TOWNSHIP OF BONNECHERE VALLEY

BY-LAW NO 2009-055

A BY-LAW TO ESTABLISH A CONFINED SPACE ENTRY POLICY AND PROCEDURE FOR EMPLOYEES OF THE TOWNSHIP OF BONNECHERE VALLEY.

WHEREAS the Council of the Corporation of the Township of Bonnechere Valley deems in advisable to establish a Confined Space Entry Policy and procedure for all employees subject to the provision of a by-law;

NOW THEREFORE the Council of the Corporation of the Township of Bonnechere Valley hereby enacts as follows:

1. That the policy as outlined in Schedule "A" attached to and made part of this By-law constitute the Confined Space Entry Policy and Procedure for the Corporation of the Township of Bonnechere Valley shall form the basis for all departments.

2. That in conjunction with the provisions of the Chief Administrative Officer's By-law the C.A.O. shall be responsible for the administration of the By-law and will be accountable to the Council for its enforcement.

3. That this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

4. That this By-law shall come into force and take effect upon the passing thereof.

5. All previous by-laws related to this policy are hereby rescinded.

READ a first time this 7th day of July, 2009.

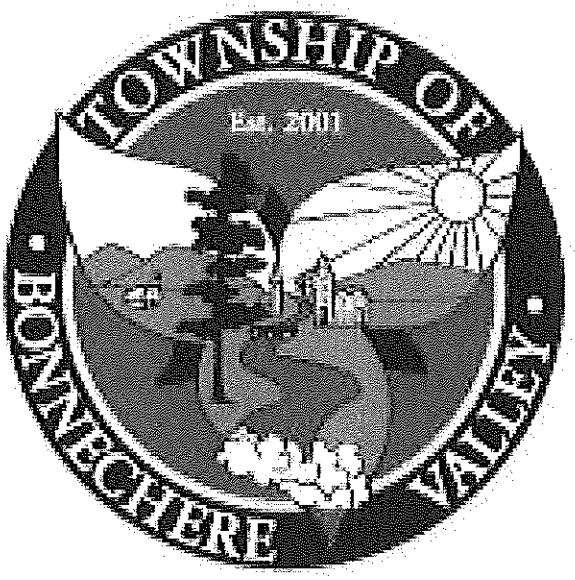
READ a second time this 7th day of July, 2009.

READ a third time and finally passed this 7th day of July, 2009

Zig Mintha, Mayor

Bryan Martin CAO

TOWNSHIP
OF
BONNECHERE VALLEY



CONFINED SPACE ENTRY

POLICY & PROCEDURE

INTRODUCTION

Many workers are injured and killed each year while working in confined spaces. An estimated 60% of the fatalities have been among the would-be rescuers. A confined space can be more hazardous than regular workspaces for many reasons. To effectively control the risks associated with working in a confined space, the Confined Space Hazard Assessment and Control Program has been implemented for the safety of the employees of the municipality.

REFERENCES

Ontario health and Safety act - Ontario Confined Spaces Regulation 29/05

PURPOSE:

To establish adequate measures for the protection of workers who are required to enter any CONFINED SPACE and to ensure compliance with the Occupational Health and Safety Act and the following Regulations:

1) Part 1.1, Sections 119.1 thru 119.20 of O. Reg. 851 of RRO 1990, the Regulations for Industrial Establishments;

3) Part II.I, Section 221.1 thru 221.19 of O. Reg. 213/91Construction Projects Regulations; and

4) Ontario Regulation 632/05 Confined Spaces Extended Coverage Supervisors (Supervisors not covered by any of the three regulations listed above).

SCOPE AND RESPONSIBILITY:

This CONFINED SPACE ENTRY PROGRAM applies to all Township of Bonnechere Valley employees as well as any person contracted by the Municipality to perform work where a confined space entry may be involved.

