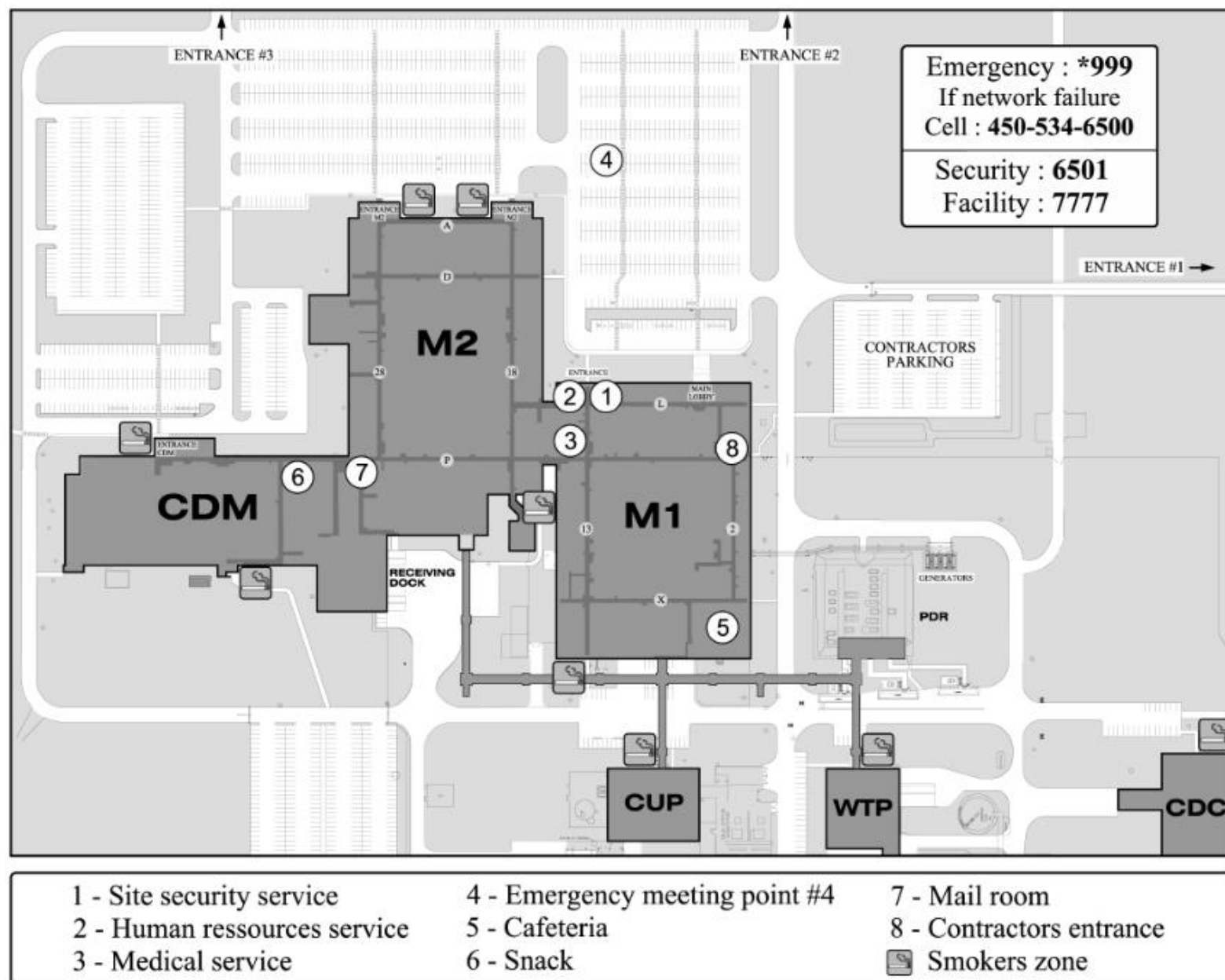


Bromont Plant



## **SAFETY GUIDE**

**for contractors, partners and tenants**  
Environmental, Health and Safety Regulations





# Safety Guide for contractors, partners and tenants

## Environmental, Health and Safety Regulations

**IBM Canada Ltd.**  
Bromont plant  
23, boulevard de l'Aéroport  
Bromont (Québec)  
J2I 1A3

## **WELCOME TO THE IBM CANADA LTD. PLANT AT BROMONT**

Concerned about the quality of its products, the environment, and the health and safety of personnel and visitors, IBM Canada welcomes you as important partners in the efficient operation of the company. We look forward to working with you on a daily basis to prevent accidents and protect the environment.

