
	HSE GUIDELINE	HSE Policy No.:	HSE-G-017
	Contractor Health, Safety & Environmental Guideline	Original Release:	September 2010
		Revision No.:	4
		Revision Date:	September 2015
		Approval:	HSE Manager

INSTRUCTIONS TO BIDDING CONTRACTORS

1. Please review the entire Contractor Health, Safety and Environmental Compliance Guideline of Caesars Entertainment Windsor Limited, operator of Caesars Windsor on behalf of the Ontario Lottery and Gaming Corporation and Ontario Gaming Assets Corporation (“Caesars Windsor”). Contractors and sub-contractors, and their employees and workers will be collectively referred to as the “Contractor”. A representative of the Contractor is required to sign the attached Acknowledgement Form to verify Contractor understands its requirements with respect to health, safety, and environmental protection and confirm compliance of same during the performance of the project on any properties managed by Caesars Windsor.
2. Please review and fully complete the Exhibit A-Caesars Windsor Health, Safety and Environmental Pre-Award Checklist (“HSE Checklist”). Contractor must sign the Health, Safety and Environmental Checklist confirming Contractor acknowledgement and compliance with all requirements outlined in the HSE Checklist. Further, Contractor must include in their submission all required documentation, certificates, and relative correspondence (i.e. WSIB Clearance Certificates, Trades Licenses, Records of Training, JHSC Representatives Lists, etc.).
3. Return the entire Caesars Windsor Contractor Health, Safety and Environmental Guideline and required contents along with the fully completed HSE Checklist to Caesars Windsor Project Manager or other recipient, if so instructed. Note: the entire guideline is to be submitted wholly and completely.

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1. OBJECTIVE:

The Contractor Health, Safety, and Environmental Guideline provides a description of the responsibilities of Contractors with respect to occupational health, safety, and environmental protection while performing a “contract for service” on any property managed by Caesars Windsor.

2. SCOPE:


This guideline applies to every Contractor working on property managed by Caesars Windsor. As an employer, Caesars Windsor, and Windsor Casino Limited (“WCL”) are committed to ensuring a healthy and safe environment is provided for employees, patrons, service providers, and visitors at all times. As such, Contractors are obligated to ensure same.

3. SUMMARY

- 3.1. Contractors who perform tasks/projects on premises managed by Caesars Windsor shall comply with all health, safety and environmental requirements and every other requirement prescribed by law relative to the project or undertaking.
- 3.2. Contractors working on property managed by Caesars Windsor shall take every reasonable precaution to protect their employees and subcontractors, Caesars Windsor and WCL employees, patrons, visitors and the general public from hazards or harm during the project or any part thereto.
- 3.3. Caesars Windsor reserves the exclusive right to prohibit the use of any equipment, methods or practices that do not conform to applicable standards or legislation.

4. EXAMPLES OF CONTRACTED SERVICES (NON-EXHAUSTIVE LIST)

- Construction/Renovation Firms
- Snow Removal and Landscaping Firms
- Paving Firms
- Utility Service or Repair Firms
- Custodial/Cleaning/Janitorial Service Firms
- Window Cleaning
- Food Service and Vending Firms
- Pest Control Firms
- Waste Disposal Firms
- Consultants or Consultant Firms
- Administrative Service Firms
- Mechanical and Electrical Contractors

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5. CONTRACTOR HEALTH, SAFETY AND ENVIRONMENTAL REGULATORY COMPLIANCE

Caesars Windsor and WCL shall remain duly diligent in providing a healthy, safe, and compliant work place. As such, every Contractor, as a contractual condition, shall comply with all health, safety and environmental legislation, including Caesars Windsor policies or procedures. Every Contractor shall remain compliant within the following regulatory framework such as, but not limited to;


