



SUB-CONTRACTOR AND SERVICE PROVIDER POLICY AGREEMENT

S-A-S Petroleum Technologies Inc. (“*S-A-S*”) believes that the health and safety of its sub-contractors and service providers is just as important as the health and safety of its employees. As a sub-contractor or service provider to *S-A-S*, you are obligated to abide by ‘*our*’ Health and Safety Policies and Procedures, as well as our customers’ existing sub-contract agreements and policies. The following key points of these policies must be adhered to by all workers and signed by an officer of your company and returned prior to any commencing of work.

1. **Safety:** Although efficiency and speed is important, it is never as important as performing your job safely. The health and safety of people, property and the environment should always be your first consideration. Behaviour-Based Safety Training of all workers is essential and all reasonable safety precautions must be taken in accordance with the *Occupational Health & Safety Act*, as well as *S-A-S Petroleum Technologies’ Health and Safety Policies and Procedures*.

- a. **Pre-Qualifying Certifications:** In order to pre-qualify sub-contractors and service providers, we require you to submit the following certifications (as a minimum) for each worker who will be representing S-A-S:

- Valid, *Petroleum Oriented Safety Training* (P.O.S.T.) certificates
- Valid, *Workplace Hazardous Materials Information Systems* (W.H.M.I.S.) certificates

Although First-Aid/C.P.R. training is not a requirement, it is recommended.

Depending on the scope of your contract with S-A-S, additional safety certifications may be required, such as: Fall Protection, Lockout/Tag-out, Confined Space Entry etc. These certifications (if they pertain to your scope) must also be submitted for review prior to any start of work.

- b. **Personal Protective Equipment:** All workers representing *S-A-S* must wear the following P.P.E., (as a minimum): CSA-approved steel-toed boots, high-visibility clothing/vest, CSA-approved hard-hat, safety glasses and ‘task-appropriate gloves’ are to be worn.
 - c. **Safety Documentation / Permits:** Industry-required documents must be filled out prior to start of work in order to identify, assess and implement controls for any on-site hazards. Copies of these documents, (such as a: *Maintenance Safe Work Permit, Job Safety Analysis or High-Risk Checklist*) must be submitted with your invoice for it to be processed for payment; and we reserve the right to with-hold payment if not all paperwork requirements are met.
 - d. **Incident/Accident Reporting:** Any incident resulting in personal injury or property damage must be reported to *S-A-S* immediately. We in-turn, must report it to our customer and a representative from *S-A-S* will be assigned to participate in the investigation of the incident, in order to find a root cause and implement controls.
2. **Business Ethics and Conduct:** The policy of *S-A-S* and its representatives is to comply fully with all laws governing its operation and to conduct its affairs with the highest moral, legal and ethical standards. Personal appearance, cleanliness, condition of equipment and punctuality are also important and our sub-contractors and service providers are judged on this accordingly.

3. **Liability Insurance:** Sub-contractors and service providers are required to (*at a minimum*); maintain not less than \$2,000,000.00 of Comprehensive General Liability/Automotive Insurance; as well as \$2,000,000 (*minimum*) of Environmental Liability Insurance if undertaking work involving hazardous chemicals or substances. *S-A-S Petroleum Technologies Inc.* must also be named as an 'additional insured' on your policy.
4. **W.S.I.B. Coverage:** Sub-contractors and service providers are expected to maintain 'good-standing' with the Workplace Safety and Insurance Board. In order to maintain ongoing quality control, W.S.I.B. eClearance certificates will be set for automatic renewal.
5. **Environmental Stewardship:** During all activities, sub-contractors and service providers are reminded that petroleum and substances contaminated by petroleum are hazardous to the environment and may also be a health risk if improperly handled. No 'spill' is too minor and must be reported to *S-A-S* immediately. The sub-contractor or service provider will be responsible for any damages resulting from a spill or loss of petroleum (*or any hazardous material*) caused by improper handling or poor judgment by the sub-contractor or service provider.
6. **Confidentiality:** The business of *S-A-S* and our customers is confidential and should not be discussed casually. Information and documentation pertaining to our business, or that of our customers must not be given, sold or otherwise acquired outside of the company.
7. **Drug and Alcohol Policy:** Sub-contractors or service providers must adhere to the requirements of our customers', and *S-A-S's* Drug and Alcohol Policy and any non-compliance will be met with immediate termination of all work.
8. **Credentials:** Sub-contractors and service providers must possess and maintain valid training certificates and/or licenses appropriate to the type of work being performed for *S-A-S*.
9. **Efficiency:** Your work must be planned and properly performed in an efficient, productive and safe manner, so as to incur the minimum reasonable cost to *S-A-S* and our customers.
10. **Quality Workmanship:** Only workers appropriately trained and skilled for the task at hand will be utilized. It is expected that the highest level of quality workmanship be maintained at all times.
11. **Documentation:** Our sub-contractors and service providers are to observe all terms and conditions pertaining to work at a specific site, the same as *S-A-S (General Contractor)*. A copy of relevant documentation will be provided upon request.
12. **Performance / Contract Review:** At any time, a representative from *S-A-S* could arrive at your jobsite to conduct a 'Planned Job Observation'. This is to ensure that all aspect of the work meet the specific requirements of our customers and the industry. Post-job reviews will be conducted periodically with owners or supervisors and will cover things such as: appearance, housekeeping, costs, attitude towards safety and quality of work. In order to maintain a long-term, successful working relationship for both your company and *S-A-S*, this Policy Agreement will be reviewed and/or updated annually.

If there is anything contained in this agreement that requires further clarification we urge you to contact us before start of work.



Acknowledgement Form / Signoff

The Sub-Contractor or Service Provider named below hereby agrees to comply with all policies and requirements as listed above in this agreement.

Company Name

Services Provided (*ex. Roofing*)

Mailing Address

Email Address

(_____)_____-_____
Main Office Phone Number

(_____)_____-_____
24-Hour Emergency Phone Number

Number of Employees

W.S.I.B. Account Number

Owner (*or Signing Officer*)

_____, 20_____
Date