All work performed at IBM Canada establishments must be done safely, in compliance with IBM Canada's safety standards and policies, your employer's requirements and the laws of Quebec.

We have prepared this guide to help you carry out your work safely during your time with us. Please read it carefully to understand the resources and authorizations required during work, and keep it with you for future reference.

Any departure from the content of this guide must receive prior approval from the environmental management service and the workplace health and safety service at IBM Canada Ltd.'s Bromont Plant.

- ✓ Please note that use of the term contractor in this guide means any contractor, sub-contractor, partner or tenant present in the workplace belonging to or controlled by IBM.

### **Contractor's confirmation**

**I confirm that I have read the Safety Guide and I undertake to respect the rules described herein.**

**Signature:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Contractors must keep this guide with them at all times.**

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**Responsibilities**

**Contractors**

All contractors assigned to our projects will cooperate with and respect IBM Canada Ltd.'s health and safety program.

All contractors working on an IBM site must read and understand this Safety Guide and must sign page 2 to confirm having read it.

All contractors shall observe and respect the laws, and the general and specific regulations relating to the workplace.

**IBM Canada Ltd. representative**

The IBM Canada Ltd. representative acts as intermediary between your supervisor and IBM. Your supervisor must only accept instructions and directives from the IBM representative.

All IBM employees have the right to stop any work being done that is unsafe or could be hazardous to IBM employees or contractors.

The IBM representative shall promote safety at all times and ensure that all permits required to carry out the work have been issued.

He must work with the supervisor (i.e., the person in charge) to ensure that all laws, regulations and any other workplace regulations are respected.

He must report all accidents to management in timely fashion.

[He must have taken Course # 58 \(The IBM representative\) available in IsoVision.](#)

Finally, he must ensure that contractors respect the instructions in this IBM Canada Ltd. guide.

## **EMERGENCY**

**IN CASE OF EMERGENCY, CALL \*999. In case of phone failure, with a cell phone dial 450-534-6500.**

An emergency includes any accident, incident, injury, chemical splash, spill or leak (exceeding 500 ml) or fire.

Immediately report any event to the IBM representative.

### **Evacuation**

A request for workplace evacuation can be made by means of the public address system, activation of a fire alarm, or a flashing red light.

In all cases of evacuation to the outdoors, proceed to post 4 in the parking area of building M-1.

### **Accident / injury**

In case of injury, a contractor's employees may receive First Aid at the medical service located at column N13.

### **Code Blue**

Code Blue is the public address message which identifies an active shooter or lockdown alert. When you hear this message, you must:

- Stay at your locale, barricade doors and windows and wait for the public address message telling you to evacuate.
- Evacuate and place your hands on your head once outside.

Call 6501 to communicate anything abnormal to the protection service located at the L-13 column in building M1.

## **RULES OF CONDUCT ON THE SITE**

### **Arrival at the plant**

Speed limits and traffic rules posted on IBM premises must be respected. Contractors' vehicles must be parked in the contractors' parking area. It is prohibited to park at reserved spaces or on the access roads.

### **ID card**

It is mandatory to wear a visible IBM ID card at all times. It is prohibited to lend your IBM ID card to another person. Tailgating is prohibited at IBM (at entry to the plant, in the sectors, etc.). Immediately report any lost ID card to the Protection Service.

### **Protection of accesses**

It is prohibited to enter a sector other than that identified for the work. Emergency exits must be used only in case of emergency. Doors locked from outside (emergency exits) must not be open, unless authorized by IBM's Protection Service.

