

**CONTENTS**

1. Safety	126. Asbestos
1.1. Owner's Safety Philosophy	127. Radiation
1.2. Indoctrinations	128. Confined Spaces
1.3. Contractor's Responsibilities	129. De-Energization and Lockout
1.4. Sub-contractors	130. Fall Protection
1.5. Communication and Documentation	131. Fire Prevention
1.6. Health and Safety Responsibilities	132. Crane Operation
1.7. Accident Reporting	133. Vehicle Safety
1.8. Accident Investigations	134. Excavations and Penetrations
1.9. Safety Program	135. Demolition
1.10. Safety Meetings	136. Personal Protective Equipment
1.11. First Aid	137. Working On or Near Rail Tracks
1.12. Emergency Response	138. Other Applicable Mill Safety Policies
1.13. Site Access	2. Owner's Obligation For Construction Services
1.14. Safety Performance Tracking	3. Unloading and Storage
1.15. Workplace Inspections	4. Demolition Materials
1.16. Notice of Project	5. Laws and Permits
1.17. Refusal of Unsafe Work	6. Shop Drawings
1.18. Safe Electrical Equipment	7. Roads
1.19. High Voltage Electrical Equipment	8. Inclement Weather
1.20. Site Cleanliness	9. Plastic Material on Site
1.21. Impairment	10. Cameras
1.22. Environmental Tobacco Smoke	11. Work Week
1.23. WHMIS Controlled Products	12. Invoicing Instructions
1.24. Hazardous Substances	13. Lights
1.25. Transportation of Dangerous Goods	14. Security

**1. SAFETY****1.1 Owner's Safety Philosophy**

Safety is of prime importance in all activities at the Owner's facilities, and all contractors must support the same philosophy while on any of the Owner's sites. This philosophy is expressed in the following **Core Safety Values and Beliefs**, which guide the Owner's employees in their daily activities:

- **All injuries can be prevented**
- **Safety has an over-riding priority**
- **Involvement in safety is essential**
- **Safety is a line responsibility**
- **Safety is built-in to every job**
- **Success in safety is contagious**

The Contractor shall tailor his own health and safety plan for the site to reflect and represent this philosophy. The method of application may be unique to each contractor, but the results must be the same: continued improvement in health and safety performance.

This document is not intended to be used for the health and safety indoctrination of the Contractor's and sub-contractors' employees, although its content should be used to develop indoctrination materials.

## **1.2 Indoctrinations**

All Contractor personnel entering the site must receive a 2-part safety indoctrination before commencing any work on site. This also includes sub-contractors, construction supervision, management, and others performing work or visiting operating areas and who are not accompanied by a mill employee at all times.

Personnel must report directly to the designated location for the indoctrination, and may not visit other areas of the mill prior to receiving the indoctrination. If the location of the indoctrination is within the millsite, the Contractor must escort the personnel to the indoctrination.

The two parts of the safety indoctrination will typically consist of:

- **General indoctrination** - general millwide hazards. Duration approx. ½ hour. Scheduled through the Owner's Representative. Valid twelve months maximum.
- **Area-specific indoctrination** - hazards more specific to the target worksite. This will initially be delivered to the Contractor's safety representative, who will then be responsible for passing it on to the individual workers. Duration varies, depending on how much of the site will be covered by the workers in the course of their work. Typically includes:
  - Safety indoctrination checklist for the area(s) in which the work will be performed
  - The Project Hazard Analysis (where applicable)
  - The Guide to Working Safely at Crofton
  - The location of the nearest emergency equipment – e.g. chemical showers, eyewashes and fire extinguishers
  - Evacuation route

Each Contractor employee must sign on the back page of the Guide to Working Safely at Crofton. When all employees have signed, a copy of this page must be given to the Owner's Representative, and a new copy must be provided whenever names are added. The Guide to Working Safely at Crofton must be conspicuously posted where it will be seen by all Contractor employees. At the completion of the job, the original document is to be returned to the Owner's Representative.

A Contractor's employee shall be deemed to not have received the indoctrination if he arrives late or leaves during the indoctrination, or if he fails to successfully answer questions to confirm understanding of the materials presented.

