

ON SIDE RESTORATION.

NEW VENDOR FORM

Please fill out ALL blanks, get approval and forward to On Side delegate

Company Name Grease Ducks Maintenance Ltd
 Address 200 - 100 Park Royal
 City, Province, Zip West Vancouver, BC V7T 1A2
 Telephone # (604) 628-8881
 Fax # (604) 628-8882
 GST # 835044512RT
 Social Insurance # (Required by CCRA for Subtrades without GST #) _____
 Business Owner _____
 Cell Phone # _____
 Email Address _____
 Contact Person (if different) _____
 Cell Phone # _____
 Email Address _____

Circle One of: M: Material Supplier
 S: Subtrade (work on job site)
 O: Others (not work on job site)

Subtrade Only – MANDATORY – Please Attach:

WCB# & Clearance Letter(6 digits): 752850

Insurance Certificate: Attach _____

Years in Business under current Business Name : 7 Years

Employees : 12

Vehicles : 5

Service Area : GVRD (Whistler to Hope)

Are you willing to travel for catastrophe work: Yes

Sources used when hiring temp labour : pool from similar companies

Warranty provided on work (specify): AHJ is satisfied on completion

Has anyone in your company ever worked for On Side as an employee or a subcontractor under a different name? N/A

Y N

If so, please provide details: _____

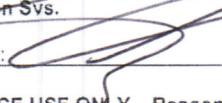
Work Performed (MANDATORY): Please select all that apply. Put asterisk (*) beside primary business.

<input checked="" type="checkbox"/> Appliances (incl. Repairs)	<input type="checkbox"/> Drycleaning	<input type="checkbox"/> Moving
<input type="checkbox"/> Art Restoration	<input type="checkbox"/> Drywall/T-Bar/Steel Stud	<input type="checkbox"/> Paint/Wall Coverings/Seal Coat
<input type="checkbox"/> Asbestos/Mold Abatement	<input type="checkbox"/> Electrical & Lighting/Material	<input type="checkbox"/> Permits / Licences
<input type="checkbox"/> Blinds/Drapes/Tracks	<input type="checkbox"/> Electronics	<input type="checkbox"/> Piano Service
<input type="checkbox"/> Building Materials	<input type="checkbox"/> Engineers/Architects/Surveyors	<input type="checkbox"/> Plumbing & Heating/Materials
<input type="checkbox"/> Cabinets/ Build-in's	<input checked="" type="checkbox"/> Equipment Rentals/Deliveries	<input type="checkbox"/> Roofing/Flashing/Gutters
<input type="checkbox"/> Carpentry (Rough/ Finish)	<input type="checkbox"/> Exterior Finishes (Siding/Soffit/Fascia/Stucco/Deck)	<input type="checkbox"/> Safety
<input type="checkbox"/> Carpet Cleaning/Deodorization/Upholstery	<input type="checkbox"/> Flooring (Carpet/Tile/Vinyl/Hardwood)	<input checked="" type="checkbox"/> Specialty Items. Specify: <u>FIRE SUPPRESSION</u>
<input type="checkbox"/> Competition	<input type="checkbox"/> Furniture Restoration	<input type="checkbox"/> Trusses & Engineered Products <u>VACUUM TRUCK</u>
<input type="checkbox"/> Concrete/Masonry/Paving/Steel	<input checked="" type="checkbox"/> HVAC/Duct Clean/Vacuum Install	<input type="checkbox"/> Windows/Glazing
<input type="checkbox"/> Demo/Debris Removal/Bins	<input type="checkbox"/> Insulation	
<input type="checkbox"/> Doors Hardware & Locksmith	<input type="checkbox"/> Landscaping	

MANDATORY: Please sign the attached standards and attach with the completed above to your On Side Restoration contact.

Please ensure you initial each section in the boxes provided and full signature of business owner or signing authority. Note

– Ensure the document is full completed otherwise the firm will not be considered for sub trade work with On Side Restoration Sys.