This program is general in its application as it applies to all confined space entries undertaken in various Municipal operations. All departments conducting or contracting out confined space entry work are required to evaluate all potential confined spaces under their jurisdiction, and are required to asses each space for hazards and to prepare a written, specialized confined space entry plan for each space.

The Municipal Health & Safety Coordinator will provide information and assistance regarding current Confined Space Entry regulations and acceptable industry related safety practices to allow the departments to initiate and maintain proper procedures, thereby ensuring worker health and safety and compliance with applicable legislation.

REGULATORY REQUIREMENTS

1. All confined spaces must be secured to prevent entry by unauthorized people.

2. Where more than one Department Supervisor's workers work in the same confined space, the lead Department Supervisor must prepare a co-ordination document to ensure that the Department Supervisor's responsibilities are met in a way that protects the health and safety of all workers who perform work in the confined space or related work with respect to the confined space.

3. The Department Supervisor must ensure that a written program, for every confined space in the workplace is developed and maintained before any worker may enter that Confined Space. One assessment and program can cover more than one space if the workplace is the same ("ie" Manholes or storm drain).

   The program must include:

   - A method for recognizing each confined space;
   - A method for assessing the hazards;
   - A method for the development of one or more plans for hazard control;
   - A method for general training of workers; and an entry permit system.

4. Every worker who enters a confined space or who performs related work must be trained in safe work practices and in the recognition of hazards associated with confined spaces.

5. A separate entry permit must be issued each time work is to be performed in a confined space before any worker enters the confined space.

6. The Department Supervisor must ensure that rescue equipment identified in the plan is:
   - Readily available
   - Appropriate
   - inspected
   - And that appropriate methods of monitoring and communication with a worker in the space are established.

7. The Department Supervisor must ensure that each worker entering a confined space is adequately protected.

8. A second person must be assigned to remain outside the confined space to be available to maintain communications and obtain assistance, if required. The second person must never enter the confined space.

9. Atmospheric tests must be performed to ensure entry into a confined space is safe before a worker enters the area. When required venting must be provided.

DEFINITIONS:

"Adequate", in relation to a procedure, material, device, object or thing, means,

a) Sufficient for both its intended and its actual use, and

b) Sufficient to protect a worker from occupational illness or occupational injury.

"Atmospheric Hazards" The accumulation of flammable combustible or explosive agents an oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume, or the accumulation of atmospheric contaminants, including gases, vapors, fumes, dust or mists, that could:

a. result in acute health effects that pose an immediate threat to life, or

b. interfere with a persons ability to escape unaided from a confined space.

"Confined space" means any fully or partially enclosed space,

(a) that is not both designed and constructed for continuous human occupancy except for performing work, and / or

(b) has a restricted means of entrance or exit.

"Contractor" Means any person or company hired by or contracted by the Municipality to perform work on any Municipal property.

"Hazardous confined space" means a confined space that is or may become hazardous to a worker entering the confined space due to:
i) the design, construction or atmosphere or the confined space
ii) the materials or substances in the confined space
iii) the work activities or processes used in the confined space
iv) any other conditions related to the confined space

"Supervisor" Means any individual having authority, in the interest of the Department Supervisor, to assign work or discipline other employees, or responsibly to direct them.

Duties & Responsibilities

A) Employees

- Shall use all safeguards, safety appliances and personal protective equipment provided.
- Shall follow safe work practices and procedures required.
- Shall NOT enter any confined space without the knowledge of their Supervisor.
- Shall NOT enter any Confined Space except where a Confined Space Entry Plan has been completed

b) **Department Heads & Supervisors**

- Identify the types of confined space that a worker may be required to enter.
- Identify the types of hazards that are or may be present at each confined space.
- Identify alternative means where possible to perform the work that will not require the worker to enter the confined space.
- Ensure there is a safe entrance and exit from the confined space.
- Prevent any unauthorized entry into a confined space.
- Before a worker enters a confined space, a competent person is appointed to assess the hazards and test the atmosphere for hazards.
- Ensure a Confined Space Entry permit is completed for each entry.
- Post the permit at the work area.
- Provide training on the hazards and the proper use of PPE.

c) **Municipal Health & Safety**

- Assist in the identification of the confined space and the hazards when requested.
- Assist in the preparation of Confined Space Hazard assessment plans when requested.
- Assist in the preparation of Confined Space Entry Permits when requested.