The Contractor shall keep a record of all indoctrinations and the record shall be signed off by the Contractor's site superintendent. Each employee record must include full name, address, company affiliation, and all areas of the mill in which the employee is required to work or visit. This record shall be available to the Owner's Representative upon request.

Information provided by the Owner during indoctrinations does not relieve the Contractor of any responsibility under the Act.

## **1.3 Contractor's Responsibilities**

The Contractor and his employees must comply with the British Columbia Workers' Compensation Act (the "Act") and the Occupational Health and Safety Regulation (the "Regulation"), as administered by WorkSafeBC.

In addition, the Owner has specific requirements that are more stringent than the Act and Regulation; these requirements are presented here.

In some cases, the requirements for mill employees may differ from the requirements for the Contractor's employees.

Where reference is made to specific mill safety policies, access to those documents is available through the Owner's Representative.

**1.4 Sub-contractors**

The Contractor's responsibility includes responsibility for their sub-contractors and for all others who are required to enter the mill site at the request of the Contractor or his sub-contractors, including, but not limited to, suppliers. Any reference to contractor herein includes sub-contractors, except where noted otherwise.

**1.5 Communication and Documentation**

Where the Contractor is required to notify WorkSafeBC on any matter related to the Contract, a copy of the notification and any response from WorkSafeBC must be provided at the same time to the Owner's Representative.

Any written communication from WorkSafeBC related to the Contract, including but not limited to orders and variance orders, must immediately be copied to the Owner's Representative.

Where the Regulation requires that approval or certification by a professional engineer or other expert is required for any matter related to the Contract, a copy of the certification document must be readily available for inspection by the Owner's Representative.

Where qualifications or training for any activity related to the Contract are specified in the Regulation, training or qualification records including the individual's name and date of training or qualification must be readily available for inspection by the Owner's Representative. Examples:

- Trade qualifications
- WHMIS training and NFPA label training
- Asbestos-awareness training
- Confined space entry training
- Powder-actuated tool training
- Welding qualifications
- Scaffold training
- Crane operation qualifications
- Rigging training
- Fall prevention training
- Mobile equipment training
- Records of respirator fit testing

Any documentation related to the Contract which is required by the Regulation to be available to workers or to be kept at the work site must be available on site for inspection by the Owner's Representative. Examples:

- Load charts, records of inspection, maintenance records and safe work plans for cranes and hoists
- MSDS's and other documentation related to hazardous substances
- Fall protection plans
- Asbestos inspection results

Any other documentation related to the Contract which is required by the Regulation to be retained by the Contractor must be readily available for inspection by the Owner's Representative. Examples:

- Instructions, maintenance records and inspection records for equipment
- Service and calibration records for gas testing equipment for confined space entry
- Fall protection equipment inspection records
- Procedures for working alone or in isolation, including those required by Mill Policy 4-64 Working Alone or in Isolation.
- Heat stress assessments
- Inventory of hazardous substances

**1.6 Health and Safety Responsibilities**

The work sites are normally "multiple employer workplaces". The Owner will indicate in the contract documents if the Contractor will be required to act as the prime contractor.

Prior to work starting, the Contractor must provide to the Owner's Representative the name of the qualified person designated to be responsible for health and safety activities.

The Contractor must appoint a dedicated qualified health and safety person if the Contractor has more than 25 employees on site. A dedicated qualified health and safety person is required for a crew of 25 or fewer employees if this is specified in the Contractor's safety policy or the Contract documents.

Note - a "dedicated qualified safety person" must have no other duties other than those related to health and safety. The Owner reserves the right to approve the proposed "qualified safety person", and, if the Owner's Representative determines that the work is not being adequately performed, require that the person be replaced.

**1.7 Accident Reporting**

In addition to reporting injuries to WorkSafeBC as required, the Contractor must also immediately advise the Owner's Representative of all accidents that require reporting or investigating as defined in the Act. The Contractor shall also immediately advise the Owner's Representative of all other accidents which result in first aid treatment or property damage.

**1.8 Accident Investigations**

The Contractor must also investigate any accident or incident when requested by the Owner's Representative.

The Owner's Representative must be invited to attend all investigations of accidents or near misses related to the Contract and may, at his discretion, invite other of the Owner's employees to attend.

The Owner's Representative must be copied on all investigation reports.

The Contractor shall co-operate with on-site WorkSafeBC inspections and investigations while avoiding issues of fault or blame.