Signature: 

Print Name: Alex Collins

Date: 9/17/13

FOR OFFICE USE ONLY – Reason for Addition:

- Specialty Work – Please Specify: _____
- Lack of current/local capacity _____
- Quality concerns with existing trade – Specify Trade: _____
- Other – Specify: _____
- Potential lower cost provider _____

PM Requesting: _____

Requested by: _____

ON SIDE RESTORATION

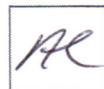
On Side Restoration Standards for Sub-Contractors

In order to provide consistency in all of our branch offices with everything we do, On Side Restoration has developed standards, making everyone accountable for sustainability, quality and customer service levels, both internally and externally. The following apply to all sub-contractors:

General Expectations

- view On Side Restoration as a key long term client
- well organized and demonstrate desire
- have knowledgeable, well-trained staff
- be mindful that speed is always of the essence
- be good verbal and written communicators
- customer service oriented
- have a plan for improving efficiency
- perform quality work with minimal call backs
- able to work effectively alongside other trades
- not subcontract assigned work to other subtrades without the consent of the Project Manager
- work within and meet all regulatory standards

Initial



Service

- attend site or arrange appointment within 1 day receiving scope to ensure work can be performed at the agreed price
- submit estimate within 3 working days following site visit and prior to work starting
- confirm start date and provide work schedule within 24 hours of receiving go-ahead from the On Side Project Manager

- give Insured's and the On Side Project Manager advance notice of appointment changes
- only perform work within the scope – advise the On Side Project Manager if other work will be performed
- take responsibility for obtaining sign-offs on all material selections and/or colour choices made by the Insured
- be proactive bringing issues to the attention of the On Side Project Manager - e.g. if the home has not been appropriately site protected; advise if any items have been missed in error in the scope document; if pre-existing damage (use cameras) is evident that may affect job performance or warranty etc.
- limit communication with the Insured to the work being performed i.e. - not commenting on work performed by other trades, commenting on the overall schedule or giving advice
- communicate regularly using email and **On Side File Notes, by calling Tel: 1-800-720-0764 (press 3 for notes to the job file)** to create a record of all job activities and comments to the Project Manager to summarize progress and advise of any issues encountered on the job

Initial



Quality

- work assigned by On Side Restoration and confirmed by a purchase order will be considered as a contract and therefore subject to Canadian Contract law
- provide materials and services in a manner consistent with established standards of the construction industry and with the laws and regulations that govern it.
- perform contracts with competence, reasonable care and diligence
- provide a registered WCB account number
- provide a copy of your general liability insurance policy (upon each renewal)
- provide evidence of other professional accreditations and tickets if requested

- comply with all legislation relating to the use, storage and disposal of hazardous materials, waste and rubbish used or produced
- adopt a self-policing quality control approach to jobs
- be thorough when installing site protection to mitigate future damage or problems later in the project e.g. covering cold air returns, sealing off of duct systems
- be respectful of people's property, especially when an Insured is still living in the property
- appear and act in a professional manner at all times
- wear appropriate attire (preferably displaying a company logo) and footwear on site
- not smoke on any jobsite
- clean up at the end of each day i.e. "broom swept condition"- remove debris unless specified otherwise
- when contacted by an Insured, acknowledge any concerns, complaints or reports of deficiencies the same day.
- On Side reserves the right to make alternative arrangements and charge back all costs and expenses incurred to remedy the deficiency if a sub-contractor does not commence the remedy within 5 working days of being notified of the deficiency.
- On Side reserves the right to terminate a contract by giving 5 working days' notice if a sub- contractor persistently and substantially breaches any provision of this agreement.

Initial



Estimating/Invoicing

- All invoices must be sent either by:
 1. Fax - 1-855-453-9395
 2. Email - documents@onside.ca
 3. Mail - to On Side Restoration Services Ltd, 3157 Grandview Highway, Vancouver, BC V5M 2E9
- it is critical that all invoices must contain:

- an invoice number
- the On Side job number
- the PO Number (if applicable)
- estimates must be submitted by category (and what work is to be performed while also referring to a dated scope) e.g. drywall, painting, insulation.
- no lump sum estimates or invoices to be submitted
- all documents must be submitted to On Side in a timely manner to substantiate costs incurred where work is performed on a cost plus basis
- inform the On Side Project Manager if an Insured requests a quotation for additional work to be performed outside of the agreed scope of work – *this is important as this can add complexity to the project and may influence the decision whether or not On Side accepts the work assignment*
- provide back-up documentation (e.g. copies of invoices) to support any work performed over and above the contract.
- provide back-up documentation including descriptions of work to be performed if there are changes in the scope i.e. trade offs with Insured
- submit all invoices for payment within 1 week following job completion
- submit a separate invoice(s) for each job referencing an On Side purchase order number
- only invoice incurred costs to the job they relate to – not to any other jobs
- On Side reserves the right to set-off any sums of money owing on a particular job should On Side be required to incur costs to complete work that a sub-contractor was contractually required to complete.
- not to take advantage of code upgrade situations. Provide a scope and estimate for all code upgrade items. Code invoices should be separately invoiced (do not low bid on jobs with the expectation that code upgrades will make up revenue)
- estimates or invoices may be subject to change should On Side's clients present a reasonable challenge to the price
- On Side has standard payment terms of Net 45 days. Progress draws may be considered on larger jobs.

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Ethical Standards

- competition – must compete fairly for contracts, avoiding any practice that might be construed as collusive behavior
- **Must not provide any form of bribe or improper incentive to induce a potential customer or any other party to transact with On Side restoration, regardless of whether the customer is an existing client. This prohibition specifically includes kickbacks in any form, or any other improper or hidden compensation.**
- qualifications – only accept contracts for which you have the technical competence and experience to perform. Staff should only be assigned to projects in accordance with their qualifications and commensurate with the demands of the services to be provided
- conflicts of interest - endeavor to avoid conflicts of interest, both corporate and individual. Where a conflict exists, sub-contractors must disclose the conflict to the On Side Restoration Vendor Manager
- fraudulent activity – not accept goods or services that are prohibited or that may be perceived as either excessive or inconsistent with established business practices
- public safety - assure that the safety of its employees, the employees of others on the job site, and the general public are protected during the provision of its services
- employees – comply with the letter and spirit of laws relating to working conditions, equal employment opportunities and pay practices. The firm does not knowingly violate any law or regulation dealing with employment
- On Side employees - do not provide goods or services to an On Side employee without being fairly compensated by the employee. Do not charge the cost of goods or services being provided to an On Side employee to an On Side job as this is fraud.
- compliance with laws – not knowingly violate any law or regulation

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On Side Health, Safety and Environmental Policy - Disclaimer

This handbook does not address all HS&E issues which may arise during completion of work. Nor is this document intended to address or replace Contractor's duties and requirements with respect to regulatory compliance and best practices, and in conducting work in a manner that creates a safe and healthy environment for its own employees, employees of On Side Restoration Services, building occupants and the public.

It is the responsibility of the Contractor to operate in compliance with all applicable legislation and regulations that may pertain to its activities. Compliance with this document does not relieve the Contractor from any liability that may result from the Contractor's actions or from failure to act in accordance with applicable legislation.

Purpose

The purpose of this document is to assist contractors in understanding On Side Restoration Services minimum HS&E requirements while undertaking work at On Side Restoration Services controlled work sites.

This booklet is a general overview of On Side Restoration Services protocols and should be used in conjunction with the Contractor's own environment, health and safety policies, procedures and programs. Contractors are responsible for controlling workplace activities and for maintaining and promoting a safe and healthy work environment.

It is On Side Restoration Services expectation that the information in this document is communicated to all the Contractor's employees and any of its subcontractors. As a large percentage of contract work is completed at non-On Side Restoration Services supervised locations, we expect Contractors to be conscientious of their HS&E practices and their reflection on On Side Restoration Services.

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Policies

On Side Restoration Services is dedicated to becoming “best in class” with respect to HS&E. Our culture is one in which health, safety and environment are more than words in our value statement, and they are integrated into our daily activities and are part of our culture. Our Health and Safety and Environment Policies are located in Appendix A. These policies are reviewed annually.