- a) The Ontario Occupational Health and Safety Act (“OHS”) and its Related Regulation;
- b) Technical Standards and Safety Act;
- c) The Ontario Trades Qualification and Apprenticeship Act;
- d) The Ontario Building Code;
- e) The Ontario Fire Code;
- f) National Fire Protection Association Standards;
- g) The Ontario Electrical Code;
- h) The Ontario Environmental Protection Act;
- i) Caesars Windsor and WCL Health and Safety Policies:
 - a. HSE-P-00 Health & Safety Policy Statement
 - b. HSE-P-V0 Workplace Violence Policy Statement
 - c. HSE-P-H0 Workplace Harassment Policy Statement
 - d. HSE-P-010 Working at Heights
 - e. HSE-P-017 Lockout/Tagout Policy
 - f. HSE-P-21 Hearing Conservation Program
 - g. HSE-P-023 Confined Space Entry
 - h. Hot Work Procedure
 - i. Environmental Policy
- j) Any other applicable code

6. CAESARS WINDSOR CONTRACTOR OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

6.1. Caesars Windsor expects Contractors to have an active health and safety program in place to confirm commitment to worker safety and regulatory compliance. Caesars Windsor requires all Contractors to comply with and acknowledge, in writing, specific health, safety and environmental policies and procedures.

6.1.1. Contractors shall employ competent supervisors who will supervise the work at all times, or appoint a competent person to do so; Further, Contractors are required to have a competent safety representative on site at all times during the succession of the project and as such shall be identified and sign this document under the title as such.

6.1.2. Assessments of the work to ensure workers/employees who are performing the work are competent or certified to perform the work;

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6.1.3. Contractors must have a progressive discipline system in place to prevent infractions; and these will be forwarded to the Caesars Windsor Project Manager for monitoring.

6.2. Safe work procedures shall be conducted on the project as prescribed by regulation or industry best practices;

6.3. **WHMIS Requirements:**

Prior to start of project, the Contractor must;

- a) Submit a list of all Chemical Products (Manufacturer of chemical as noted in the (M)SDS));
- b) Identify chemicals containing any designated substance;
- c) Submit name of Contact Person for all chemical enquiries, and Phone Number;
- d) Submit WHMIS training documentation for all contractor employees who will be using chemical products onsite;
- e) Comply with all Personal Protective Equipment (PPE) requirements as indicated in the chemical (M)SDS;
- f) Comply with all other protective measures outlined in the chemical (M)SDS;
- g) Store all chemical products in accordance with the requirements outlined in the chemical (M)SDS;
- h) Remove all unfinished chemical products from Caesars Windsor property upon completion of project;
- i) Comply with any additional protective measure described by Caesars Windsor;
- j) Advise Caesars Windsor Health and Safety of any new, replacement or discontinued chemical products prior to use on Caesars Windsor property.
- k) Comply with Environmental Incident Reporting requirements;
- l) Hazardous and non-hazardous waste removal as prescribed;


Note: Upon review of the (M)SDS, Caesars Windsor Health & Safety has the right to refuse and/or recommend alternative chemical products. It is also Caesars Windsor's mandate to prohibit the use of designated substances)

6.4. **Equipment:** All Contractors are responsible for ensuring all equipment, tools, machines or other devices are maintained and remain in a safe working condition and used for the purpose intended. Safe operation of equipment in addition to maintenance and inspection shall be conducted as prescribed by regulation;

6.4.1. All equipment used must conform to an underwriter's specification such as, but not limited to,


- a) Canadian Standards Association (CSA)
- b) National Institute for Occupational Safety and Health (NIOSH)
- c) Underwriters Laboratories of Canada (ULC).

6.4.2. Inspections shall be made at least once per week or more frequently as the supervisor deems necessary to determine if machinery and equipment, fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures,


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temporary supports and means of access and egress at the project does not endanger any worker on the project;