**1.9 Safety Program**

The Contractor, regardless of the number of his employees, must maintain a written occupational health and safety program. An up-to-date copy of this program must be kept on site and another copy provided to the Owner's Representative. The Owner's Representative shall receive copies of all updates to the program while the Contractor is working on site.

The Contractor shall work with the Owner's Representative to develop plans to incorporate the Crofton emergency procedures and safety requirements into the Contractor's safety program to reinforce the safety indoctrination information provided to the Contractor's employees. This plan shall be in place prior to starting work on site.

At the discretion of the Owner's Representative, where the Regulation does not require a contractor to maintain an occupational health and safety program, the Contractor may be requested, as an alternative, to provide a list of actions that he will take to ensure safety on site.

**1.10 Safety Meetings**

The Contractor must hold regular formal safety meetings with all on-site employees at least once per week. Attendance is mandatory. The Contractor must advise the Owner's Representative of the schedule for and location of these meetings; the Owner's Representative may attend at his discretion. Copies of minutes, highlighting concerns raised and specifying responsibility for action, must be provided promptly to the Owner's Representative. More frequent meetings may be required if requested by the Owner's Representative.

The Contractor shall also hold brief safety meetings with all on-site employees at the start of each work shift ("Toolbox Talks"), and minutes of these meetings must be copied to the Owner's Representative if he is not in attendance.

The Contractor's site superintendent must also attend a weekly safety coordination meeting with the Owner's Representative while on site. During shutdown periods these meetings will be held at a minimum daily, or more if required.

Prior to the commencement of shutdowns all contractors' site superintendents must attend a meeting to review the safety requirements of the shutdown work.

### **1.11 First Aid**

The Owner will provide first aid and emergency response facilities and services for all contractors. These services are located at the Main Gate.

All Contractor's employees must report all work-related injuries to First Aid, even if treated off site. All work-related injuries must also be reported immediately to the Owner's Representative.

### **1.12 Emergency Response**

Risk assessment and other procedures required by the Regulation apply to the immediate work area only. Outside the immediate work area, the Owner's emergency procedures must be used.

The Owner will provide emergency response services. The Contractor must follow the mill's evacuation procedures, and the mill's confined space rescue protocols.

Evacuation plans have been developed and each employee shall be advised of the evacuation routes and marshalling points. The mill evacuation plan is included in the Guide to Working Safely at Crofton.

The Contractor's sites supervisor must maintain an accurate list of the names of all of his employees on site at all times and must account for all employees in the event of an evacuation.

Refer to Mill Policy 4-92 Evacuation.

### **1.13 Site Access**

All contractor access to the millsite is to be through the South gate.

The Contractor must use access and egress routes as assigned by the Owner's Representative. All electrical switchrooms, warehouses, shops, washrooms, locker rooms, material laydown areas and Mill Stores are strictly out of bounds unless the Owner's Representative specifically approves otherwise. No Contractor shall enter any mill area except as required by the Work and then, only after being fully indoctrinated for that mill area.

Visitors are not allowed unless specifically approved by the Owner's Representative.

### **1.14 Safety Performance Tracking**

An important indicator of the Owner's overall performance is safety results, including contractors.

The Contractor must provide the following information to the Owner's Representative prior to noon each Monday:

- Total hours worked by the Contractor's employees (including sub-contractors) for the previous week (Monday to Sunday inclusive)
- Number of injuries sustained by all employees by category (lost time injuries, medical incidents and first aids) for the previous week (Sunday to Saturday inclusive)

### **1.15 Workplace Inspections**

While on site the Contractor must conduct workplace inspections to the standard prescribed in the Regulation at least daily, or more frequently if requested by the Owner's Representative. A record of inspections must be maintained and be readily available for inspection by the Owner's Representative.

Each contractor safety representative shall complete at least two safety audits each day.

**1.16 Notice of Project**

If the Contractor is acting as prime contractor, a copy of the Notice of Project must be provided to the Owner's Representative and posted at the jobsite.

**1.17 Refusal of Unsafe Work**

If the procedure for refusal reaches the point where WorkSafeBC involvement is required, the Owner's Representative must be advised immediately.

