnel. For large projects, special arrangements may need to be in place with regards to waste disposal.

2.6.1 Regulated or Hazardous Waste

All waste shall be handled according to relevant Municipal, Metro Vancouver, Provincial and Federal requirements. The Contractor must be aware of and comply with these standards. Regulated or hazardous wastes generated by construction activity (e.g. asbestos, oils, grease, lubricants, solvents, batteries, light ballasts, paints and used spill clean-up materials) shall be disposed of in compliance with British Columbia Special Waste Regulation.

The Contractor must submit to the DP World representative, for review and approval, an inventory of regulated or hazardous wastes generated and removed. In addition to waste inventory, manifests and disposal certification must be submitted. Unregulated special waste (e.g. demolition debris, waste wood, asphalt, concrete, drywall materials, metals and other DLC waste) shall be disposed of at an approved disposal facility in accordance Metro Vancouver requirements.

The Contractor shall not dump or burn or allow others under their control to dump or burn garbage on site. Should waste be inappropriately disposed, the Contractor shall immediately act to clean-up and remove the dumped material at no cost to DP World. The Contractor shall establish regular clean-up and disposal programs.

2.7 Smoking Policies

Smoking is not permitted:

- In any building, or within 6m of doorways, windows, or air intakes.
- In site-owned equipment
- Around propane/ fuel tanks

Smoking is only permitted:

- In open air environments where a dedicated smoking area is set up.

2.8 Environmental Program

DP World environmental objectives include:

- Continuing to develop and implement the elements of an environmental management system.
- Continuing to implement initiatives to increase energy efficiency and to reduce carbon dioxide emissions.
- Reducing the quantity of waste generated by developing opportunities for waste reuse and recycling.
- Achieving zero incidents of land and sea pollution.
- Continuing to reduce water consumption.

- Continuing to develop minimum standards for application in joint venture operations.
- Continuing to encourage and initiate community projects.
- Communicating openly about our environmental performance and community involvement.

The Contractor and Sub-contractors are responsible for their own Environmental Protection on site. They are also responsible for compliance with the rules, regulations and practices required by applicable legislation.

2.8.1 Spill Response

Contractor should carry spill equipment gear to clean up any spills generated. All spills should be reported at the time as a response from DP world personnel may be required to attend to the stormwater valve shut off system.

The Contractor is required to submit an incident report within 24 hours of any spill. The incident report shall describe the non-compliance and the actions taken to remedy the situation.

Spill response kits are kept at various locations on-site and may be used if required. A Spill Response Trailer is on-site for liquid spill/leaks from container or tanks.

Spill waste materials shall be disposed of as hazardous waste by the contractor.

Third parties may be required to clean up for larger spills. The contractor's site contact should be advised prior to this being organised.

The preferred clean up services used by DP World are:

- Quantum Murray Environmental for land-based spills
- Western Canada Marine Response Corporation (WCMRC) for water based spills.

2.8.2 Spill Prevention and Contingency Planning

Prior to commencing any construction activities, the Contractor shall provide DP World for review and approval, a written Spill Prevention and Contingency Plan appropriate to the size of the project outlining at a minimum but not limited to the following:

- Spill prevention program;
- Type and amount of material (e.g. Solvents, fuel, oil) used and stored;
- Spill clean-up and reporting procedure;
- Spill clean-up material types, amount, and location;
- Personnel trained in spill clean-up procedures;
- Responsible person's name, work and home phone number;

In approving the Spill Prevention and Contingency Plan submitted or resubmitted by the Contractor, does not relieve the Contractor of the responsibility for meeting all requirements of the rules, regulations and practices required by applicable legislation or general construction practice.

The Contractor shall maintain a readily available supply of absorbent material and clean-up equipment on site at all times for use in normal or emergency clean-up of spilled material.

2.8.3 Disposal of Waste Excavated Material

Excavated material that cannot be re-used on-site shall be disposed of at suitable sites chosen by the Contractor and approved by the DP World representative.

2.8.4 Contaminated Soil

If a Contractor encounters soil that is considered to be possibly contaminated, they shall immediately notify the DP World Safety, Security and Environment Manager or their Site Contact and await instructions.

2.8.5 Air Quality and Dust Control

Controls shall be in place on the Contractor's activities to minimise impacts on the surrounding environment and operations.

The Contractor shall control dust and sediment tracking on the terminal and to outside roads with dust suppressants and shake down pad systems approved by DP World. Any stockpiled materials should be treated with water or dust suppressant means as approved by DP World.

