



GENERAL SAFETY ORIENTATION

Vendors, Contractors and/or Trades

DC02-228

created by: National Safety, Compliance & Asset Protection

To be the very best logistics provider for Walmart Worldwide

Sustainability

What is Sustainability?

- The ability to provide for our present needs without damaging the ability of future generations to provide for themselves
- **BALANCE** between the economy, environment, and society

■ Walmart Logistics Sustainability Goals

- To use alternative energy & reduce our carbon footprint
- To consume responsibly and create zero waste
- To create awareness and engagement:
 - Social responsibility
 - Promote a healthy Walmart Logistics
 - Improve environmental knowledge

Sustainability – cont'd

- Some of the highlights of our sustainability model include but are not limited to:
 - **Energy Conservation**
 - (LED Lighting, Wind Power, Solar Thermal Panels)
 - **Renewable Energy**
 - (hydrogen fuel cells)
 - **Building Materials**
 - use of renewable, recycled and leading edge materials
 - **Refrigeration**
 - High Efficiency Smart Refrigeration
 - **Water Conservation**
 - Drought resistant landscaping

Certifications

Have you provided all required and/or requested documentation?

- **Insurance coverage**
- **WHMIS training**
- **Fall Arrest Training** (if applicable)
- **Mobile Equipment Training** (Fork Truck, Scissor Lift, etc.) – if applicable
- **Hot Work Permit** (if applicable)

Parking Lot

Upon entering the Walmart Logistics site:

- Park only in designated areas (shown on site plan)
- DO NOT PARK on roadways or fire lanes
- DO NOT PARK in visitor parking area
- Handicapped parking is reserved for valid provincial permit holders only
- Motorcycle parking is restricted to the designated area

Vehicles parked in unauthorized areas will be Provincially tagged and/or towed at the owner's expense and liability

Access

Facility Access/Egress

- Walmart Logistics reserves the right to inspect any person and or property at any time while on our premises.
- All non Walmart Logistics employees entering/exiting must use the side access gate if entering a site equipped with one. Alert Asset Protection to your presence. Do not touch or lean on the gate as it may not unlock properly, delaying your entry/exit.
- Lockers may be available upon request.
 - Use only the provided locks (UNAPPROVED LOCKS WILL BE REMOVED AT YOUR EXPENSE)
- Backpacks, gym bags and similar items are not permitted in the warehouse.
- Electronic devices such as i-Pods cellular phones and PDA's are not permitted in the warehouse, the use of such items is restricted to designated areas.
- You are allowed to carry lunch boxes to the lunchrooms located in the warehouse

Emergency Evacuation

If you detect an Emergency immediately contact any member of Walmart Logistics Management and/or Asset Protection. Evacuations for reasons other than fire will be made known by the Asset Protection dept. using the Public Address System or radio. Evacuations for reasons other than fire will follow the same procedures as Fire Evacuation – Only the method by which you are alerted changes.

All sites are equipped with an audible fire alarm that is automatically activated upon a fire emergency or can be manually activated for other emergencies. E.g.. Pulling a pull station can manually activate the alarm system. Our location DC 6002 has two stages within the fire alarm system that allows internal response time to address the situation before local authorities arrive/notified.

All personnel will not:

- Call the front desk (Asset Protection) when an alarm activates, proceed as required.
- Risk your life, or anyone else's, by attempting to extinguish a fire. Fires of a minor nature may be extinguished by person(s) having been trained in and comfortable with, the use of fire fighting equipment.
- Ignore an alarm, unless an announcement has been made to do so.
- Block emergency exits. A clear path to the door must be maintained from all directions.
- Block access to fire fighting equipment.
- Enter the building until the all clear is given from Asset Protection.

**In the event of evacuation, proceed to the nearest emergency door to exit the building.
Once outside, proceed to the nearest gathering point and await further instructions.**

Emergency Response and Equipment

Fire Exits

Fire Exits are located throughout the facility and are used during an Emergency to exit the facility. Access to exits must remain clear and unobstructed at all times.

Fire Extinguishers

Locations:

- ✓ By all Emergency Exits
- ✓ By all Stairwells in the Modules/Pick Towers (where applicable) and/or
- ✓ Spaced at 75 foot intervals

Usage

Do not risk your life or anyone else's by attempting to extinguish a fire. Contact Asset Protection or if it's not safe to remain in the building exit via the safest and nearest emergency exit activating the fire alarm pull station next to the exit.