GENERAL REGULATIONS

a. This Program combines the four regulations into one reference document and is thereby generic in nature. It applies to all confined space entries or any work related to confined space entries in different types of Municipal Operations covered under any of the four separate regulations. It is the responsibility of the department heads and immediate supervisors to review specific, applicable regulations pertaining to their Confined Space prior to conducting any confined space entry:

b. Before any worker may enter a Confined Space the supervisor shall ensure that:

(i) A confined space pre entry checklist has been completed (Annex "A")

(ii) A Hazard Assessment has been completed (Annex "B")

(iii) A Confined space Entry Permit has been completed and is posted at the Entry point. ANNEX "C"

(iv) At the conclusion of the Entry a Post entry checklist is to be completed (Annex "D")

Once completed a copy of all documents must be kept on file by the Supervisor

c. Any work being performed by any contractor or person other than a Municipal employee where that person or contractor is involved in the entry or work related to the entry of a confined space, a "CO- ORDINATION DOCUMENT must be prepared by the Municipality. (ANNEX "E").

d. Before any worker enters a confined space, the Supervisor shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space. The same plan may be used for similar confined spaces.

e. Every worker who enters a confined space or who performs related work shall be given adequate training for safe work practices for working in confined spaces and for performing related work, including training in the recognition of hazards associated with confined spaces. Training records must be kept and an annual review of required training must be conducted, in consultation with the Joint Health and Safety Coordinator to ensure that proper training requirements are met.

f. The department supervisor shall ensure that a separate entry permit is issued each time work is to be performed in a confined space, before any worker enters the confined space

i. The Supervisor shall keep a copy of the completed permit on file.

ii. The Supervisor shall ensure that the entry permit, during the time period for which it applies, is readily available to every person who enters the confined space and to every person who performs related work with respect to the confined space.

g.

h. The Supervisor shall ensure that no worker enters or remains in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation.

i. Before a worker enters a confined space, the Supervisor shall ensure that an adequate number of persons trained in:

(i) the on-site rescue procedure

(ii) first aid and cardio-pulmonary resuscitation; and

(iii) the use of the rescue equipment required in accordance with the relevant plan.

On-site rescue procedures are available for immediate implementation of the on-site rescue procedures

i. The Supervisor shall ensure that each worker who enters a confined space is provided with adequate personal protective equipment and required devices, in accordance with the relevant plan.

j. whenever a worker is to enter a confined space, the Supervisor shall ensure that an attendant,

i. Is assigned;

ii. Know and understand the confined space specific plan and rescue plan before taking his post.

iii. Is stationed outside and near, The entrance to the confined space, or

iv. If there are two or more entrances, the one that will best allow the attendant to perform his or her duties;

v. Is in constant communication with all workers inside the confined space, using the means of communication described in the relevant plan; and

vi. Is provided with a device for summoning an adequate rescue response.

vii. Continuously maintain an accurate count of workers inside and outside of the confined space.

viii. The attendant **shall not** enter the confined space at any time and shall, in accordance with the relevant plan,

(i) Monitor the safety of the worker inside;

(ii) Provide assistance to him or her; Or

(iii) Summon an adequate rescue response if required.

ix. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway.

a. Warn them to stay away, or exit immediately if they have entered.

b. Inform the authorized entrants and entry supervisor if unauthorized persons enter the permit space.

x. Perform non-entry rescues as specified by the rescue plan.

xi. Ensure warning signs and permit is posted at the confined space entry point including any required traffic and pedestrian control signage.