The Contractor shall not burn refuse or material on site.

All emissions generated from the contractor's activities and equipment must comply with standards set by the British Columbia Ministry of the Environment, the Metro Vancouver and the City of Vancouver.

The Contractor shall report to DP World all monitoring and compliance reports required by the Metro Vancouver and these must be filed with DP World simultaneously with the Contractor's submission to the Metro Vancouver.

The Contractor shall, if requested by DP World, make available for observation all required Metro Vancouver monitoring and compliance reports associated with the facility operation permit issued by Metro Vancouver.

2.8.6 Water Quality

The Contractor shall install and maintain erosion control measures wherever there is potential for surface runoff to enter a ditch and eliminate any possibility of surface run off entering into Burrard Inlet.

All work such as equipment wash water, concrete washout, concrete-laden material, grease or any other contaminants, shall be undertaken in a manner that will prevent the release into Burrard Inlet. Appropriate control devices shall be installed and regularly maintained.

The Contractor shall show the proposed location of all dewatering systems or control devices, routes and points of discharge to the surface drainage system during the work on a site drawing and submit it to DP World for review and approval.

There is to be no tidal grounding of barges or any other floating equipment of vessels onto the foreshore or bed of Burrard Inlet.

All work shall be carried out in such a way as to not impact on fish or fish habitat. If such impact occurs, the Department of Fisheries and Oceans (DFO) reserves the right to immediately

suspend or alter operations and the Contractor shall undertake, at their own expense, any compensatory and/or remedial works deemed necessary by DFO to ensure a “no net loss” in the productive capacity of local fish habitat.

2.8.7 Noise

The Contractor shall act reasonably to minimize noise through the use of "State-of-the-Art" noise control on construction equipment, and comply with standards on noise established by HRSDC, the Workers' Compensation Board, City of Vancouver, or as is required by law.

Contractors must have a Hearing Protection Program that includes education and training of their employees.

Hearing Protection

Hearing protection must be supplied where employees are subjected to excessive noise.

Posting of Noise Hazard Areas

For all areas with noise levels greater than 85 dBA Lex the contractor must post warning signs indicating hearing protection is required. The condition of these signs should be checked during regular inspections.

2.9 Obtaining First Aid

Contractors and sub-contractors are responsible for making their own arrangements for first aid. For larger contracts, specific arrangements must be in place for on-site first aid provided by the contractor.

However, in the event that on-site first aid is required, DP World has an on-site First Aid attendant that can be contacted at:

- 604-252-2555 for emergencies
- 604-252-2444 for non-emergencies

IN an emergency and 9-1-1 needs to be called, then contact:

- the Mobile Security Guard at 604-861-3915 (they will manage access and arrange an escort through the terminal)
- the contractor's Site Contact

2.10 Reporting Incidents

Timely and accurate reporting of all incidents will be conducted through formal procedures that:

- Require incidents to be verbally reported as soon as possible of the incident occurring. The Site Contact should be notified first and then the Manager Safety, Security and Environment if the Site Contact not available.
- Require immediate response by management to mitigate any potential consequences arising from the incident, such as the provision of first aid, isolation of faulty equipment, managing the media or seeking legal advice.
- A formal incident report with corrective action and future controls should be submitted within 24 hours (via email) as appropriate.
- All incident reports will be reviewed by DP World.

2.11 Reporting Safety & Security Concerns

Safety and/or Security concerns should be reported directly to the contractor's Site Contact or the Manager Safety, Security and Environment. The Manager Safety, Security and Environment will manage the inquiry or complaint and advise accordingly.

2.12 Emergency Preparedness

Emergency response procedures have been developed for your personal safety and protection. If you are unfamiliar with the procedures, review them or speak with your supervisor for more information.

In the event of an emergency (fire or leak) the Contractor shall stop what he is doing, vacate the area, and conduct a head count.

In the event that an Emergency Evacuation is required:

- Proceed to a Muster Point where a head count will be taken. Contractors are responsible for the head count of their staff.
- After performing a head count, the contractors are responsible for providing this information list to the Foreman or Shift Manager at the Muster Station.
- Remain at the Muster Point until you are given further instructions.

Emergency Muster Points:

- Mission to Seafarers Parking Lot
- Ballantyne Parking Lot.