First Aid Response

All Accidents and Injuries no matter how minor they may seem, must be reported IMMEDIATELY to any member of Walmart Logistics Management and/or Asset Protection.

IN THE EVENT OF A MEDICAL EMERGENCY:

- ❖ Stay calm.
- ❖ Call (shout) for help.
- ❖ Alert a member of Management.
- ❖ Contact Asset Protection.
- ❖ Provide detailed information such as the location of the injured person within the facility and the nature of the injury.
- ❖ Remain with the casualty (if safe) until the arrival of responders.
- ❖ Provide assistance as directed.
- ❖ The Asset Protection Team will coordinate and dispatch the required Emergency Services.

Spills and Accidental Releases

Chemical Spills

All spills and accidental releases must be reported immediately to a member of Walmart Logistics Management **and/or** Asset Protection. Emergency shower stations are available in the event of an emergency.

Material Safety Data Sheets are maintained by Asset Protection. Hard copies of SDS are available at the access area.

Eye Wash Stations

If you should have a foreign object fall into your eye, proceed to the nearest individual eye wash station to flush the affected eye. Notify a member of Walmart Logistics Management and Asset Protection as soon as possible either prior to, or immediately after treatment. Individual eye wash stations are located throughout the building and are maintained by the Asset Protection Team.

Eye injuries that require more sustained flushing should be treated at a Fixed Eye Wash Station. In order for the equipment to be effective in treating the injury, you must keep the affected eye(s) open and flush for a full 15 minutes.

Hazards & Controls

Sources of Hazards

Below is a list of some of the existing and/or potential sources of hazards that exist at Walmart Logistics:

- Machine Hazards (Conveyor System, Baler, Photocopier, Depal Station, Dock Doors etc.)
- Energy Hazards (Electrical, propane etc.)
- Material Handling Hazards (Material Handling Equipment, Unauthorized Use etc.)
- Work Practice Hazards (Unsafe work practice etc...)
- Chemical Agents (Battery acid, chemicals etc.)
- Biological Agents (Heat, Noise etc.)
- Work Design
- Stress

Types of Hazards

As a result of the sources, below is a list of potential hazards:

- Physical injuries (Various degrees)
Due to slip and falls, contact with moving equipment, noise levels
- Musculoskeletal injuries.
Due to repetitive strain injuries, Back injuries and Fatigue
- Psychological injuries.
Due to perceived risk of injuries

Walmart Logistics has implemented controls to minimize and /or eliminate these hazards;

Hazard assessments are available for further review.

Recognizing Hazards – How to Participate

Standards For Reporting

All accidents/injuries/illnesses must be reported immediately to any member of Walmart Logistics Management and/or Asset Protection.

Hazards, unsafe conditions, unsafe acts and concerns must also be reported to a Walmart Logistics Management member and/or Asset Protection immediately.

Once the hazard is reported, contractors may be asked to complete a hazard reporting form for review and corrective action/ follow up. Forms are available from Walmart Logistics Management and Asset Protection.

Hot Work

A permit must be obtained before all hot work activities from Walmart Logistics for each separate work activity and ensure that all conditions of the permit are met at all times. The permit must be submitted to Maintenance prior to the start of any welding/cutting/brazing work. In addition, you must also maintain your own hot work permit system in accordance with OH&S regulations.

- Welding/cutting equipment shall be in good condition, and employees designated to operate such equipment shall be suitably trained in the safe operation and the safe use of the process.
- All welding cutting and grinding requires a “Hot Work” permit, unless the work is performed in the maintenance shop. The maintenance Manager/Team Leader or Asset Protection will issue the “Hot Work” permit. In these instances, a fire watch shall be maintained for at least one half hour after the completion of the welding.
- When necessary, proper shielding must be utilized to prevent employee exposure.
- Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use.
- Valves on compressed gas cylinders shall be shut off at the conclusion of the task.
- Extra compressed gas cylinders shall be secured by chain, or other effective means to prevent accidental toppling, with their protection caps in place. Extra cylinders shall be kept away from excessive heat, and shall be stored at a minimum distance of 20 ft. from combustible materials.

Electrical Hazards

No unauthorized persons shall enter any areas marked restricted or attempt to touch or reset an electrical panel box.

Our Maintenance Management Team must approve all access to electrical panels and restricted areas.