Contractors will:

- Be aware of On Side Restoration Services HS&E policies
- Comply with On Side Restoration Services HS&E policies
- Upon request, provide evidence of competency and/or compliance
- Understand the HS&E impacts related to its activities and be aware of any operational controls

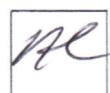
Auditing

On Side Restoration Services reserves the right to audit the Contractor or require the Contractor to self-audit its adherence to the HS&E requirements of work performed. An audit may include workplace inspections, visual observations, interviews and document review, including training records, certifications and HS&E related statistics.

General Requirements – Health and Safety Program

All contractors and subcontractors must have a health and safety program in place. Upon request, contractors must submit to On Side Restoration Services evidence of a health and safety program and other specialized plans as may be required.

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Subcontractors

All Contractors are required to review this manual with all subcontractors and are responsible for ensuring that all On Side Restoration Services policies and procedures are complied with.

Facility access and security

Contractors are to review facility access and security requirements with their On Side Restoration Services Project Manager. The Contractor is to immediately inform the Project Manager of any security or facility access issues.

Working Alone at Remote Sites

Contractors who are working alone at remote sites are to have a working alone program in place.

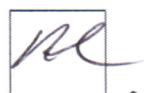
General Behavior

All Contractors are to conduct themselves in a professional manner. Behavior which violates On Side Restoration Services policies or has the potential to endanger the safety and well-being of any of the building occupants is grounds for removal from the site.

Inappropriate behavior includes but is not limited to:

- Use, possession, distribution, offering, sale or being under the influence of alcohol, illicit drugs, illicit drug paraphernalia or non-prescribed drugs for which a prescription is legally required in Canada, while on company business or premises
- Disorderly or violent conduct
- Theft or intentional damage to property
- Misuse of property
- Entering restricted areas
- Harassment
- Criminal activities

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Training, Licenses and Certifications

Contractors must have all appropriate professional training, licenses and certifications required for the work being performed. Training records and copies of licenses, certifications are to be made available upon request.

Contractors are to have their own HS&E program and be able to confirm in writing that the Contractor's employees have received and understood all health, safety and environment training appropriate to the scale of work being undertaken.

Hazard Identification / Stop Work & Reporting Hazard Reporting

It is the Contractor's responsibility to be aware of all dangers or hazards associated with the work performed and the work environment and to remove and / or control the hazard or danger prior to commencement of work.

All potential or existing dangers or hazards observed by the Contractor shall be reported to the Project Manager. Any danger or hazard observed beyond the control of the Contractor is to be reported to the Project Manager immediately and the Contractor is to avoid the hazard or danger until it is eliminated or controlled.

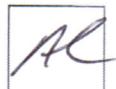
The Contractor may not conduct any work that may result in a danger or hazard to people, environment or property. Where an existing danger or hazard is present, or where the Contractor reasonably believes that an imminent danger or hazard is present, the Contractor has the right to stop work so that the danger or hazard is eliminated or safe work practices are incorporated. For the purposes of this policy, a danger or hazard may include, but is not limited to:

- A situation for which the individual is not properly trained or experienced.
- A situation for which the individual is not equipped (i.e. safety or personal protective equipment).

- A situation where the individual believes that proper procedures and work practices are not being followed.
- A hazard that is not typical to the individual's work activities or job.
- A worker unfit for work due to the influence of alcohol or illegal or mind-altering substances.
- A danger that would normally stop work in the affected area.
- A situation where the environment may be adversely affected and regulatory authorities would be involved;
- A situation which may result in equipment / property damage.

Any stop work situations are to be reported immediately to the Project Manager.

Initial



First Aid / Medical Emergencies

All Contractors are responsible to ensure that first aid, emergency medical services and transportation are provided to its employees. Contractors are also required to provide trained first aid services, supplies, and equipment as applicable.

It is possible that professional medical aid may be available at some locations. Please review potential assistance with your Project Manager. Any access to professional aid does not release the Contractor of ensuring emergency assistance is provided to its employees.

Accident / Incident Investigation and Reporting

Contractors are required to report all accidents / incidents, regardless of severity, to the Project Manager and complete an Incident Injury Report Form. All incidents resulting in serious injury or illness, damage to property or equipment or

environmental contamination are to be reported to the Project Manager immediately.