2.12.1 Medical Emergencies

Immediately report all work-related injuries and diseases to the Site Contact and on-site first aid attendant. In the event of a serious accident (fatality or accident resulting in a critical condition with a risk of death), nothing must be removed from or changed at the accident location before a Transport Canada/ HRSDC representative has given clearance to do so, except where necessary to facilitate rescue operations to prevent imminent injury.

2.12.2 Earthquake

If you are outside when an earthquake occurs, move away from buildings, power lines, cranes and other potential falling objects. Do not attempt to enter buildings. When it is safe to do so, move to the identified muster stations.

Equipment operators should lower any suspended loads, set brakes and shut down the equipment. Proceed to the identified muster stations when it is safe to do so.

2.13 Storage of Flammable Liquids & Chemicals

Hazardous products such as paints, paint thinners, gasoline, oil or other flammable materials shall be stored only when in reasonable quantities and in approved safety containers.

The area where such materials may be stored must be accessible and clean at all times. No smoking signs must also be placed at the storage site. Containers must be properly identified as to contents. Material Safety Data Sheets (MSDS) must be readily available.

All materials and/or equipment stored in cardboard carton, wooden crates or combustible containers shall be stored in an orderly manner and accessible located. Fire fighting equipment shall be placed in the vicinity of any material or equipment store in this type of carton or containers.

2.14 WHMIS

All contractors must ensure that their employees are trained in WHMIS. There must be MSDS kept on-site for all products being used on the terminal. A copy of the MSDS should be given to the Site Contact.

DP World Vancouver has a variety of chemical products on site at any given time. If work is to be performed in a specific area where chemicals are located/being used, the Contractor and Project Manager will discuss the necessary precautions.

Read and follow the information provided on labels and in the MSDS sheet before using or handling WHMIS controlled products. Follow any additional procedures or instructions provided by your supervisor for the safe use and handling of hazardous materials. Report any containers that are unlabelled or improperly labeled.

2.15 Work during Inclement Weather

The Contractor shall be responsible for removing snow and ice from the Contractor's work area, the contractor's storage and lay-down areas, the Contractor's trailer/building stairway(s) and the Contractor's walkway(s)/pathway(s) up to the junction with common walkway(s)/pathway(s).

Slip and fall injuries often result from the presence of ice and/or water on surfaces. There are several factors that when combined with slippery surfaces increase the likelihood of a slip and fall incident. These factors include:

- Shoes with soles that offer little traction (leather soled shoes for example)
- A false sense of security caused by the presence of a de-icing product that has unknowingly been rendered ineffective due to the quantity and/or temperature
- Presence of ice is hidden by snow or lack of illumination.

2.16 Use of Cranes

Where cranes are utilized in and around roadways or high personnel traffic areas, signs shall be posted advising the reason for caution and, where necessary, a "safety man" shall be utilized to direct traffic.

Any contractor accessing the DP World cranes must coordinate this work with DP World operations and Maintenance Department.

2.17 Confined Space

All workers will abide with the policies and procedures as described in the Occupational Health & Safety Regulation, Section XI, in respect to identification, entry and work into confined spaces.

Prior to entry into a confined space, the workers will ensure that the following general requirements are met:

- A confined space entry permit has been obtained from the Security, Safety & Environment department prior to entry.
- A hazard assessment of the confined space has been conducted and the associated risks are understood.
- Written safe work procedures that are specific to the location and potential safety issues inherent in the confined space entry have been developed.
- The necessary training to ensure workers understand the risks and safety procedures associated with the confined space entry has been provided.
- The necessary equipment is available at the confined space to properly test the air quality and ventilate the space as required prior to worker entry.
- The necessary equipment is available at the confined space to facilitate the emergency rescue of personnel within the confined space.
- The rescue personnel are trained and understand their duties with respect to effecting emergency rescue from the confined space location.
- The necessary personal protective equipment is available at the confined space to ensure that all workers are properly protected from identified hazards.
- That the area around the confined space is properly marked to provide warning to any other personnel that a hazard exists, should the entry point be near an area where personnel and/or equipment are operating.
- The supervisor has reviewed the Confined Space Entry permit and verified that the atmosphere is suitable for occupancy.
- The supervisor has verified that workers are wearing/using the appropriate personal protective equipment to protect them from hazards within the confined space.
- The supervisor shall approve in writing the Confined Space Entry permit prior to permitting workers to enter the confined space.
- The supervisor shall verify that all workers have left the confined space prior to the removal of any associated safety equipment.
- The supervisor shall ensure that Canadian Occupational Health and Safety Regulations are followed throughout the course of the work.