### **Use of tobacco**

Smoking inside IBM establishments is prohibited, as well as on roofs and attic areas (spaces under roofs). Specified areas are available outside for smokers. Please note that some smoking areas are closed between November 15<sup>th</sup> and April 1<sup>st</sup>.

### **Eating areas**

Food and beverages are not permitted in the manufacturing sectors, except for lounge and designated areas, such as the cafeteria and canteen.

Contractors may use the cafeteria and canteen services.

### **Dress code**

Tank tops, shorts and sport caps are not permitted in the plant. From November 15<sup>th</sup> to April 1<sup>st</sup>, outside shoes and boots must be removed at the entrance (locker room) or shoe covers must be used inside the site.



## **ACCESS RULES**

### **Connection to computer network**

Persons with a red band access card (visitor) must be accompanied at all times. All access to the network by visitors must be supervised by the accompanying person to ensure that only information required for business purposes is consulted.

A contractor with a yellow band access card may connect to the network under the following conditions:

- For computer security reasons, it is prohibited to connect a personal computer (PC), laptop or any other computer equipment not belonging to IBM other equipment on the ORANGE cables identified for this purpose. Even if the connection is used only to browse the Internet, the other network sockets may be used only with hardware belonging to IBM that respects IBM's ITCS safety standards.
- To use computer equipment belonging to IBM, the person must have authorization from IBM management. He/she must also know and apply the safety rules contained in ITCS300 (w3/itcs300f).

Non-IBM persons with a yellow band access card who are not under contract to IBM (e.g., partner or tenant) must restrict their network access to business needs and have a confidentiality agreement in place (i.e., CDA).

For any consultation of IBM CONFIDENTIAL information, a Confidentiality Agreement (i.e., CDA) must be in place.

### **Work in controlled manufacturing environments**

It is mandatory for all contractors working on the manufacturing floor who may be in contact with the products or may bring in work tools, to take the ESD course at IBM.

It is mandatory to wear ESD shoes or sole grounders when handling parts in the manufacturing sectors.

It is mandatory for all contractors working on the manufacturing floor who may be in contact with the products to take the ESD course at IBM (course # 0233).

To protect our IBM manufacturing products, it is prohibited to touch or handle products on the production line. Please remain at least 12 inches away from them. The trolleys and products must be moved by an IBM representative (person in charge). Never alter, change or remove the ESD protections without the approval of the program coordinator.

Anyone entering a controlled environment sector must wear protective clothing in

accordance with the instructions posted in the sector's change room.

The controlled clothing room must be removed when working in a tent.

A lab coat not in use must be stored in a closed plastic bag and must be replaced if soiled or broken.

### **Taking material in and out**

Any item brought onto IBM property or taken out from the property may be inspected.

Any materials, equipment, or tool kits larger than 1 cubic foot must go through the CDM dock, with no exceptions.

All material used during work (cables, bottles, commercial chemical products, etc.) must go to the CDM dock to be identified, approved and labelled.

When material is taken out a door with no alarm, please advise your IBM representative or worksite coordinator to obtain a pass, with the exception of tool boxes and routine bulk consumables having a total value of less than \$100 (light bulbs, screws, tubes...)

All other materials taken out by the CDM dock must be accompanied by a shipping slip, except for chemical products.

Any material that can be easily carried by hand (less than 1 cubic foot) may be taken through the contractors' door M-1 P01.

Please advise your representative and/or coordinator to obtain a pass to take material out of the plant.

In the manufacturing sectors, the use of recording devices (cell phones, web cameras, etc.) is not allowed. Outside the manufacturing areas, you may use recording devices, including cell phones or web cameras, provided that their use does not result in the disclosure of confidential or proprietary information, does not violate the applicable law and does not infringe the privacy of others.

## **WORKPLACE SAFETY**

### **Wearing jewelry**

Wearing jewelry is prohibited when working in the manufacturing sectors, except for piercings using pins.

A medical bracelet is acceptable and must be non-conducting if working in contact with electricity.

### **Personal Protective Equipment (PPEs)**

PPEs must be provided by the employer. You must not use PPEs belonging to IBM unless you have a specific agreement with your IBM representative.