k. The Supervisor shall appoint a person with adequate knowledge, training and experience to perform adequate tests as often as necessary before and while a worker is in a confined space to ensure that acceptable atmospheric levels are maintained in the confined space in accordance with the relevant plan.

l. The Supervisor shall ensure that should a condition exist where initial test/s reveal alarm conditions, entry into the confined space will not be undertaken. Only after, through ventilation, purging, rendering the atmosphere inert or other adequate means, and in accordance with the relevant Regulation, and confirmation through additional testing that alarm conditions no longer exist, shall an entry be undertaken.

m. The Supervisor shall ensure that entry points to any confined space/s are adequately secured to prevent any unauthorized entry.

n. The Municipal Department responsible for the entry shall retain every assessment, plan, co-ordination document, record of training, entry permit, record of an inspection and record of a test, including records of each sample, for one year (1) after the document is created.

o. The Municipal Department responsible for the entry shall ensure that copies of the Confined Space Entry Plan, hazard assessment document and training records for workers are readily available for review. If the confined space entry occurs as part of a "construction project" all documents listed above are to be kept at the project site.

    i. Co-ordination documents required for entry by persons or contractors performing work on behalf of the Municipality shall be kept by the Municipality.

    ii. The department responsible for the entry shall ensure that any assessments conducted are reviewed as often as necessary to ensure that the relevant plan remains adequate.

HAZARD IDENTIFICATION

GENERAL

There are numerous other hazards that can be associated with a confined space. Some of these include: vibration, noise, extreme temperatures, slippery surfaces, cramped quarters, electrical shock, moving equipment and sharp edges. The presence of these hazards must be evaluated and safe guards put in place to protect the worker.

(a) OXYGEN DEFICIENCY

Oxygen deficiency occurs in confined space when the oxygen has been consumed by the oxidation process of metals, bacterial action, combustion or the displacement of the oxygen by other gases. Normal air contains 20.9% oxygen. An oxygen deficient atmosphere is one that contains less than 19.5% oxygen. Ventilation can be used to help maintain a normal atmosphere. Workers shall not be permitted to work in any atmosphere that is less than 19.5% oxygen without an air supply. If the oxygen concentration is above 23% oxygen then there is an oxygen rich atmosphere and the area must be ventilated to reduce the concentration of oxygen.

(b) COMBUSTIBLE GASES AND VAPOURS

Combustible gases and vapour hazards include naturally occurring gases and vapours used as fuel and solvents. Some of these materials vapourize quickly. When mixed with air they will burn or explode when ignited. This will cause a fire hazard and the gases could also be toxic. Purging the confined space and ventilating with fresh air will keep the gases and vapours below the lower explosive limits. The Material Safety Data Sheets (MSDS) will provide these limits. Ignition sources must also be eliminated.

(c) TOXIC ATMOSPHERE

In confined spaces, toxic atmospheres can cause serious health effects and even death. The poisonous effects can be immediate (acute), delayed (chronic) or a combination of both. Contaminants of these kinds usually occur from material previously stored in the space or as a result of the use of coatings, solvents or preservatives. Decomposing organic matter can produce gases such as methane, carbon monoxide, carbon dioxide and hydrogen sulphide. Some have colour and odour but human senses cannot be relied upon for detection of these gases. When evaluating the toxic hazard of a chemical or a contaminant it is important to know the route of entry into the body. Materials can enter the body through inhalation, ingestion, absorption and injection. Knowing the route of entry will assist with deciding the type of PPE required for the worker e.g. gloves, respirator, etc...

(d) OTHER

There are numerous other hazards that can be associated with a confined space. Some of these include: radiation, vibration, noise, extreme temperatures, slippery surfaces, cramped quarters, electrical shock, moving equipment and sharp edges. The presence of these hazards must be evaluated and safe guards put in place to protect the worker.