All near misses that may have resulted in serious injury or illness, damage to property or equipment or environmental contamination are also to be reported immediately. Contractors must also report immediately to the Project Manager any unplanned or uncontrolled fire, explosion or flood, as well as any collapse or failure of a building or structure.

Where the incident resulted in a recordable injury (time loss and / or medical aid sought) or where a regulatory authority must be contacted (e.g., Ministry of the Environment or Ministry of Labor), On Side Restoration Services is to be notified concurrently and a copy of the investigation report is to be forwarded upon completion. It is the Contractor's responsibility to contact the appropriate regulatory authority when it is required due to the nature of the incident.

Where reporting of an incident to a regulatory authority is required, the Contractor shall comply in accordance with applicable health and safety legislation in the course of any subsequent investigation or inspection and, where required, the incident scene shall not be disturbed or altered until the site is released by the appropriate regulatory authority.

Initial



Emergency Evacuation

In order to ensure personal safety, Contractors are required to be aware of or participate in the creation of all the emergency evacuation procedures for the location of work.

Housekeeping

The Contractor is to maintain a clean and orderly work area. Contractors are to clean and remove all non-hazardous solid waste and recyclables at regular intervals and at the end of the shift. Required containers are to be provided by the Contractor. Clear access is to be maintained to and in Contractor working

areas. Access to electrical panels, fire extinguishers, safety showers and eyewash stations, fire hydrants and points of egress is to be kept free and clear of obstructions unless written approval is obtained from the Project Manager.

Work Area Protection and Hazard Notification

All work areas must be appropriately barricaded and signed where required. Contractors are responsible for providing signs, cones, plastic sheets, guardrails and other materials to create an effective barricade to isolate the work environment from the building occupants and to prevent unauthorized access. Any requirements to block means of egress, fire, life or other safety equipment must first be approved by the Project Manager. Signs and barricades may not be removed until the work is completed or all hazards are eliminated.

Where the work being conducted may create a temporary hazard to the building occupants (e.g., wet floor) the Contractor shall ensure the appropriate signage and / or barriers are posted. The signs / barriers may not be removed until the hazard is eliminated.

Where work being conducted could affect the health, well-being or comfort of the building occupants (e.g., paint fumes) the Contractor shall inform the building occupants through the Project Manager prior to the start of work.

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Personal Protective Equipment (PPE)

Contractors are responsible for conducting job assessment to determine the appropriate PPE necessary for the work being conducted and are responsible for its provision. Contractors must also be able to demonstrate that the employees have been trained in and conducted proper inspection, maintenance, and safe use of that equipment.

Tools and Equipment

Contractors are responsible to provide their own tools, equipment and vehicles and required to conduct the work in a safe manner in accordance with all regulatory requirements. Contractors are responsible for the safe operation of any equipment brought on location and must be able to demonstrate that all operators of said tools and equipment are trained and qualified to do so. Contractors are also responsible for the inherent integrity of the tools and equipment itself and must be able to demonstrate that the equipment has been properly maintained and is safe for use.

ON SIDE RESTORATION Owned Tools and Equipment

Unless written authorization is obtained, Contractors may not use On Side Restoration Services owned or leased tools or equipment. In cases of written authorization, Contractors will provide copies of any training records / certifications required to operate the tools and / or equipment.

- **Power Tools**

All power tools are to be double insulated or equipped with grounded power cords. Ground Fault Interrupters (GFI) or other similar devices must be used in wet or damp locations. The Contractor's employees must be properly trained in their use and the tools are to be maintained in a safe operating condition.

- **Explosive Actuated Tools**

Any Contractors using explosive actuated tools are competent, trained and certified as required. The Contractor is to ensure that all explosive actuated fastening tools are properly inspected before and after each use and that no alterations be carried out to any protective guards. The contractor shall ensure that all requirements regarding safe use, storage and removal process is carried out in accordance with the appropriate legislation. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.