Wearing glasses with side shields and safety shoes is mandatory on the manufacturing floors and related areas. [For construction sites, the helmet is added to these PPEs.](#)

Wearing Personal Protective Equipment (PPE) is mandatory in accordance with the tasks being performed.

### **Safety in passageways**

Allow emergency vehicles to pass, they have priority.

Keep to the right under normal conditions and do not pass a forklift.

Slow down at intersections and use the mirrors for safety. Do not cross the railway work zone (train).

Free access to exit doors and other doors must be available at all times (emergency exits, washrooms, meeting rooms, sector entrance doors, elevators and stairways).

Material or equipment left in the passageways must not obstruct normal traffic flow, especially during peak hours.

### **Tools**

Manual and mechanical tools must be in good condition. IBM reserves the right to remove any tool not in compliance.

Anyone working with electrical equipment in the manufacturing sector must use the electrical sockets identified by a green label with a construction hat because these sockets are protected by Ground Fault Circuit Interruptors (GFCI). If this type of electrical socket is not available, all electrical extensions used inside or outside must be protected by a Ground Fault Circuit Interruptor

(GFCI).

Non-sparking tools and flashlights (intrinsic safety) are required wherever inflammable solvents are handled or there is a risk of explosion.

### **Maintenance of premises**

It is prohibited to move, block, relocate or render inaccessible the fire protection equipment, First-Aid equipment, fire blankets, stretchers, eyewash stations and emergency showers.

Nails protruding from a piece of wood must be extracted or bent over.

Scrap material and other debris must be removed from the workplace at the end of each work shift.

It is prohibited to store debris, tools or equipment above head level. Loose material must not be left above the suspended ceilings.

### **Prevention signage**

Respect the prevention, protection and safety signage and ensure barriers are in place.

Contractors must provide barricades, barriers and other articles when such protection is required for their work.

Please use control marshals in cases where the signs or barricades do not provide appropriate protection.

### **Floor openings**

Floor openings must be surrounded by barriers or guard rails. If a cover is used, this must support twice the weight of a walker or vehicle and be installed in such a way to stay in place.

## **HAZARDOUS WORK**

The following is considered to be hazardous work that requires a permit or specific training.

<b>TYPÉ</b>	<b>IBM PERMIT REQUIRED</b>	<b>LEGAL TRAINING REQUIRED - PROVIDED BY EMPLOYER</b>	<b>INTERNAL TRAINING REQUIRED, PROVIDED BY IBM</b>
Asbestos	Asbestos permit	Safety with Asbestos, RoHS s 9.1	Asbestos work permit 0235
Transport of materials	No	Forklift RoHS s 23	No
Confined areas	Permit for confined areas	Work in confined areas, RoHS s 26	Confined Space permit 0234
Electrical work	Live-line work	Competency Card	Live work procedure 0236
Lockout	Danger Card	No	LO/TO procedure 0237
Excavation	No	No	No
Rigging and lifting	No	No	No
Cooling Towers	No	No	Cooling towers safety procedure 0116
Chemical products	Chemical authorization	WHMIS, OHSA s 5 TDG	Critical products 0239 * HF 0240 * Cyanide 0241 * HCL 0242 * Formic Acid 0427 * <a href="#">TMAH 0510*</a>
Radiation	No	Operator certification, Nuclear Safety and Control Act	No
Hot work	Hot work permit	No	Welding permit 0019
Working at heights	No	No	Working at height procedure 0238

\*: You must complete these courses to have access to sectors where these chemical products are present.

## **Asbestos**

An attestation of successful completion of a training and information program in conformity with the safety code for construction work must be provided for all workers handling materials that may contain asbestos.

It is mandatory to hold a permit issued by IBM when working with materials that may contain asbestos. The permit must be available at the work location.

## **Silica**

When working with material that may contain silica (concrete, brick, mortar), you must:

- I. Control dust emission by using water abatement methods or tool dust vacuum.
- II. Control work area and limit access to authorized people only.
- III. Provide respiratory protection equipment to all persons involved.