**1.18 Safe Electrical Equipment**

All contractor electrical equipment and tools rated for 550 volts and above must be inspected and tagged "Approved" by the Crofton mill prior to connection to the mill electrical system. The Owner's Representative will arrange for this inspection. The following conditions must be met:

- All equipment that will be plugged into mill welding outlets shall be rated 575 volts 3 phase and rated for less than 60 amps.
- The power cables must be in good repair.
- The male welding plug must conform to Crouse-Hinds type APJ 6485 or approved equal. These can be identified by the red interiors and uneven pin lengths to comply with CSA C22.2 B.182.1
- The equipment must meet the Canadian Electrical Code requirements. Appropriate nameplates, etc. must be present.
- Each piece of equipment must have insulation integrity verified (meg-ohm test).
- 600 volt extension cords without a local power disconnecting means at the female end are not permitted for use at Crofton.

If the equipment does not meet Crofton mill standards, it will not be accepted. Repairs to contractor-supplied electrical equipment will be completed at the Contractor's cost.

Contractor's electrical equipment will be inspected periodically and any without approval tags will be unplugged and removed until inspected.

The total load for any circuit which supplies more than one welding outlet shall not exceed 100 amps.

There are two laydown/inspection areas: east of the Paper roll storage building, and at the Kraft "Gravel Island" outside of the #2 Pulp Machine.

Per Mill Policy 4-90 Ground Fault Circuit Interrupters, a GFCI is required on all 120V portable electrical equipment, even if the equipment is double insulated. If the circuit does not have a GFCI installed, then a GFCI extension cord must be used. The only exceptions are inside offices or similar locations. Note: portable electrical equipment operating at other voltages less than 750V must also be protected against ground fault.

**1.19 High Voltage Electrical Equipment**

The Contractor must follow the Owner's procedures for high-voltage electrical work. All job-specific procedures for working on high-voltage electrical equipment must also be submitted to the Owner's Representative before any work starts.

**1.20 Site Cleanliness**

Site cleanliness shall be maintained to a level conducive to safe conduct of the work. The Owner's Representative may require additional cleanup at any time when he believes that safety is compromised or the state of cleanliness does not meet the requirements of the General Conditions. All waste materials shall be disposed of as directed by the Owner's Representative.

Temporary hoses, cables and other services must, where practical, be run above or below walkways, stairs and other access routes. Where necessary, the Contractor must provide temporary supports. Where temporary services must be run on the ground, they must be protected from vehicular traffic by ramps.

**1.21 Impairment**

Alcohol and illegal substances are forbidden on site at all times.

Employees of the Contractor who possess or consume alcohol or illegal substances on the Owner's site shall be immediately and permanently removed from the site. These employees shall also not be used on any other site belonging to the Owner.

**1.22 Environmental Tobacco Smoke**

Per Mill Policy 4-04 Smoking in the Workplace, smoking on the mill site is permitted in designated areas only, as approved by the Owner's Representative.

**1.23 WHMIS Controlled Products**

Contractors must provide the Owner's Representative with a detailed inventory of WHMIS controlled products and the corresponding MSDS that will be brought to the Crofton site. For WHMIS controlled products not already on the Crofton list of approved products, the Contractor must further submit the completed Crofton form "Contractor MSDS Notification to Occupational Hygienist" and receive approval prior to bringing the product onto the mill site. Refer to Mill Policy 4-71 WHMIS Controlled Products – Ordering.

**1.24 Hazardous Substances**

Flammable gases and liquids must be stored only in areas approved by the Owner's Representative.

Contractors are to remove excess amounts of unused controlled substances from the site.

If the Contractor becomes aware of

- (a) the discharge of hazardous materials on the site, or
- (b) hazardous materials which were not anticipated on the site,

he shall immediately notify the Owner's Representative and comply with his instructions, in addition to all other applicable rules and regulations.

**1.25 Transportation of Dangerous Goods**

In addition to the requirements of the Regulation and the Transportation of Dangerous Goods (TDG) regulations, all contractor-ordered tank trucks containing dangerous goods (as defined by the Transportation of Dangerous Goods legislation) require an approved escort into the Mill, and drivers must report to the Protection Department at the Main Gate upon arrival. (Exceptions are trucks delivering gasoline and propane if they are regular suppliers and drivers.) TDG material deliveries are to be coordinated through the Owner's Representative.