- 6.4.3. Machine guarding shall be provided to prevent access to nip and pinch points;
- 6.5. **Electrical Equipment:** Electrical equipment and cords shall be in good repair and free of any defects and remain current within applicable standards; Must work safely in proximity to electrical utilities and maintain clearances as prescribed in regulation;
- 6.6. **Lockout/Tagout** - Contractors shall implement and enforce a Lockout/Tagout of equipment and de-energizing program. All actual or stored energy shall be removed or isolated at the source. In addition, blocking and movement prevention is required where any machine has stored or residual energy upon locking out the energy source;
- 6.7. **Hot Work Procedure:** A hot work permit shall be completed as prescribed and subject to Caesars Windsor's Hot Work Procedure; Welding shall be shielded with adequate barriers and proper ventilation.
- 6.8. **Confined Space:** Confined space provisions shall be met as prescribed by regulation;
- 6.9. **Powered Lifting Devices**
 - 6.9.1. All hoisting and rigging equipment procedures shall comply with the *OHSA*, in addition, but not limited to, a signaler and maintenance and inspection records as may be prescribed by the *OHSA*;
 - 6.9.2. Material handling procedures, lift trucks, elevated work platforms and other self-propelled equipment; High visibility vests or clothing shall be worn when required and as prescribed by regulation;
- 6.10. **Support Equipment:**
 - 6.10.1. Ladders must be constructed of fiberglass material, and shall be used and subject to regular inspections as prescribed by the regulation;
 - 6.10.2. Scaffolds are required to be inspected and approved according to regulation; Scaffolds are required to be securely fastened at every fourth (4th) section – if this cannot be achieved – guy lines or outriggers must be used, wheels are to be locked, a guardrail shall be installed which meets the requirements of the *OHSA*, the planks required to support a load must meet the requirements of the *OHSA*. The scaffold assembly must be dismantled to ensure that its movement, either directly or indirectly, does not come into contact with electrical/hydro lines;

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- 6.11. Personal Protective Equipment:** The Contractor is responsible to provide, maintain and ensure that all safety equipment, devices or clothing, including personal protective equipment is adequate and properly used and cared for the duration of the project or task.
- 6.11.1.** All construction work zones shall be properly identified with appropriate signage indicating “Construction Zone” and the Personal Protective Equipment (PPE) required, in addition to Ministry of Labour (“MOL”) Notices and Registrations;
- 6.11.2.** PPE appropriate in the circumstances shall be worn on the project as prescribed by regulation;
- 6.12. Accidents and Injuries:** All Contractors shall take every reasonable precaution to protect patrons, employees and visitors from hazards or injury during the succession of the project. In the event of a serious incident, Contractor must immediately contact the Caesars Windsor Security. **(See Exhibit B)**
- 6.12.1.** First aid standards with a first aid provider and supplies shall be readily accessible and available to all Contractors’ employees;
- 6.12.2.** Contractors’ employees/workers must expediently report to their employer incidents and hazards;
- 6.12.3.** Accident reporting and investigation procedures must be followed;
- 6.13. Housekeeping** – Good housekeeping practices shall be maintained at all times;
- 6.14. Hazards:** Contractors who create or observe a hazard are required to immediately report the hazard to the Caesars Windsor Project Manager or, if applicable, the Constructor acting on behalf of Caesars Windsor. Immediate steps shall be taken by the Contractor, at the sole discretion of Caesars Windsor, to protect employees and patrons from the hazard.
- 6.15. Emergency Response:** Project emergency plan and procedures as prescribed; Fire safety plans and the implementation of a fire evacuation route and signals such as but not limited to, air horns, lights, beepers, etc shall be maintained for the duration of the project.
- 6.16. Records of Training:** Contractors shall provide records of training for their employees working with/on specialized machinery or equipment.
- 6.16.1.** Records of training must be submitted to the Caesars Windsor Project Manager and must be kept on the person at all times during the project.
- 6.16.2.** Specialized equipment must be inspected daily by their operators and records shall be kept readily available for review.

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6.17. Skilled and/or Licensed Trades: Contractors are required to use skilled or licensed trade employees. For example, Electricians, Plumbers, Sheet Metal Workers, Refrigeration and Air Conditioning Mechanic, Hoisting Engineer, etc. Furnish to Caesars Windsor any license, permits, certificates or relevant documentation as requested;

6.18. WSIB Clearance Certificates: Contractors are required to carry WSIB coverage for the duration of the project. Clearance Certificates shall be provided by the Contractor prior to the commencement of any work, upon expiry, or at any time requested by Caesars Windsor.