HAZARD CONTROLS

ISOLATION AND LOCKOUT

Any confined space must be isolated from the possible release of hazardous substances into the work area and the start up of any equipment associated with the confined space. In Ontario there are only 2 acceptable methods of isolating the flow of material from pipes into a confined space. The first is using a Blank in the pipeline and the second is the Double Block & Bleed Method. If there is a possibility of a startup of equipment then the equipment must be locked out using the Lockout/Tagout Procedure (11.7.37.1).

VENTILATION

Before any work starts, consideration must be given to ventilation. This may be through natural ventilation through clean-out doors or mechanical means.
Ventilation is used to maintain a safe breathing atmosphere while workers are inside. It can be used to displace or dilute potentially hazardous conditions before they become dangerous. Natural ventilation might not be sufficient alone because air will travel along the path of least resistance and the air might not reach all areas in the confined space. Air must be forced into the confined space to be effective. The length of time required for ventilation depends on many things: size of the confined space, the amount of air moved by the ventilation system, the source of the contamination and the vaporization rate of the contaminant. The ventilation of the confined space must continue until the work is complete and must not be interrupted while the worker is in the area. If the ventilation of the area stops then the workers must leave the area until ventilation resumes.

Appendix "A"

Confined Space Pre – Entry Checklist

1	Have you identified and understand the work required to be performed and who authorized the work?		
2	Have you Identified hazards, mechanisms of injury through a hazard assessment? See Appendix A.		
3	Have you ensured the space is structurally safe for entry?		
4	Have you arranged for monitoring of the stability of the vessel, building, soil?		
5	Have you developed a "plan" for the confined space?		
6	Have all supervisory or responsible party personnel been identified.		
7	Have you secured an entry permit?		
8	Have you established control of the perimeter (traffic and pedestrian control)?		
9	Have you assigned responsibility for a space entrance attendant (watch)?		
10	Have you arranged for testing of the atmosphere by a competent person?		
11	Have you arranged for log reading on the Confined Space Entry Permit Form?		
12	Have you arranged to secure all energy source hazards through a proper lock-out system (blanking lines, cutting power)?		
13	Have you developed an emergency Action Plan? Is the Entry Team ready with Back-Up Team in place?		
14	Have you verified that all required personal protective equipment is readily available, in place, and being properly worn (harnesses (full body); retrieval system with back-up system; floatation devices; head protection; coveralls and chemical suits as may be required)?		
15	Have you made arrangements for intrinsically safe lighting and communications systems should the plan require same?		
16	Have you made arrangements to verify that entry conditions remain acceptable throughout the duration of the authorized entry?		

APPENDIX "B"

Hazard Assessment

HAZARD	EXPLANATORY NOTES	METHOD OF TEST	EFFECTS OF HAZARD
Explosive Atmosphere	Before entering confined space, tests for presence of an explosive atmosphere must be done. It should be noted that air-borne dust from grain, fine ground metals or other materials can form an explosive atmosphere. Explosive gases may displace oxygen. Note: Oxygen enrichment or deficiency can cause error in combustible gas detector readings.	Combustible gas detector - explosive gases must be monitored by equipment that can detect the lower explosives limit (L.E.L.) and upper explosive limit (U.E.L.). Residues may have to be disturbed to allow for release of explosive gases.	Explosion / burns / multiple injuries / death
Oxygen	Deficiency - Acceptable breathing air contains between 19.5%-23.4% oxygen Air containing less than acceptable amounts of oxygen is a hazardous atmosphere.	Oxygen detection monitor.	Could result in slowing down of pulse rate, disorientation, unconsciousness, death.
Enrichment	Enrichment - An atmosphere that contain more than the acceptable amount of oxygen (23.0%). Oxygen enrichment can cause an error in explosive meter readings	Oxygen detection meter. Note: Some equipment incapable of detecting for oxygen enrichment.	Creates explosive atmosphere, increases rate of chemical reaction.
Toxic Gases and Vapours	Testing with appropriate detection equipment shall be undertaken to determine the presence of toxic gas(es) to create and maintain a safe environment.	Monitors - specific testers must be used for specific toxic gases, e.g.. H2S monitoring. It may be necessary to disturb residue / sludge to allow for release of toxic gases / vapours.	Can cause euphoria / disorienting effect, drowsiness, headaches, weakness, injury, disability, death.
Fumes, Dusts, Mists, Fogs	These hazards are usually recognized visually	Monitors - Testers specific for each fume, dust, mist, fog must be used.	Explosion, disability, injury, burns, irritation, death poisoning
Smoke	Smoke is a combination of gases, vapors, fumes and dusts	Visual - Use appropriate detection (monitoring) equipment to determine presence of toxic agent(s)	All effects of gases, dusts, vapours, mists, fumes
Biological Agents	Biological agents are found in a variety of locations. Extreme care should be taken when working near health care facilities or industrial processes using biological agents. Conscientious personal hygiene is essential.	Testing for presence of biological agents is very difficult. If type of agent(s) is known, then specific testing may be done.	Ill health, disease, disorders, irritation, death.
Entry/Exit (Access / Egress)	Openings that are small, narrow or otherwise difficult to negotiate can be a serious hazard. Where self-contained breathing apparatus is being used, openings must be of a size to allow worker with equipment properly worn to pass through. Access openings less than 700 mm (28") are not recommended.	Visual identification of obstructions that could interfere with normal movement or emergency rescue.	Injury, disability, death