Refer to Mill Policy 4-72 Transportation of Dangerous Goods.

**1.26 Asbestos**

Asbestos removal is to be done in accordance with the Owner's Asbestos Management Plan.

Upon suspicion of unknown asbestos being present, Contractors shall immediately stop work, barrier the area, and inform the Owner's Representative.

No asbestos-containing materials are to be brought onto or taken off of the millsite without prior written approval of the Owner's Representative.

The Owner may have special procedures for working in areas of potential asbestos contamination. These will be provided by the Owner's Representative.

**1.27 Radiation**

Work involving the use, maintenance or installation of radiation sources, including radiography, must be approved in advance by the Owner's Representative.

Radionuclide NDT (X-Ray inspection) - Prior to the use of any radionuclide or other radioactive substance on the millsite, the Contractor shall submit the following to the Owner's Representative (who will seek approval from the mill Radiation Safety Officer):

- (a) the appropriate CNSC (Canadian Nuclear Safety Commission) radiation license, and
- (b) the written exposure control plan as required by Regulation.

**1.28 Confined Spaces**

A confined space includes any area designated as a confined space in the Contract or by the Owner's Representative.

Refer to mill policy 4-02 Confined Spaces for specific procedures.

**1.29 De-Energization and Lockout**

Refer to mill policy 4-01 Lock-Out.

The Owner will de-energize and lock out all equipment unless otherwise indicated by the Owner's Representative. Lockout procedures are maintained by each operating department in the mill. The Owner's Representative shall, at the request of the Contractor, arrange for the necessary lockout procedure(s) to permit the Contractor to conduct his work.

Contractors must use the locks issued by the Owner. Locks acquired at other jobs sites are not acceptable. A charge of \$50 will be levied to the Contractor for each lock not returned.

**1.30 Fall Protection**

Contractor employees must have received basic fall protection training before coming on site. Job specific information may be provided on site before the worker starts the work.

Where a Fall Protection Plan is required, it must be submitted to the Owner's Representative before work begins.

Safety belts are not permitted. Full body harnesses are required.

Any attachments to mill structures must be approved in advance by the Owner's Representative and removed at the completion of the work.

Piping, cable trays and other process or service equipment must not be used as anchor points for fall arrest or restraint.

Life lines must be removed at the completion of the job.

**1.31 Fire Prevention**

All fires must be reported immediately by phoning 911 from a mill phone (333 on a mill phone will also work). If a cell phone is used then call 250-246-6222 and this will ring through to the mill emergency line. Do not call 911 on a cell phone. This will contact Municipal Services (not Mill Services) and will severely delay the response. After the appropriate emergency number is contacted, then, as soon as possible, contact the Owner's Representative.

Mill Policy 4-10 Hot Work must be followed for all work involving welding, burning, brazing, grinding, heating, abrasive cutting or other sources of ignition.

Fire watch is required.



Fire suppression systems must not be disabled or otherwise disturbed without the prior written approval of the Owner's Representative, and they must be returned to operating condition as soon as practical. In new construction, work shall be planned such that fire suppression is available as quickly as possible.

The location of the Contractor's portable buildings will be reviewed with the Owner's Representative. If there is any possibility of a fire in the portable building spreading to the operating mill, the proposed location will be reviewed with the mill Protection group and the appropriate provisions made (e.g. alarms and/or sprinklers; manned continuously).

### **1.32 Crane Operation**

The Contractor must not operate mill overhead travelling cranes without the authorization of the Owner's Representative.

Crane operators must receive generic training prior to coming to site. Contractor employees that are to operate an Owner's overhead crane must also be familiarized with the specific crane(s) to be used. This familiarization is arranged through the Owner's Representative.

### **1.33 Vehicle Safety**

Refer 4-68 Mill Traffic Policy.

Transportation of the Contractor's and sub-contractors' personnel to and from the Site and on the Site is the responsibility of the Contractor.

Contractor employees' personal vehicles are not permitted on the Site.

The number of Contractor vehicles on site will be minimized. Vehicles will only be allowed on site as required to complete the Work. A vehicle pass will be required, arranged through the Owner's Representative.

Contractor vehicles on site shall display a legible identification sign.

The Owner reserves the right to inspect vehicles entering and leaving the mill site.