- **Electrical Safety**

It is the Contractor's responsibility to have a safe electrical program as required. Contractors working on or near live equipment must be qualified to do so. Contractors must not work on low or high voltage unless specifically retained to do so. Energized parts, circuits, panels and other equipment must be properly guarded. Unguarded energized parts must not be left unattended. All electrical devices must be properly grounded or double insulated.

- **Ladders**

All Contractor ladders must be labeled with the Contractor's name. All ladders are to be maintained in good condition at all times and inspected prior to use. Employees using ladders must do so in a safe and responsible manner. Any defective ladders are to be tagged as such and removed from site.

- **Working at heights**

It is the Contractor's responsibility to select the appropriate fall protection measures for the work to be performed. When working at heights, the area below is to be cordoned off as the work area protection requires. Contractors must be able to demonstrate that all equipment is inspected and maintained as per regulatory requirements and that all personnel have current and appropriate training.

- **Scaffolding**

All scaffolding is to be erected, maintained and inspected in accordance with all applicable regulations, codes and engineering practices. The Contractor is to ensure competent supervision of any modification process and have written approvals of such modifications. Precautions must also be taken to ensure that each scaffold does not exceed structural or design limits set out by applicable provincial legislation. The Contractor must also provide all scaffolds and safety equipment required for the entire project. Copies of the inspection reports are to be available upon request.

- **Industrial Powered Vehicles, including Lifting Devices**
All Contractors operating industrial powered vehicles must be trained and licensed or certified in the operation of the particular equipment to be used. The Contractor must receive written authorization to use On Side Restoration Services equipment.
- **Motor Vehicles**
All Contractors operating motor vehicles are to have and maintain a valid driver's license and a responsible driving record. Contractors must exercise due caution when driving on customer sites.
- **Material Handling**
All Contractors involved in manual material handling should be aware of and trained in proper material handling procedures and are to use material handling equipment where appropriate. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.
- **Noise**
Contractors must work in a manner that does not create a disruption to the normal course of business. Any activity that produces noise that interferes with the business operation must be completed during off-hours.
Contractors shall ensure that their employees have proper and adequate noise and hearing protection.
- **Lighting**
Contractors shall ensure that proper and adequate workplace lighting is provided in accordance with applicable legislative and regulatory requirements.
- **Working in cold and hot environments**
Contractors are to have policies and procedures in place to ensure their employees are appropriately protected when working in cold and hot environments.

- **Asbestos Containing Material (ACM)**

It is possible that the Contractor may be working in an area where asbestos containing materials are present. The contractor / service provider shall review prior to their work, the scope of work involved. Any materials suspect of containing asbestos that may be impacted by the scope are required to be reported to On Side Restoration Services Project Manager.

Any suspect materials must be collected and tested by qualified people prior to work commencing.

The presence of various friable and or non-friable asbestos containing material (ACM) is presumed to be present at all On Side Restoration Services job sites constructed prior to 1990.

If the presence of asbestos has been reported through analysis, a risk assessment must be carried out by a qualified person prior to work commencing.

Contractors may not intentionally disturb ACM unless specifically retained to do so, in which case ON SIDE RESTORATION Asbestos Contractor Protocols must be followed. If a Contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform your ON SIDE RESTORATION contact.

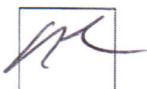
- **Mould**

The Contractor is to notify the Project Manager if any mould or mildewed is observed in the work location. The Contractor must not disturb an area suspected to be contaminated with mould.

- **Site Specific Hazards / Requirements**

Any site specific hazards or requirements not covered by this manual should be identified, reviewed, assessed and controlled with the Project Manager immediately.

Initial



Requirements for On Side Restoration Notification / Permits

Fire and Life Safety

Contractors are to provide their own fire protection equipment as required, including but not limited to fire extinguishers. Use and storage of flammable and combustible materials must be conducted in accordance with all codes and regulation and their use and storage must be approved by the Project Manager prior to bringing the material on-site.

Contractors may not conduct any work that will affect the building's fire life safety systems unless specifically retained to do so and the ON SIDE RESTORATION contact is aware of and approved the timing of the work prior to its commencement.