Ventilation Systems	Lack of adequate ventilation may cause a build-up of contaminants etc. Ventilation systems can introduce hazards into the work area, e.g. carbon monoxide (CO) fumes.	Monitoring (anemometer, smoke tubes for air movement). Toxic monitors may also be necessary to ensure good quality air.	Explosion, disease, irritation, injury, disability, death
Machinery / Mechanical Equipment	Make sure equipment is immobilized (de-energized) so that it will not be a hazard to workers	Visual and function testing	Injury, disability, death
4. Piping / Distribution Systems	Contents of pipes and supply lines if allowed to enter a confined space can create a life threatening situation for workers.	Monitoring, visual	Chemical poisoning, drowning, burns, injury, disability, death
Residual Chemicals / materials	1. Corrosive and/or toxic chemicals remaining in a confined space. Special attention should be made to ensure that lines, valves and meters are totally drained and properly decontaminated	Monitoring	Injury, disability, death, explosion
	2. Material that may be adhered to surfaces / walls of enclosures may collapse. 3. Loose granular material that may engulf worker. 4. Material that may encapsulate / trap other toxic / explosive materials. 5. Flooding by liquids	Visual, Monitoring	Engulfment, suffocation, drowning, injury, disability, death
Electrical	Sources of unguarded electrical equipment - extreme caution must be taken when using conductive material around electrical surfaces (e.g. metal ladders, lifelines, steel bars, etc.)	Only by qualified personnel	Shock, burns, injury, disability, death
Poor Visibility	Caused by poor lighting obstructions, work process and procedure, fog/mist due to high humidity.	Visual	Injury, disability, death
Physical Obstacles	This would include obstacles that impede movement and performance of work and rescue procedures.	Visual	Inability to remove injured worker, contusions, abrasions, fractures, disability, injury, death.
Walking/ Working Surfaces	Surfaces may be irregular in shape, sloped, angled, elevated, slippery, obstructed, etc., all of which are slip and fall hazards. Work areas may require toe boards to prevent objects from falling on workers below.	Visual	Injury, disability, death
Temperatur Extremes	Temperature extremes, hot or cold, have definite health and safety hazards, as well as having a limiting effect on the ability of a worker to adequately perform tasks.	Thermometer, Heat Stress - Wet Bulb Globe Thermometer (WBGT)	1. Cold - Frost bite, loss of coordination, hypothermia, disability, death. 2. Heat - heat exhaustion, heat stress, disorientation, death.