The use of cellular phones is not permitted while operating any vehicle or other mobile equipment.

Use of seatbelts is mandatory.

Speed limits 15 km/h and walking speed in buildings and high traffic areas. Designated walkways are to be respected by equipment operators and used by pedestrians. Do not assume an equipment operator sees you. Review overhead electrical hazards.

A written record of training for operators of lift trucks, backhoes and other mobile equipment must be readily available for inspection by the Owner's Representative.

### **1.34 Excavations and Penetrations**

Underground and embedded services and asbestos must be located prior to excavation or penetration. Refer to Mill Policy 4-76 Excavations and 4-100 Penetrations.

The Contractor must obtain an excavation permit or penetration permit from the Owner's Representative prior to any excavation or penetration.

Hand shovel work for cleanup does not require an excavation permit, but machine work for paving does.

The Contractor shall advise all involved personnel of the location of the existing underground electrical cables and other services, and shall take all necessary special precautions when conducting his operations to protect those services and enclosing structures from harm.

The Contractor shall not use power excavators and similar equipment in close proximity to underground services.

The Contractor shall not move or station any heavy equipment over any underground services unless he first provides suitable protection for them.

**1.35 Demolition**

Permit required. Refer to Mill Policy 4-86 Commissioning, Decommissioning and Demolition.

The Contractor shall not bring explosive materials on to the site without prior written permission from the Owner's Representative.

**1.36 Personal Protective Equipment**

Refer to Mill Policy 3-03 Personal Protective Equipment.

The Contractor is responsible for the provision of all personal protective equipment (PPE) and other safety equipment and supplies for his employees and for all other health and safety equipment required to comply with the conditions described in this document, with the exception of:

- Safety locks
- Lockout procedure boards
- Evacuation and rescue equipment
- Emergency rescue materials and supplies
- First aid materials and supplies
- Hoses for fire prevention
- Radios for standby persons

Emergency escape respirators must be carried in designated gas hazard areas.

**1.37 Working On or Near Rail Tracks**

Where the Contractor's work or equipment is on or within 10 ft. of rail tracks, the Owner's special procedures must be followed.

**1.38 Other Applicable Mill Safety Policies**

- 4-77 Mouse, Hantavirus, Dead Animal, Animal Waste, Bird Dropping Cleanup
- 4-83 Scaffolding
- 4-98 Use of Barrier Tape

**2. OWNER'S OBLIGATION FOR CONSTRUCTION SERVICES**

For construction purposes, the Owner's Representative will designate where the following tie-ins will be available and the Owner will:

- (a) Connect the Contractor's pipe for potable or mill water. Uninterrupted supply is not guaranteed; quantity and availability is at the sole discretion of the Owner's Representative. The Contractor shall do his own piping from the connection point(s). The Contractor shall not tie in nor turn on these supplies.
- (b) Connect the Contractor's cable for one 575 volt, 200 amp service unless other arrangements are made. An additional service will be permitted by the Owner if the office and/or portable buildings are not located near the construction area. Existing welding outlets are not to be used by the Contractor. The Contractor shall not tie in or turn on these supplies. The Contractor's electrical system must be maintained to meet codes and safety standards and may be switched off if a ground occurs on this system. Uninterrupted supply cannot be guaranteed.
- (c) Provide a baseline and benchmark.
- (d) Connect the Contractor's sewer pipe to the mill sanitary system at the specified connection points, where service is available.
- (e) Compressed air is not available from the Owner's facilities.

### 3. UNLOADING AND STORAGE

**Dock Facilities** – The Contractor shall not use the Owner's dock facilities for handling his Materials or Construction Equipment, except with the prior approval of the Owner's Representative.

**Advance Notice** – The Contractor shall notify the Owner's Representative at least three working days before shipments of significant size are scheduled to arrive on the Site.

### 4. DEMOLITION MATERIALS

Demolition materials may, with the Owner's Representative's permission, be taken to one of the mill landfills.

MATERIAL	DISPOSAL
Asbestos	Landfill south of mill
Construction materials	Landfill west of mill at east end of ash landfills

### 5. LAWS AND PERMITS

**Owner's Obligation** – Notwithstanding the General Conditions, the Owner shall obtain any necessary building permits for the Work.

