



Environmental, Health and Safety Briefing Packet and Contractor Method Statement

(Recommendation: Complete form on computer, print and sign, then return)

Contractor Certification <i>(Contractor to complete)</i>	
I have reviewed and understand the information contained in this document (on pages 1,2,3, and 4). I also understand that Dakota personnel have the right to inspect our activities and those of our subcontractors and suppliers with regards to our on-site activities. I further understand that activities pertaining to service and/or maintenance contracts may only require submission of this form as work scope changes . The facility's Service Requestor should be contacted to make this determination.	
Full Name:	Click to enter name
Title:	Click to enter title
Signature:	
Date:	Click to enter date

Verification <i>(Dakota Service Requestor to Complete)</i>	
All information within this document has been properly submitted to Dakota Integrated Systems and is free of known errors.	
Full Name:	Click to enter name
Signature:	
Date:	Click to enter date

An important part of Dakota's Occupational Health and Safety Management System (OHSMS) and Environmental Management System (EMS) relates to the management of contractors who are required to comply with Dakota's environmental, health and safety policies and procedures.

Dakota Safety Management System and Environmental Management System

All contractors working at Dakota are required to comply with the requirements of the OHSMS, EMS and its environmental policy. ***This document requests information to aid in this conformance to Dakota's Safety and Environmental Management Systems and must be returned to Dakota Integrated Systems prior to the commencement of work unless while servicing under emergency circumstances.***

Summarized EMS Policy: **Comply, Communicate, Conserve**
Reduce, Reuse, Recycle

**note, the entirety of this policy is posted within main facility entrances and available upon request from Dakota point of contact*

OHSMS and EMS System Documents

Dakota may include or provide the following information prior to Contractors beginning work. The specific information provided depends on the nature of the contractor's work.

Contact Information <i>(Contractor to complete)</i>					
Company Name:	Click to enter				
Address:	Click to enter				
City:	Click to enter	State/Province:	Click to enter	Mail Code:	Click to enter
Site Manager / Coordinator:	Click here to enter text.				
Phone Number:	Click here to enter text.				
Email Address:	Click here to enter text.				
24-Hour Emergency Number:	<input type="checkbox"/> (Same as phone number above) Click here to enter text.				
Subcontractor Information (List suppliers/contractors not identified) ¹					
Type	Firm name				
Click here to enter text.	Click here to enter text.				
Click here to enter text.	Click here to enter text.				

¹It is strongly recommended you have your subcontractors and suppliers involved at this Dakota facility complete a separate briefing package for the facility's review.



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Introduction:

The Contractor shall prepare and maintain information including a clear method statement, regarding Contractor activities, which outlines the work to be undertaken and the method(s) for protecting employee safety, preventing environmental impacts, and maintaining compliance with safety and environmental regulations.

Service or Activity to be Performed - Check all that apply <i>(Contractor to complete)</i>			
Facilities / Construction General Contractor:			
<input type="checkbox"/> Electrical	<input type="checkbox"/> Roofing	<input type="checkbox"/> Paint	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Structural	<input type="checkbox"/> HVAC	Other: Click here to enter text.	
Industrial Services:			
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Emergency Response	<input type="checkbox"/> Lead	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Janitorial	<input type="checkbox"/> Environmental	Other: Click here to enter text.	

Check all Chemical Categories to be Used:			
<input type="checkbox"/> Acids	<input type="checkbox"/> Adhesives	<input type="checkbox"/> Bases and Caustics	<input type="checkbox"/> Cleaning Compounds
<input type="checkbox"/> Compressed Gases	<input type="checkbox"/> Corrosion Preventive Compounds	<input type="checkbox"/> Detergent / Soap	<input type="checkbox"/> Fuels
<input type="checkbox"/> Greases	<input type="checkbox"/> Heavy Metals	<input type="checkbox"/> Hydraulic Fluids	<input type="checkbox"/> Inspection Penetrants
<input type="checkbox"/> Lubricants and Oils	<input type="checkbox"/> Oxidizers	<input type="checkbox"/> Paint Materials	<input type="checkbox"/> Polish and Wax Compounds
<input type="checkbox"/> Water Treatment Chemicals			

Attachments
<input type="checkbox"/> MSDS / SDS are attached for each chemical to be used.
Note: chemicals cannot be brought onto Dakota premises until approved by Dakota's EHS Coordinator.
The Contractor agrees to carry sufficient insurance (liability/Worker Compensation and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" Dakota Integrated Systems from insurable cause whatsoever. Prior to commencing work, Contractor shall provide Dakota with a Certificate of Insurance (COI) covering all contracted work and support activities.
<input type="checkbox"/> Contractor Certificate of Liability Insurance attached

Environmental / Recycling Information
Are there other ways in which your work will affect or protect the environment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please describe below. Click here to enter text.
Describe methods for minimizing waste, emissions, and energy usage involved with work. Click here to enter text.
Identify environmental legal requirements applicable to the work not already addressed by Dakota. Click here to enter text.