## **Transportation of material**

An attestation of successful completion of a training program in conformity with workplace health and safety regulations must be provided for all workers driving a forklift.

Drivers must not allow the vehicle speed to exceed 6 km/hr or compromise the safety of pedestrians.

Stop and activate the sound alarm at passageway intersections. Allow walkers to pass.

Any moving of materials, manual cart or bin must be done in a safe manner. The load must not obstruct the handlers' view during the move.

Pipes, ducts and other items longer than three metres (10 feet) must be carried by two people, one at each end.

## **Confined spaces**

Workers performing duties in confined spaces must be qualified to work in a confined space, as defined by the workplace health and safety regulations.

It is mandatory to hold a permit issued by IBM before entering a confined space. The permit must be available at the work location.

Equipment required to perform work in a confined space as well as personal protective equipment must be provided by the contractor doing the work.

Verification of the atmosphere is required before entering a confined space.

There must be continuous surveillance of the atmosphere for all work that may involve risk of air contamination.

A person must stand guard outside the opening while the confined space is occupied.

## **Electrical work**

Authorization must be obtained from IBM Canada before handling electrical switches or circuit breakers. Orders to shut power supply and for labelling are required before starting the work.

Electrical switches must be locked out and under IBM's surveillance before starting the work. The electrical circuits must be checked using a voltmeter or other appropriate device before any electrical work begins. If the switch cannot be locked out, insulate the part at risk (energized)) to avoid any accidental contact.

All metal parts of fixed, portable or plug-in devices must be grounded.

The 120-volt extension cords must be 3-wire type and protected from damage. Do not use worn or frayed cords. IBM Canada reserves the right to remove any tool, extension cord or device not in compliance.

Uncovered lightbulbs for temporary light fixtures must be protected against any accidental contact, unless the bulbs are built into the reflector. Never suspend temporary lights on electrical cords, unless the cords are designed for this purpose.

## **Work on live-line (energized) electrical equipment**

All live-line electrical work must be done in conformity with CSA Standard CSA Z462.

No worker is permitted to work on or near exposed energized equipment parts or conductors, unless:

- a) the equipment / wiring is being tested or diagnosed for anomalies; or
- b) the equipment or electrical conductors cannot be disconnected from the power supply.

If the work must be done under conditions a) or b) above, the following rule must be respected:

Access to a locale, enclosure or electrical panel containing energized electrical components must display a clearly visible sign warning of danger prohibiting entry by non-authorized persons.

If the work must be done under conditions b) above, the following rules must be respected:

- i) The immediate supervisor must be advised and approval must be obtained from the IBM representative. Depending on the nature of the work to be done, the IBM representative determines the procedures to follow. If it is work for which IBM has already evaluated the risks and established the procedures, these will be communicated to the contractor. Otherwise, the contractor must obtain a permit issued by the IBM representative. This permit assesses the risks and establishes the procedures to follow;



- ii) Only licensed and qualified electricians must perform the work (an apprentice must never do these tasks);
- iii) Workers must use the proper rubber gloves, safety mats, protection shields and other approved protective equipment and procedures to ensure they are protected against electrical shocks and burns during the work;
- iv) Competent workers able to recognize the dangers and provide emergency attention, including artificial respiration, must be available and able to see the worker carrying out the work.

## **Lockout**

Contractors who may be exposed to a risk must be informed of IBM's lockout practices.

IBM certified contractors that work is coordinated by IBM representative could apply the Lockout Tagout process autonomously, using the IBM procedures 1189 and 1192 that contractor can access in ISOVision.

The IBM representative overseeing the project as certified contractor can delegate the physical locking out to a designated non-certified contractor to halt the equipment, affix locks and the danger card. However, the IBM representative retains the owner's responsibility for the intervention.

All contractor groups must have their own locks identified as being from their group. An additional personal lock is required for any worker who may be exposed to a risk.

For short-term work (same work shift), involving only one person, only personal locks may be used. If the work continues beyond the work shift, the person must remove his personal lock and use one from his contractor's group.