2.18 Contractor Lockout Procedure

All contractors must follow the DP World Vancouver Lock-Out Procedures and must have a DP World Vancouver supervisor present to ensure that the procedures are followed and that the lock out has been documented. This also applies when the contractor removes their locks and returns the equipment to operational status.

Contractors are required to review all DP World Vancouver Lock-Out Procedures with their employees prior to commencing lock-out.

Contractors must contact the DP World Vancouver Supervisors prior to lock removal so that DP World Vancouver supervisors can confirm that the equipment is safe to return to operational status.

Appropriate documentation, outlined in the DP World Vancouver Lock-out Policy, must be completed by the Contractor under the supervision of DP World Vancouver supervisors or managers.

Contractors must supply DP World a copy of their Lock-Out Program, as it applies to our site, prior to initiating work.

2.18.1 General Policy

(As it relates to Canada Labour Code Part 2, Section 8.12 & 8.13)

Lockout procedures apply to all stationary equipment that is connected to a specific source of energy such as, electricity, compressed gases or hydraulic sources.

Only authorized and trained employees may lock out and perform work on that equipment.

The company must provide locks, lock-out devices, guidance and training to ensure that employees safely lock out equipment.

All employees and contractors who work on DP World Vancouver equipment must use the Company Locks which are issued to them by DP World Vancouver Managers. All locks are marked for easy identification of the individual who has locked out the equipment. All DP World Vancouver Safety Locks that are not issued currently, to employees or contractors, are stored in appropriate, locked cabinets that contain the marked locks and keys for issue.

Employees are required to use their assigned locks and follow all procedures relating to the lock-out of equipment.

All lock-outs must be recorded in the appropriate lock-out log books located in the area that the employees are working.

If the employee is unsure of a lock-out procedure, they should review the procedure with their supervisor and/or a safety committee member.

ALL LOCKED OUT EQUIPMENT MUST BE TEST RUN TO ENSURE THAT THE LOCK-OUT WAS SUCCESSFUL AND THAT THE EQUIPMENT IS SAFE TO WORK ON PRIOR TO ANY WORK COMMENCING ON THE EQUIPMENT. EMPLOYEES MUST FOLLOW THIS STEP WITHOUT FAIL.

In the event that a lock has not been removed after work has been completed, DP World Vancouver staff will follow a documented Lock Removal Procedure.

As per regulations, spare keys only are securely kept on site in the event that an employee has mistakenly left his lock on a safety device. **NO MASTER KEYS ARE USED ON SITE.**

All employees are obliged to notify their supervisors of any defective lock-out devices or of any observed deficiencies in the lock-out procedure.

2.18.2 General Lockout Procedures

Employees are required to advise their supervisor when a personal lock-out is required or if they are unsure as to whether a lock-out is required.

DP World Vancouver supervisors must supervise the lock-out, including a review of the equipment to be locked out and the appropriate procedure to be followed, the installation of a Lock-out Tag and the entry of the lock-out in the log book, along with the names of the employees who have locked out the equipment.

All employees working on the equipment (to be locked out) must put their personal lock on the lock-out device and are responsible for removing it when they have finished working on the equipment.

All employees are responsible for informing their supervisors when they have removed their lock-out lock or if they intend to keep their lock “on” the device and the reason why.

DP World Vancouver supervisors are responsible for the final check of equipment, prior to returning it to operational status. They are required to note any outstanding safety issues relating to Safety Lock-out devices and must inform their Managers of any concerns.

SHIFT CHANGE adds an additional complication but if the procedure is followed correctly, there should not be a problem. The relieving supervisor must review the equipment lock-out with the retiring supervisor prior to the commencement of the work to be done on his shift.

All retiring employees must remove their locks from the Safety Lock-out Devices and the retiring Supervisor must record their removal in the Log Book. The relieving supervisor must then review the lock-out with the relieving employees who intend to work on the equipment and then supervise the lock-out, following the prescribed procedures. If this process is followed correctly, all employees who work on the equipment will have locks installed on the appropriate safety lock-out devices.

2.18.3 Special Lock Removal Procedure

In the event, that an employee mistakenly leaves his locks on the safety lock-out devices connected with the work that he has completed, DP World Vancouver Supervisors must follow a specific and documented Lock Removal Procedure.