Hazardous Materials Management, including compressed gases

Contractors are required to obtain permission prior to bringing hazardous materials to a work location. Quantities brought and maintained at location of work should be minimized and appropriate to the nature and scope of work. Contractors must maintain an updated inventory of hazardous materials on-site; current Material Safety Data Sheets are to be located in proximity to the hazardous materials storage and areas of use and must be accessible to On Side Restoration Services personnel and emergency response personnel.

It is the Contractor's responsibility that all hazardous materials are properly identified, handled and stored in accordance with all regulatory and code requirements and all WHMIS labeling requirements are met. It is also the Contractor's responsibility to have an appropriate spill response plan and required equipment in place.

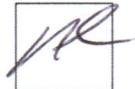
The Contractor must be able to demonstrate that its employees have received WHMIS training and are knowledgeable in spill response appropriate to the material at the work location. Any releases or spills that results in a requirement

to contact a regulatory authority must be investigated and reported as per the Accident / Incident Investigation and Reporting section.

All Contractors must be able to demonstrate that its employees involved in the transporting of hazardous materials have Transportation of Dangerous Goods training appropriate to their role.

All hazardous waste generated by the Contractor that requires cartage and disposal is to be discussed with the Project manager prior to doing so.

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Lockout / Tag Out

It is the Contractor's responsibility to have a hazardous energy control program in place (Lockout/Tag out) if they are involved in maintaining and / or repairing equipment. This program is to be available to On Side Restoration Services for review upon request. Prior to initiating a lockout / tag out, the Contractor must inform the Project Manager of the location and estimated duration of the equipment lockout / tag out and will conduct a review of all energy sources and the equipment specific written procedure.

Welding / Cutting (Hot Work)

It is the Contractor's responsibility to have a hot work program. The Contractor must inform the Project Manager and have a Hot Work permit issued prior to the start of any hot work. If hot work is being conducted within a building, it must be planned (through scheduling, engineering controls etc), to minimize building occupant's exposure to fumes and other hazards. Precautions must also be undertaken to prevent interference with fire life safety systems.

A work and post-work spotter is required where there is a risk of fire or where the fire life safety systems are impaired or off-line. The Contractor is responsible for providing all fire protection equipment and personnel.

Confined Space

The Project Manager must be informed prior to an entry of an identified confined space. A Contractor may only enter a permit restricted confined space upon review by a qualified person. It is the Contractor's responsibility to provide their own safety equipment including PPE, monitoring and rescue equipment.

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Crane, Hoist, and Other Lift Equipment

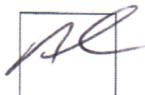
Contractors will obtain approval from their Project Manager prior to bringing on-site and using cranes, hoists, and other lifting equipment. All operators must be trained and certified in the equipment being used. The equipment is to be maintained as per the manufacturer's recommended maintenance and safety requirements and an up-to-date inspection report certifying the equipment is to be available upon request. A copy of the crane hand signals that will be used are to be posted. The Contractor must ensure that loads never exceed the set limits and that suspended loads are never left unattended.

Worksite Inspections

On Side Restoration Services requires all contractor worksites to be inspected for hazards, when found corrected or isolated as per the applicable provincial / federal legislated regulations. On Side Restoration Services requires that all worksites are to be inspected regardless of size or scope of work. Required frequencies are at the start of a project, when site conditions change, after an accident or at a minimum once per month thereafter.

All inspection reports shall be without delay forwarded to the Project Manager. In cases where the contractor does not have an Inspection report they can use the On Side Restoration Services Site Safety Assessment available through the Project Manager.

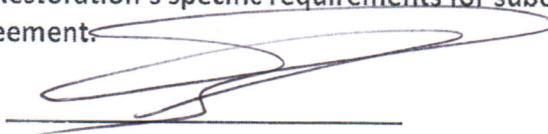
Initial



The intent of the agreement is to create a more open and balanced arrangement between On Side and our valued sub trades. We believe this agreement will aid in creating an environment that will facilitate a lasting and long term business relationship that is mutually beneficial.

Please sign and date your acceptance that you have read, understood and will abide by On Side Restoration's specific requirements for subcontractor work as set out in this agreement.

Signature:



Print Name:

Alex Coccim

Date:

9/17/13