Authorization must be obtained from IBM Canada before handling valves on the piping system. The valves must be locked and labelled before starting the work, under IBM's surveillance. Residual pressure must be released before starting any plumbing work.

## **Rigging and lifting**

Any lifting equipment used inside the plant to transport materials must be approved by IBM. The use of winches and lifting gear belonging to IBM must be authorized by IBM.

The boundaries of the area exposed to the moving load must be marked out and controlled. No one may enter this area while the load is being moved.

All lifting equipment and materials must be inspected and in good condition prior to use.

## Chemical products

### I) AUTHORIZATION OF CHEMICAL PRODUCTS

Contractors must receive pre-authorization from the representative before bringing a chemical product onto IBM property. Contractors must provide the name of the chemical product (or a list, as needed) and a factsheet to their representative so he can request authorization from the chemical products management service. Allow five days to finalize the authorization.

Contractors' chemical products that have been authorized must be used solely by them and not by IBM employees.

### II) IDENTIFICATION OF CHEMICAL PRODUCTS

All chemical products including chemical product waste belonging to contractors on IBM property must display an identification label provided by IBM. The labels are available at various entrances to the plant. They must be duly completed by the contractor. Outdated or damaged labels must be replaced.

**IDENTIFICATION**

\_\_\_\_\_  
Nom du produit chimique

\_\_\_\_\_  
Date d'entrée

\_\_\_\_\_  
Nom de l'entreprise

F 127 (Rev-10-2000)      Pour plus d'information, consulter la fiche signalétique

### III) FACTSHEETS

Contractors must have factsheets in conformance with WHMIS for the products they have on the IBM site. These factsheets must be available at all times.

### IV) STORAGE OF CHEMICAL PRODUCTS

All chemical products belonging to a contractor must be stored in a location designated by the IBM representative who has obtained prior approval from the chemical products management service.

All flammable liquids must be stored in approved safety containers, in good condition and with a flame arrestor bearing the Factory Mutual seal from Underwriters Laboratories (UL) or from ACNOR.

### V) CHEMICAL PRODUCT WASTE

Chemical product waste belonging to contractors, and identified as hazardous under the laws and regulations in force, must be disposed of at an IBM-approved supplier or be managed by IBM Canada. For any questions, please contact your IBM representative.

It is strictly prohibited to pour chemical substances into a sewer, water system, or IBM waste receptacles.

#### VI) SAFETY WITH CHEMICAL PRODUCTS

WHMIS training is required for contractors who are in contact with chemical products on the IBM site.

Contractors who have to access to an area designated as being at risk (COC) must take the recognized IBM training.

Contractors using a chemical product must respect the recommendations on the factsheet.

Personal protective equipment must be provided by the employer.

#### VII) COMPRESSED GAS CYLINDERS

All compressed gas cylinders must be inspected and approved. They must also bear the hydrostatic test mark respecting the standards in force.

All compressed gas cylinders used at the plant must bear the IBM label (n/p 9211-0) indicating whether they are empty, full or currently in use. Consult the representative and/or coordinator to obtain this label.

Empty and full gas cylinders must be stored separately from each other and far from a heat source or flame.

All valve caps must be in place during transportation, moving or storing of the gas cylinders.

All cylinder valves must be closed when the work is completed or when cylinders are empty and moved.

Use an appropriate trolley to transport the cylinders.

All compressed gas cylinders must be attached in an upright position (using a cord or chain), except when being lifted or moved.

**Should a gas leak occur in the ducts, evacuate the sector and call \*999.**

#### **Radiation**

Use of radiation-emitting equipment (UV, RF, MW, IR, laser, X-rays) or which contains radioactive materials must be authorized by the workplace health and safety service.

## **Hot work**

During welding work, it is mandatory to have a permit issued by IBM.

For any welding work carried out in spaces under the roof, a protection shield must be installed to avoid dispersal of welding residues to the ground.

Locked electrical sockets are available for welders in the different sectors. Contact the project coordinator to obtain authorization to use them.

High-frequency welding of aluminum is prohibited.