It is important to stress that these Lock-out procedures are enforced to ensure the safety of employees and contractors, while working on equipment. The illegal removal of another person’s lock will result in the offending employee or supervisor facing serious disciplinary action.

DP World Vancouver supervisors are required to notify a DP World Vancouver Manager that they are required to remove a lock from a piece of equipment under the SPECIAL LOCK REMOVAL PROCEDURE. They are required to get verbal approval, prior to removing the lock.

DP World Vancouver supervisors must follow the specific steps to determine whereabouts of the employee, who has mistakenly left his lock on the equipment.

Search the site using all means of communication.

Try to contact the employee by telephone.

Try to contact the employee via his home.

If the DP World Vancouver supervisor is unable to contact the employee, he must then undertake a thorough inspection of the equipment and surrounding areas that relate to the equipment, to determine if anyone remains in that area or is in the equipment.

The supervisor will then determine if it is safe to remove the lock. He must then obtain a "SPARE KEY" so that he can remove the lock. Prior to removing the lock he must post an appropriate number of employees around the equipment (at a safe distance) to ensure that no one enters the area.

The lock is then removed and the equipment re-energized, prior to returning it operational status.

The DP World Vancouver supervisor is required to complete the SPECIAL LOCK REMOVAL FORM and return it and the removed lock to the DP World Vancouver Manager.

2.18.4 Violations or Contraventions of this Policy or Its Procedures

Deliberate violations of this policy will not be tolerated and ignorance of any of its directives or procedures will not be acceptable. Violation of any or all of this policy or its procedures will result in immediate and appropriate disciplinary action.

2.19 WorksafeBC Coverage

Each contractor is responsible for providing his or her active WorksafeBC number prior to working on site.

2.20 Electrical Work

All electrical work including temporary wiring shall be done in accordance with the Canadian Electrical Code and any other codes as outlined in the project specifications or Scope of Work. Only authorized and qualified personnel shall work on the installation, wiring, troubleshooting or repair of electrical equipment.

2.21 Work Involving the Rail

Clearance must be obtained from the DP World site representative prior to any work on, or adjacent to, any rail track. The Contractor is responsible to follow site safety requirements if work is to be performed on or adjacent to any rail tracks. If the track is to be out of service for an extended period of time, the DP World site representative is to be advised, noting the start and finish dates. At the completion of the work, the DP World site representative is notified.

2.22 Welding / Burning / Fire-Watch

The Contractor is required to complete a Hot Work Permit prior to commencing any welding/burning work. At the request of the DP World representative, they shall maintain personnel on fire-watch after the end of a shift in which cutting, welding or burning was carried out.

The Contractor shall provide adequate fire fighting equipment to contain and extinguish an equipment fire. This equipment shall be available and accessible at the work area at all times.

2.23 Fire Regulations (minimum requirement)

The Contractor shall provide a Fire Watch if the hazard dictates the need for one. Examples are when working near sulphur, pulp paper, flammable liquids, methanol, etc.

All acetylene and oxygen cylinders must be stored in an upright position and properly secured with chain or cable. These cylinders must be equipped with a check valve at the regulator hose exit to prevent flashback.

Contractor shall provide adequate fire extinguishers in good working order and properly filled. Contractors shall provide their own fire fighting equipment for watch purposes. DP World Vancouver fire extinguishing equipment is only for use in emergency situations.

The Fire Watch must be conducted through all work breaks and for at least two hours after the actual work is completed specifically within the pulp storage areas.

When cutting, burning or welding is to be done overhead, a man must be stationed below with an approved fire extinguisher, and a charged water hose.

Fire Hydrants and hoses are not to be used without permission of DP World, except in an emergency situation. The DP World representative must approve, in advance, regular use by a contractor.

2.24 Delivery of Material and Supplies

All deliveries through the terminal should be advised in advance as all materials will be stopped at the Main Security Gate. Drivers unfamiliar with the site will be held at Gate for an escort. If trained in safe access and traffic management of the site, the contractor/vendor will be permitted access without an escort. If specific arrangements are made, in some cases the back gate may be used.

Handling Loads / Dangerous Goods

Handling means: "Loading, unloading, packing or unpacking dangerous goods in a means of containment or transport for the purposes of or following transportation and includes storing dangerous goods in the course of transportation."