No one shall block or hinder access to an electrical panel by parking MHE, placing ladders/scaffold or staging freight, etc in front of these panels. A minimum of 3 feet or 1 meter of clearance is required around all electrical panel boxes.

Only qualified electricians are permitted to work on electrical systems and equipment that uses or controls electrical power.

Do not operate electrical tools or equipment in wet areas or areas where potentially flammable dusts, vapors or liquids are present; unless specifically approved for the location. Always inspect tools to ensure they are in good condition for use, pay attention to electrical cords.

Lock Out Tag Out

- Standard locks and tags are used to control the start-up of equipment that is being serviced or maintained by its employees. At no time shall the Contractor or its employees override any locks or tags that they encounter during the performance of their work
- The Contractor is responsible for developing, implementing and maintaining their own Lockout/Tag Out Program in accordance with OH&S regulations as it applies to the work of their contract.
- Unless otherwise specifically directed by the Contract Coordinator, Walmart Logistics Maintenance personnel will shut down and start up equipment, Building Management System and Fire systems.
- The Contractor will maintain a log of all machines and equipment that are locked out and/or tagged out during the performance of the work of this contract. This log shall identify the equipment that was worked on, the date that work was performed, and the name of the individual performing the work as well as the date and time the machine or equipment was placed back in service.

Pedestrian Walkway

Pedestrian & MHE Responsibilities:

Pedestrian walkways ensure a safe passageway throughout the facility by confining pedestrian traffic to specific routes and limiting interaction with MHE and Powered Equipment.

The pedestrian walkways are indicated by a series of painted yellow lines, painted on racking/pole and/or signage hanging above or on storage racking.

Pedestrian Guidelines:

Pedestrians have the right of way within the warehouse. However, the following are pedestrian requirements:

- ✓ All Team Members must use the established walkway to get to/from your designated work area. When traveling within the walkway, you must stay within the confines of the walkway area.
- ✓ When approaching a main drive aisle:
 - ❖ 1. Stop.
 - ❖ 2. Look both ways.
 - ❖ 3. Proceed with caution.
- ✓ You should familiarize yourself with routes by referring to the Pedestrian Walkway Route Map.

Exceptions for Pedestrian Requirements:

- For Emergency Fire Evacuation and Response, Power Outages, or as directed.
- Where job requirements dictate.

Pedestrian Safety

20 Foot Rule

High lift MHE such as Reach trucks, Pacers and Order Pickers can present a significant hazard to those around them. Therefore, extra care must be given when working around any high lift MHE. Both pedestrians and MHE Operators are expected to equally adhere to the following policy:

When approaching an elevated high lift MHE or hearing a three second warning, the Pedestrian must:

- ❖ When in the same aisle as the MHE, Stop within a minimum of 20 feet of the high lift MHE.
- ❖ Make verbal contact with the operator of the high lift MHE to let them know you are there.
- ❖ In case of Reach and Pacers – Wait at the specified distance until the operator has lowered his forks (completed the put away) and indicates to you that it is safe to proceed.
- ❖ When in the opposite aisle (backside of slot), position yourself a minimum of one slot either side of the slot where the high lift is being performed and remain there until the MHE has lowered its forks
- ❖ In the case of Order Pickers – once communication has been established with the operator and he/she indicates that it is OK to pass, proceed with caution.
- ❖ Never attempt to walk under any elevated part of an MHE.

Whenever possible, avoid entering an aisle where a high lift MHE is in use.

Material Handling Equipment

All MHE Operator's must be licensed by Walmart Logistics in order to operate any MHE. All training and safety issues related to MHE, including work related incidents (accidents / unsafe driving, etc) are handled according to a strict protocol.

At no time, are visitors or unlicensed Associates authorized to touch, tamper with and/or attempt to drive a machine they are not licensed on.

These machines can weigh over 9000lbs and pose a significant hazard. Ensure you are aware of your surroundings at all times.

It is very important to always acknowledge an MHE horn in your area by making eye contact with the driver.

Safe Lifting Techniques

To avoid unnecessary injury while lifting, everyone should ensure that they never attempt to lift anything that is beyond their physical abilities or use 1 person for product/material that is indicated as a 2 person lift item.

Step #1 Size up the load and make sure your path is clear.

Step #2 Position feet shoulder width apart with the load between them.

Step #3 Get a firm grip on the load.