Any use of propane heaters requires authorization from IBM. The heaters must be approved by Factory Mutual (FM), the Canadian Standards Association (ACNOR, CSA) or Underwriters Laboratories (UL, ULC).

## **Working at heights**

A safety harness is mandatory for all work at heights of more than three metres (10 feet) (on ladders, above ground or floor, spaces under roofs, scaffolding and platforms), if no guard rails are used. A safety harness and components (life line) are provided by the contractor.

When moving at heights, workers must use two life lines so as to have an attach point at all times.

The authorized and certified anchor points in the space under roof are:

- Vertical H-shape columns
- Bottom or top beams of all roof trusses
- Permanent life lines
- Temporary life lines (provided by the general contractor)

It is prohibited to unhook, modify or alterate lifeline without IBM permission.

It is prohibited to go onto the roof to carry out roof work without authorization from IBM. This authorization is valid for one day only. A person working alone must have a functional walkie-talkie at all times.

Respect a distance of 3 metres (10 feet) from the edge of a roof where there is a fall point of more than 5 metres, unless there is a guard rail or proper protective equipment is being used (net, harness and life line).

For any work unrelated to the chimneys, workers must stay at least three metres (10 feet) from the chimneys.

It is prohibited to assemble heavy or vibrating equipment on the roof without authorization from IBM.

Any use of lifting devices on the roof must be authorized by the IBM representative.

## Reminder

### IBM representative

- ☐ Has taken "The representative IBM" #58 training courses.
- ☐ Has taken IBM internal training courses applicable to supervised tasks (confined spaces, asbestos, welding, lockout and excavation/rigging, HF and risks associated with plating, WHMIS, etc.).
- ☐ Issues hazardous work permits (confined spaces, asbestos, hot work, live-line work and chemical authorization) or lockout procedure).
- ☐ Obtains a pass or shipping slip
  1. Work tools
  2. Construction material or other materials (SI)
- ☐ Obtains factsheets for contractors' chemical products and ensure these products are authorized by IBM (MSDSPRO).
- ☐ Issues IBM product factsheets to contractors, where required.
- ☐ Documents all incidents (medical, environmental or material).
- ☐ Ensures that contractors have read the Safety Guide and signed the confirmation of having read it in the Guide.
- ☐ Ensures that all contractors have their Safety Guide in their possession.

### Contractor

- ☐ Has read the Safety Guide and signed the confirmation of having read it in the Guide.
- ☐ Has the Safety Guide in their possession at all times.
- ☐ Knows and respects the instructions contained in this Guide.
- ☐ Respects the laws and regulations regarding workplace health and safety.
- ☐ Informs the representative and/or the coordinator of the introduction of chemical materials.
- ☐ Informs the coordinator of the use and introduction of chemical products.
- ☐ Distributes the factsheets for chemical products used.
- ☐ Has received the internal training for procedures at IBM, as required (asbestos, confined spaces, electrical work, lockout, controlled chemical products, HF, cyanide, HCL, TMAH, working at heights).
- ☐ Is certified, as required, on "construction site safety".
- ☐ Has certification, according to the work (asbestos, operating lifting equipment, confined spaces, electrical work, WHMIS, transportation of hazardous materials, radiation)
- ☐ Has all personal protective equipment in accordance with the tasks (safety harness, hard hat, safety glasses, boots, protection shields, gloves, etc.).
- ☐ Reports any incident to one's supervisor and the IBM representative.
- ☐ Keeps premises clean following execution of the work.
- ☐ Be aware of the practices regarding construction wastes handling. Review handling and sorting practices with your IBM representative.

## **Environmental and Energy Policy**

IBM is committed to leadership in environmental protection in all aspects of its commercial activities.