Authority Having Jurisdiction:

- Contractors have the jurisdiction and authority to enforce regulatory compliance as prescribed by the Occupational Health and Safety Act and/or the Environmental Protection Act. As such, Contractors are required to ensure every person granted access to, or working upon the project, task or undertaking, including Caesars Windsor employees, is familiar with and uses in the prescribed manner safety materials, equipment, procedures, devices and clothing.

Consumption of any alcoholic beverage(s) prior to, upon commencement of, or during the progression of any project, undertaking, or service agreement carried out on any property managed by Caesars Windsor by any Contractor, sub-contractor, or their employees, is strictly prohibited.

Smoking shall only be permitted in WCL designated smoking areas;

7. CONTRACTOR PRE-AWARD PROTOCOL

7.1. Health, Safety, and Environmental (HSE) Checklist:

The HSE Checklist is to be completed in full and endorsed by an individual with the authority to bind the Contractor. **(See Exhibit A)**

Note: Contractors retained by Caesars Windsor for routine maintenance agreements may be required to complete HSE Checklists annually, or upon request by Caesars Windsor.

7.2. Selected Contractor:

Prior to the commencement of any project, task or undertaking, the Contractor awarded the contract for service will be required to attend a pre-project safety review with Caesars Windsor’s Project Manager. The Manager-Health, Safety & Environment or designate may attend the pre-project safety review upon request, and at the discretion of the Caesars Windsor Project Manager.

Note: Contractors retained by Caesars Windsor for recurring routine maintenance are required to attend one (1) pre-project safety review meeting.


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EXHIBIT A

PRE-AWARD HEALTH, SAFETY, AND ENVIRONMENTAL CHECKLIST

Pertaining to the scope of work/services to be provided

HEALTH & SAFETY

HEALTH & SAFETY COMMITMENT:

Company Health & Safety Policy Statement: Yes

CONSTRUCTION:

Construction Project as defined by Ontario Construction Regulation 213 Ministry of Labour (MOL) Notice of Project Required (Exceeds \$50,000.) Yes
 Yes

ADMINISTRATIVE PROCEDURES:

Accident Investigation:

Accident Policy/Procedure Yes

Working Alone:

Will the work be performed by one individual, and in an isolated area? Yes
 If Yes, Working Alone Policy/Procedure Yes

SAFE OPERATING PROCEDURES & TRAINING:

Electrical:


Arc Flash Hazard Training & Certification Yes
 Electrical installation and (or) in integration: Yes
 Lockout/Tagout Policy/Procedure Yes
 Lockout/Tagout Training Certification Yes
 Extension Cords must equipped with GFCI Yes

Support Equipment:

Portable Ladders Yes
 Ladder Safety Procedure Yes
 Barricade(s) Yes
 Barricade Policy/Procedure Yes
 Scaffolding: Yes
 Scaffolding Policy/Procedure Yes

Confined Space Entry (CSE):

CSE Required Yes
 CSE Procedure & Entry Permit System Yes
 CSE Training Certification Yes

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WHMIS:

Chemical Products will be used: Yes

Contractor must submit;

- a) A list of all Chemical Products to be used on Caesars Windsor property prior to start of project (Manufacturer's name of chemical as noted in the (M)SDS));
- b) Name and phone number for Contact Person for all chemical enquiries;
- c) WHMIS training documentation for all contractor employees who will be using chemical products onsite.

Note: Upon review of the (M)SDS, Caesars Windsor has the right to refuse and/or recommend alternative chemical products. It is also Caesars Windsor's mandate to prohibit the use of designated substances.