Training required:

- Types of placards, labels, signs, numbers and other safety marks, their meaning, and when and where to use them;
- A thorough knowledge of the control and emergency features for all handling equipment used in the normal course of the job;
- Safe practices respecting the loading and stowage of dangerous goods;
- When to remove placards, UN numbers and other safety marks;
- The proper selection and use of means of containment for the dangerous goods.

2.25 Warning Signs and Barricades

The Contractor shall install and maintain adequate warning signs and barricades, lighted and weighted as necessary, to protect property and personnel in the work area. Physical barriers should be set up for all pedestrians working on the ground to protect the people and clearly delineate the work area not accessible to mobile equipment.

Any work done on the terminal must be coordinated with DP World's operations and maintenance department. Work areas must be cordoned off from operating areas to ensure compliance with the Pedestrian and Traffic Management Plan.

2.26 Excavation

To prevent damage to DP World Vancouver property and possible injuries to workers, all excavation work must be approved by the DP World Vancouver site representative prior to digging. Additional information (i.e. excavation permit) may be obtained from DP World's Maintenance or Engineering Departments.

2.26.1 Ditches and Trenches

The Contractor shall protect the bottom and slopes of ditches, trenches and watercourses from erosion and deterioration. All ditches trenches and watercourses affected during construction operations must be cleaned out and returned to their original condition or to a condition acceptable to DP World.

All excavated material must be moved off site or to an area designated by the DP World representative. New ditches shall be configured and landscaped to minimize erosion. Soil, aggregate or other materials shall not be dumped or stored near ditches.

3.0 Long Term Contractor Conditions

3.1 Safety Program

The Contractor shall be responsible for the overall safety program pertaining to the work on the Site to ensure the safety of all workers, the building, its equipment and materials.

The Contractor's safety program shall include indoctrination of all personnel or employees of any subcontractor, vendor and consultant in accordance with this Manual.

The Contractor shall be proactive in their approach towards safety and shall anticipate problems, correcting situations before they occur. The Contractor shall have a means of enforcing the work on the site to ensure that its personnel meet or exceed the safety requirements. All unsafe conditions are immediately corrected and proper discipline is enforced.

3.2 Health and Safety Program

Contractors, sub-contractors, staff and employees must comply with the on-going Occupational Health and Safety Program of DP World. Long term contractors will be asked to provide their Occupational Health & Safety Program.

3.3 First Aid

The Contractor is responsible to meet all Workers' Compensation Board (WCB) and Occupational Health and Safety (OH&S) regulations, provisions of first-aid facilities, supplies, equipment and personnel on behalf of the Contractor's employees and subcontractors, suppliers and other persons required by the Contractor for the work. Locate as agreed with the DP World Manager of Safety & Environment.

The Contractor shall prepare all regulatory forms and documents for each employee requiring medical treatment and submit copies of each to the Owner within 24 hours. DP World must be notified of incidents occurring on our site.

The Contractor shall maintain a list of the names of all employees and subcontractors' employees engaged in the work. First-aid records must be kept in compliance with the WCB. The Contractor shall maintain a list of workers that have medical conditions that require special treatment such as allergies, disabilities, or other conditions.

DP World will not be held responsible for any additional costs incurred by the Contractor to provide first-aid personnel to subcontractors, suppliers or other contractors.

The Contractor shall develop an emergency procedure plan for the site that shall include:

- Air-horns located and posted on the site for summoning first-aid with 3 long blasts
- Designated and signed muster points for evacuation, assembly and check off of employees
- Procedures to guide fire trucks, ambulance, police and other emergency vehicles on the Site.
- Fire Prevention and Protection for the site

3.4 Meetings / Tool Box Talks

3.4.1 Tool Box Talks

Toolbox safety meetings are one of the most effective ways for the supervisory personnel to exhibit a continuing company and personal commitment to safety. Toolbox talks are to be used by the Supervisor or DPW representative as a means of providing information specific to the hazards of the scope of work, hazard controls and site specific issues pertaining to that day.

The meetings will be used to discuss hazards, to provide information on how hazards will be removed or effectively controlled, and to create a forum for people to express safety concerns. All workers on site are required to attend and participate in the meetings. These meetings will generally be 15 minutes or less in duration and to be delivered by the DPW site representative.

3.4.2 Meetings

The Contractor shall attend periodic coordination meetings along with other contractors as required by DP World.

The Contractor shall abide by any directions or instruction, issued by the DP World representative, arising out of the meetings.

Prior to commencement of any work, the Contractor shall hold meetings with representatives of all trades involved in order to obtain complete agreement on jurisdiction and working conditions.