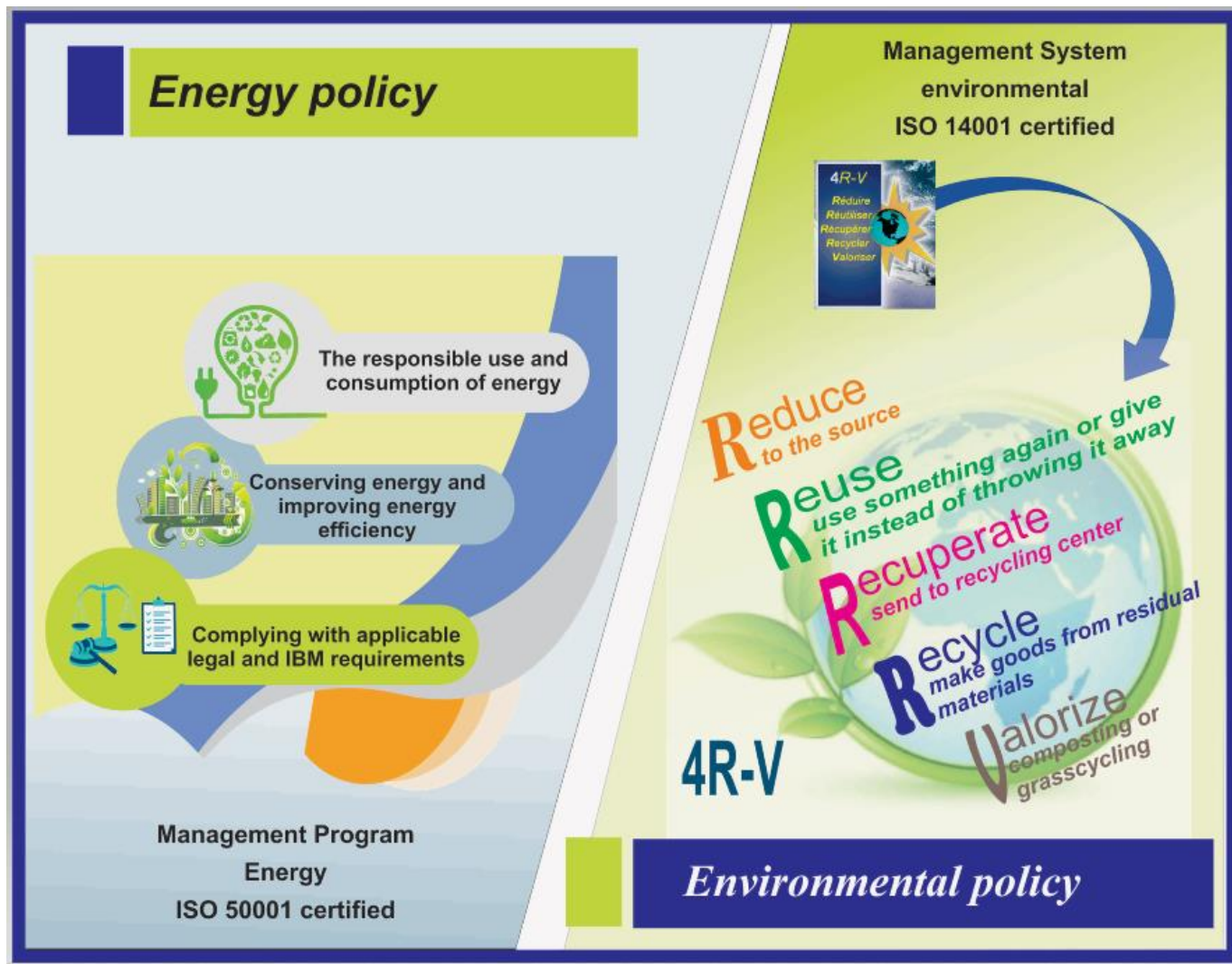
To manage the environment responsibly, IBM expects employees and contractors to respect all procedures in force by their participation in energy conservation and natural resources, as well as their active engagement in waste management.

Environmental policy 4-RV:

- Reduce
- Reuse
- Recover
- Recycle
- Valorize

Energy policy :

- The responsible use and consumption of energy
- Conserving energy and improving energy efficiency
- Complying with applicable legal and IBM requirements



•  
For all questions on these programs, please contact your IBM partner or a member of the Environmental Affairs team.