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Contractor Method Statement <i>(Contractor to compete)</i>
Respond to the following fields:
<input type="checkbox"/> Contractor has their own environmental, health and safety method statement attached (recommended).
Work Description
Briefly describe the work to be performed while on-site including the activities of each of the subcontractors. Click here to enter text.
Air Emissions
Will the work you perform produce or cause the release of any air emissions? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, list air emissions and method for preventing impact to the environment. Click here to enter text.
Water Discharges
Will the work you perform produce or cause the release of any wastewater? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, how will the wastewater be handled? Click here to enter text.
Training
Your employees should be trained on the proper handling of materials and equipment, and the proper response to incidents involving these materials. Describe the training your employees receive. Click here to enter text.
Waste Generation
Will the work you perform result in any wastes? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, list the disposal location as well as amounts and types of wastes expected and the proposed disposal method. Click here to enter text.
Other
Are there any other ways in which your work will be effecting and/or protecting the environment? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please describe. Click here to enter text.
Other
Describe other methods for minimizing waste, emissions, and energy usage from on-site. Click here to enter text.
Other
Describe any environmental monitoring to be performed, including sampling methods, frequency, analytical requirements, and laboratory to be used. Click here to enter text.
Other
Identify environmental legal requirements applicable to the work that was not already addressed. Click here to enter text.



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Contractor Agreement Terms

General Requirements

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| <ol style="list-style-type: none">1. Contractor understands the importance of compliance with relevant occupational health, safety, and environmental legislation and regulations, and the consequences of non-compliance.2. Contractor shall comply with and ensure their employees or agents comply with Dakkota’s EMS and Environmental Policy.3. Contractor acknowledges receiving or were made aware of Dakkota’s Environmental Policy, as well as applicable health, safety, and environmental procedures and work practices.4. Contractor was informed by Dakkota of actions to be taken during an emergency situation.5. Contractor shall notify Dakkota management of any incident involving an injury, material or property damage or any near miss that could have resulted in same. Contractor shall complete an incident report and provide a copy to Dakkota management.6. Contractor shall ensure that all their employees or agents are properly trained and authorized on such things as the proper handling of material, equipment, regulatory standards associated with the work.7. Work area must be kept clean and orderly. All supplies, equipment, and debris must be removed from the property upon completion of work.8. Contractor shall not use Dakkota owned or rented equipment, tools, or materials without signed approval from Dakkota management.9. Contractor understands that Dakkota may interrupt their activities that violate Dakkota policies and / or legal requirements.10. Contractor has employee(s) on site certified in first-aid and CPR when required by standards. First aid supplies as appropriate to the nature of the work must be provided by the contractor.11. Contractor must adhere to Dakkota facility’s smoking/tobacco and products policy.12. Alcoholic beverages, illicit drugs, firearms or other weapons are not allowed on Dakkota property.13. All contractor employees and agents must sign in and out at the lobby using the Visitor Register log each day.14. Other: |
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Health and Safety Specific Basics
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| <ol style="list-style-type: none">1. All primary and secondary chemical containers must be properly labeled per chemical labelling requirements2. All gas bottles and pressurized containers must be properly stored, secured, and handled per regulatory standards.3. Regulatory lockout/tagout standards shall be adhered. At no time may a lockout/tagout device belonging to a Dakkota employee be removed by contractor or its agent.4. Contractor shall follow all regulatory standards when it becomes necessary to enter into permit required confined spaces.5. ANSI approved safety glasses with side-shields and closed heel/toe shoes must be worn throughout the production areas. Other personal protection equipment must be worn as required by standards, the Contractor, or Dakkota.6. When welding, flash screens, curtains or other method must be deployed to protect Dakkota employees from sparks and UV radiation.7. Substantial barricades and signs must be used prevent and warn personnel to stay clear of hazards associated with work such as open holes, pits, and aerial hazards.8. All machinery, tools, and equipment must be secured in a safe manner during breaks, lunch, and at the end of the work day, e.g., unplugged, locked, secured from falling, etc.9. All equipment and tools shall be in safe condition and comply with regulatory standards as well as manufacturer instructions for use, maintenance, and inspection.10. Other |
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Environmental Specific Basics

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| <ol style="list-style-type: none">1. Contractor shall not discharge any chemicals or other material to drains or sewers without prior approval from Dakkota’s EHS Coordinator.2. Contractor shall immediately notify Dakkota’s management representative of any spills, releases, or other environmental incidents.3. Contractor shall provide adequate spill/release prevention for all bulk materials.4. Contractor shall properly label, store, and dispose of all waste materials generated from their activities per Dakkota procedures and relevant federal, state/province, and local regulations. Disposal of any contractor generated waste material at the Dakkota facility must have prior approval by Dakkota’s EHS Coordinator.5. Contractor shall immediately notify Dakkota’s management representative of any abnormal conditions found during excavation at the facility. Visibly discolored soils, soils with a discernible odor, and/or heavily stained concrete must not be removed from the site without prior approval of the EHS Coordinator.6. Contractor shall obtain all necessary environmental approvals or permits prior to commencing work and present copies of such permits to Dakkota’s EHS Coordinator when requested.7. Contractor shall prepare and maintain records pertaining to the work performed in accordance with environmental regulatory requirements, including record retention requirements.8. Contractor shall ensure protection of the natural environment within and surrounding Dakkota property. |
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Upon review of the conditions of this page, please return to “contractor certification” field on page 1 and sign.