### 6. SHOP DRAWINGS

The Contractor shall submit to the Owner in a timely fashion for review three copies of all shop or setting drawings and schedules.

This review does not constitute acceptance to design and standards. This review does not relieve the Contractor of responsibility to meet all design specifications, compliance with contractual obligations or project requirements.

The Contractor shall clearly identify, with the submission of the drawings or schedules, the date by which concerns must be identified in order to meet the construction schedule. There shall be at least ten (10) working days from the date of submission to the start of fabrication.

If the Owner does not comment within ten (10) working days of submission and the construction schedule requires the commencement of the Work shown on these drawings, the Contractor shall inform the Owner's Representative and proceed as if the submission was approved.

### 7. ROADS

The Contractor shall use existing roads as the Owner's Representative may direct. These roads shall be maintained during the course of the Work and left upon completion of the Work in as good a condition as prior to the Work.

Any other roads needed for the performance of the Work must be approved by the Owner's Representative and shall be made and maintained by the Contractor.

Any obstruction to mill roads must be approved in advance by the Owner's Representative, who will arrange approval with the mill Protection department. Emergency access will always take priority.

### 8. INCLEMENT WEATHER

The Contractor shall provide and operate any weather protection and snow removal equipment necessary to enable the Work to proceed during inclement weather.

### 9. PLASTIC MATERIAL ON SITE

Contractors are required to make every reasonable effort to minimize the amount of plastic brought onto the site. Where plastic materials must be used, careful storage and use must be exercised, and all waste must be discarded appropriately. When working in process areas, all efforts must be made to prevent plastic from entering the process. If plastic does enter the process, immediately notify the operations control room in the area and the Owner's Representative.

**Guidelines** –In order to minimize the potential plastic contamination of pulp streams, the Contractor shall comply with the following guidelines:

- (a) rope and slings – polypropylene shall not be used unless specifically authorized by the Owner's Representative;
- (b) signs – plastic signs shall be securely fastened;
- (c) packaging materials – plastic packaging material including sheet plastics, thread protectors, caps, etc., shall be removed from production areas and disposed of as directed by the Owner's Representative. Other plastic materials shall be disposed of in the boneyard;
- (d) employee items – plastic combs, ball point pens, plastic wrap shall be disposed of as directed by the Owner's Representative;
- (e) safety items – hard hats, hearing, nasal and eye protection devices, gloves and barrier tape shall be carefully regulated and disposed of as directed by the Owner's Representative;
- (f) styrofoam – cups and food packaging materials shall not be used on the Site.
- (g) foam packaging and surveyor's tape are not allowed on Site.

#### 10. CAMERAS

The use of cameras, including still, motion or video cameras is not permitted in general at Crofton Mill. Special permission must be obtained from the Owner's Representative.

Where permission is granted, pictures may be taken only in specific areas where the Work is being performed. Pictures should avoid including mill personnel. The photographer may be escorted by the Owner's Representative.

#### 11. WORK WEEK

**Standard Work Week** – Unless agreed to otherwise, the Contract Sum is based on the Work being performed on a standard 40-hour workweek.

**Spot Overtime** – In order to complete time sensitive work or in the event of an emergency, the Owner's Representative may permit the Contractor to work spot overtime but the cost of the premium portion of the overtime shall be borne by the Contractor.

**Advance Notice** – If the Contractor wishes to work additional hours above the Standard Work Week, the Contractor shall obtain the Owner's Representative's prior approval.

#### 12. INVOICING INSTRUCTIONS

The Contractor shall send all invoices issued pursuant to this Contract to the Owner at the following address:

Catalyst Paper, Crofton  
Attention: Accounts Payable  
Email: [crofton.accountspayable@catalystpaper.com](mailto:crofton.accountspayable@catalystpaper.com)

#### 13. LIGHTS

In addition to the requirements of the General Conditions, the Contractor shall supply and keep proper lights between sunset and sunrise upon all plant, marine, falsework, open trenches, ranges and other stakes where necessary for safety purposes and to conform to laws and ordinances. If work is performed at night the Contractor shall use and maintain additional lights as required to (a) safely perform the Work and (b) allow safe mill operation in the Work area.

#### 14. SECURITY

The Owner will not provide guards or watchmen at the Site, other than normal patrols by the mill Protection department.