Humidity	High humidity can aggravate several conditions: 1. Visibility 2. Can cause all types of surfaces to become slippery. 3. Accelerate Heat loss. 4. Increase chill effect.	Hygrometer	Can cause slips, falls, physical discomfort, heat exhaustion, affect performance of tasks.
Noise	If sound levels exceed 80 DBA then work practices shall conform to requirements of current regulations respecting Hearing Conservation and Noise Control in Workplaces.	Sound level meters	Distraction, stress, disorientation, communication problems, hearing loss.
Vibration	Whole body vibration is a "general stressor" affecting multiple body parts/ organs.	Vibration meter	White finger disease, disorientation, vertigo, circulation and nervous system disorders.
Radiation	1. Non-ionizing radiation - ultra violet light, infra red light - components or sunlight.	1. Non-ionizing - specific light meters	1. Non-ionizing topical burns.
	2. Ionizing radiation Radio-active materials (uranium) Types: Alpha, Beta, Gamma	2. Ionizing - Geiger counters, passive dosimeters	Ionizing - Deep body burns, radiation sickness, sterility, death
Hazardous Animals	Rats, pigeons, and other vermin and their by-products (excrement).	Visual	Disease, injury
	1. Type of work being undertaken can create additional hazards. These hazards created by the work process will have to be considered and planned for to ensure the safety and health of workers in the confined space. 2. Hot Work Where heat used or generated by work process may cause an explosion. 3. Cold Work Situation where toxic substances or other hazards may exist.	Monitoring, visual, pre-job planning, work permit system	Injury, disability, death.

ANNEX "C"

CONFINED SPACE ENTRY PERMIT

Department Issuing Permit _____

Permit Issued Date: _____ Time _____

Permit Expires: Date: _____ Time: _____

Location of Entry _____

_____

Purpose of Entry: _____

_____

On-Site Supervisor: _____

Entrant(s) Name: _____, _____

Attendant(s) Name(s): _____, _____

Permit Must Be Posted At Site Until Job Is Completed

	yes	No
Pre – Entry Check list completed		
Pre-entry hazard assessment completed		
all workers performing entry are qualified in Confined Space Entry		
All workers have been briefed on entry and exit procedures		
All workers have received a pre-entry briefing on the plan to follow while in a confined space?		
All workers have received a pre-entry briefing on identifying and using PPE in confined space?		
All workers have received a pre-entry briefing on emergency rescue procedures?		
Attendants have been briefed on their duties		
All safety equipment has been tested		
All the workers received training on the equipment to be utilized during an emergency?		
Confined space has been surveyed and found clear of atmospheric hazards - Atmospheric contaminants including Gases, Vapours, Fumes, Mists - Oxygen level between 19.5 – 23% - Tested for accumulation of flammable, combustible or explosive agents		

Appendix "D"

POST ENTRY CHECKLIST

Have you arranged for all tools and equipment to be removed?	
Have you completed any required decontamination process if necessary?	
Have you taken steps to ensure that the confined space has been secured against future unauthorized entry?	
Have you accounted for all personnel?	

ANNEX "E"
CONTRACTOR COORDINATION DOCUMENT

Name of Contractor or Person _____

Address _____

WSIB Number _____

Entry location: _____

_____

Date(s) of entry: _____ (dd/mm/yyyy), and _____ (dd/mm/yyyy), and _____ (dd/mm/yyyy)

Is the entry to be supervised by a Township department?

☐ Yes (if yes, attach copy of the Municipal entry permit)

☐ No (Attach copy of contractor entry permit)

Responsibilities:	**Township of Bonnechere valley**	**/ Contractor**
Entrant:	☐	☐
Attendant:	☐	☐
Monitoring equipment:	☐	☐
Personal Protective equipment:	☐	☐
Rescue Equipment:	☐	☐
Other:	☐	☐
Other:	☐	☐

Contractor's Representative:

(Print Name)_____

(Signature)_____ (Date: dd/mm/yyyy)_____

Township of Bonnechere valley Representative:

(Print Name)_____

(Signature)_____ (Date: dd/mm/yyyy)_____