The Contractor shall provide the DP World representative with copies of the minutes of meetings covering the pre-job conference.

3.5 Reporting Incidents

Contractors are responsible for managing all incidents and ensuring that they are reported to their DP World Site Contact.

Timely and accurate reporting of all incidents will be conducted through formal procedures that:

- Require incidents to be verbally reported as soon as possible of the incident occurring. The Site Contact should be notified first and then the Manager Safety, Security and Environment if the Site Contact not available.
- Require immediate response by management to mitigate any potential consequences arising from the incident, such as the provision of first aid, isolation of faulty equipment, managing the media or seeking legal advice.
- A formal incident report with corrective action and future controls should be submitted within 24 hours (via email) as appropriate.
- All incident reports will be reviewed by DP World.

3.6 Joint Site Health and Safety Committee

The Contractor shall form a joint site health and safety committee with a membership complying with the rules and regulations of all governmental, local or other duly constituted authorities having jurisdiction and DP World.

The health and safety committee will meet not less than once each month, and will provide written reports of activities and recommendations to the Manager of Safety & Environment and will maintain files of the reports on the site.

Health and safety committee is responsible for:

- Physical inspection of the site, equipment and facilities.
- Observation and review of work procedures and operations.
- Review of safety meeting reports and recommendations.
- Review of reports of current accidents or industrial diseases, their causes and means or prevention.
- Review of measures required to attain compliance with rules and regulations.

The Contractor shall be responsible for initiating and maintaining bi-weekly meetings of all on site employees of the Contractor including those of the subcontractor and others in connection with the project, without exception. Document reports, recommendations and action taken pertinent to industrial health and safety.

The Contractor shall be responsible for complying with all the requirements of the Workplace Hazardous Materials information Systems (WHMIS) and shall maintain a library of material safety data sheets on the Site.

4.0 Emergency Contact Numbers

Emergency Response Procedures

In the event of an emergency, the patient is our priority. The following personnel must be notified immediately:

Operations Shift Managers	604-252-2407
DPW Mobile Security	604-861-3915
Guard House	604-253-5245
First Aid	604-252-2555 (Emergency)
Manager Safety, Security and Environment	604-252-2525 or 604-861-4703

General Contact Numbers:

Brendon Hull	Terminal Manager	604-252-2515 / 604-861-1143
Blair Garbutt	Manager, Maintenance	604-252-2572 / 778-879-0853
Andrew Meszaros	Sr. Facilities Engineer	604-252-2491 / 604-880-0319
Allan Xiang	Crane Manager (Electrical)	604-252-2449 / 604-880-0046
Pouya Azari	Mobile Manager	604-252-2416 / 604-209-2847
Nate Stafiej	Crane Manager (Mechanical)	604-252-2580 / 604-314-0760
First Aid		604-252-2444 (Non-Emergency)
Reception		604-255-5151

5.0 Incident Report Form

This report must be completed for all incidents occurring at DP World Vancouver. It must be given to your site contact prior to departing the site or, in the instance of serious injuries, within 24 hours of the incident.

DP WORLD Vancouver		INCIDENT REPORT FORM		Containers
1 Date of Incident:		Time of Incident:		Date Form Completed:
2 Incident Type		<input type="checkbox"/> Near Miss <input type="checkbox"/> Spill (DG/Controlled product)		<input type="checkbox"/> Property Damage <input type="checkbox"/> Fire <input type="checkbox"/> Equipment Damage <input type="checkbox"/> Personal Injury
3 Location:				
Vessel Name:		Berth #:	Bay #:	
Location details (e.g. bay 42, fwd end, offshore side)				
Commodity:		Weather conditions:		
4 First Aid	Did worker attend First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, did Foreman sign First Aid Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5 PPE	Was mandatory PPE worn? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If No, what PPE was not worn? <input type="checkbox"/> Boots <input type="checkbox"/> Gloves <input type="checkbox"/> Vest <input type="checkbox"/> Eye Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Coveralls <input type="checkbox"/> Seatbelt			
6 Individuals Involved *include all involved*		Man #	Department	Position
7 Witness Names and Employee #:				
8 Description of Incident (what / where / how / who) **Ensure equipment/unit # is clearly identified**				
9 Immediate Corrective Actions Taken				
Shift Manager's review comments: root cause(s) of incident and recommended corrective action(s)				
F Container Incident Form v1.8		17 April 2018		