POWERED LIFTING DEVICES:

Lift Truck:

Lift Truck required Yes

Type (Class) of Lift Truck: Propane Battery Diesel

Lift Truck Operating Training Certification Yes

Working at Heights:

Working at Heights Policy/Procedure Yes

Elevated Work Platform Operating Training Certification Yes

Articulating Boom: Training Certification Yes

Fall Arrest Training Certification Yes

Other: _____


PERSONAL PROTECTIVE EQUIPMENT (PPE):

Personal Protective Equipment required: Yes (if yes, indicate below)

- | | |
|--|--|
| <input type="checkbox"/> Safety Shoes | <input type="checkbox"/> Hard Hat |
| <input type="checkbox"/> Safety Glasses with Side Shields | <input type="checkbox"/> Chemical Splash Goggles |
| <input type="checkbox"/> Chemical Splash Face Shield | <input type="checkbox"/> Chemical Resistant Gloves |
| <input type="checkbox"/> Dust Goggles | <input type="checkbox"/> Nitrile Gloves |
| <input type="checkbox"/> Chemical Resistant Arm Protectors | <input type="checkbox"/> Respirator (Type) _____ |
| <input type="checkbox"/> Chemical Apron | <input type="checkbox"/> Chemical Boots |
| <input type="checkbox"/> Chemical Resistant Jacket and Pants | |

- Arc Flash Resistant Jacket and Pants
- Arc Flash Resistant Face Shield
- Voltage Rated Rubber Gloves and Leather Gantlets
- Approved Voltage Testing Equipment

Other (Specify) _____

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EMERGENCY PREPAREDNESS

- Site Specific Evacuation Routes/Maps Required (Event Area, Banquet room etc.): Yes
- Fire Suppression Required: Fire Extinguisher, Fire Hose, etc... Yes
- Fire Response Team Required: Yes
- Fire Watch Required: Yes


Other: _____

EQUIPMENT APPROVALS

- Approved for use in Canada (CSA, ULC, etc approved) Yes
- Electrical Installation(s) Required: Yes
- Electrical Installation Drawings Required: Yes
- Electrical Safety Authority Site Inspection Required: Yes

ENVIRONMENTAL

- Environmental Management Program Yes
- Will there be waste generated Yes
- Waste Disposal Procedures in place Yes
- Spills Prevent & Response Procedures Yes
- Recycle Programs Yes

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CONTRACTOR ACKNOWLEDGEMENT

I acknowledge I have received and have carefully read the Caesars Windsor Contractor Health, Safety and Environmental Compliance Guideline, and that I fully understand my obligations with respect to the contents of this document.

I further understand that this document is intended only as a general guide and that I am solely responsible for following and enforcing all rules, policies and procedures subject to my active health and safety program. I also confirm that I shall comply with all applicable health, safety and environmental legislation and regulations, as well as all rules, policies and procedures of Caesars Windsor and WCL.

Company Name: _____

“I have authority to bind the company”

Name: _____

Title: _____

Signature: _____

Date: _____
M/D/Y

On-site Health & Safety Representative:

Name: _____

Signature: _____

Date: _____
M/D/Y


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EXHIBIT B - CAESARS WINDSOR FACILITY CONTACTS

Department	Facility Contact	Phone Number
Engineering	Engineering Director	519- 258-7878 ext. 22829
	Engineering Project Manager	519- 258-7878 ext. 22653
	Engineering Shift Manager	519-258-7878 ext. 22654, 22661 or 22660
	Electrical Services Manager	519- 258-7878 ext. 22674
	Mechanical Services Manager	519- 258-7878 ext. 22699
Health, Safety & Environment	Manager	519-258-7878 ext. 22782; Cell: 519-562-5192
Security	Security Shift Manager (on-duty)	Direct Extension: 22511 Phone Number: 519-258-7878 ext. 22513 or 22511


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EXHIBIT C

CAESARS WINDSOR REVIEW
“To be completed by Caesars Windsor”

PROJECT MANAGER:

Project Description: _____ Project #: _____

First Name (please print): _____

Last Name: _____

Signature: _____

Date: _____
M/D/Y

HEALTH, SAFETY & ENVIRONMENT:

First Name (please print): _____

Last Name: _____

Signature: _____

Date: _____
M/D/Y

Signed copy distribution:

- Original: Caesars Windsor Project Manager
- Copy: Caesars Windsor Procurement Manager
- Copy: Caesars Windsor Health, Safety & Environment
- Copy: Contractor