Step #4 Keep your arms and elbows close to your side.

Step #5 Bend your knees keeping your back straight.

Traffic Restrictions

- Never block a conveyor, racking aisle, walkway or drive aisle by draping extension cords, ropes, hoses, etc. across them without making prior arrangements to have the area restricted and/or cordoned off from pedestrians and mobile equipment.
- When any personnel lifting device (scissor lift, boom, etc) is to be used the area must first be cordoned off. If the device will be moving throughout the building a spotter wearing a safety vest must be provided to stay on the floor near the base of the machine to warn pedestrians and mobile equipment to keep at least 20 feet back.
- Should you require access through any exterior door(s), including overhead dock doors, arrangements must be made in advance with the Maintenance Department. Opening exterior doors will activate an alarm.

Traffic Patterns

Truck Travel Safety Rules

Pedestrians have the Right-of-Way...

However, they **should not** act in an unsafe manner – i.e.: walk through stop signs, climb / walk through racking, stand / hide behind tall loads etc...

At a Stop Sign, Approaching Blind Intersections/Corners, Ends of aisles, Yellow racking, Pedestrian Crosswalks, Overhead Doors you must:

~ FULL STOP ~ SOUND HORN ~ PROCEED SLOWLY ~

Note: Stopping at the Pedestrian Crosswalk is mandatory only if someone is walking across or about to walk across the cross-walk.



Traffic Patterns

Truck Travel Safety Rules

Parking:

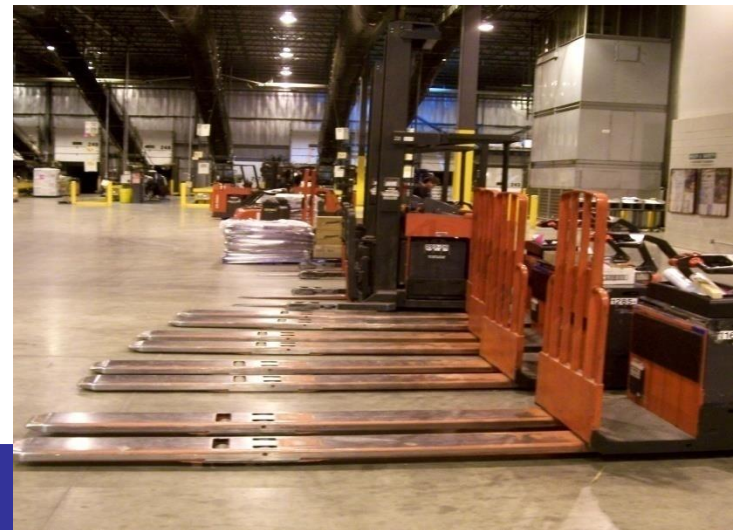
Lower the forks of the MHE to the floor. Apply parking brake. Turn off Power. Park sensibly. Do not park in a work area / aisle / or on a dock plate. Do not park in the yellow racking area. When not on the machine (designated operating position), the machine must be turned off / immobilized.

Pacer & Reach: Tilt Forks forwards until the Tips rest on the floor Do not lower too far as it is hard on the fork carriage / shank

Center Rider/Elf: Lower forks to the floor (manual / deadman)

Orderpicker: Lower platform / forks to the floor.

Tugger: Apply parking brake (manual / deadman)



Safety and Security

Failure to comply with the following policies, may lead to the contractor being temporarily or permanently removed from the premises. You are subject to ,but not limited to the following:

- All required PPE (Personal Protective Equipment) must be worn including safety footwear that complies with CSA Standard Z195-02, and safety vests while in the yard,
- Must not be in possession of or under the influence of alcoholic beverages/drugs and/or regulated or prescription drugs that limit a person's abilities
- Must not be in possession of explosives, firearms, ammunition and any other weapons
- Must not deliberately violate a safety or security rule or work safe standard and/or legislated standards
- Must not ignore posted "Danger", "Caution" and procedure signs, and
- Must not Illegally dump, handle or dispose of hazardous materials
- Must not destroy or remove, without written permission, of any property belonging to Walmart Logistics, its employees or other contractors or employees
- Must not intimidate, threaten, harass, impede or interfere with any Walmart Logistics employee; including any form of Workplace Violence
- Use emergency exits only for emergencies

Safety and Security – *cont'd*

- Must not misuse fire prevention and protection equipment
- Must not, unless authorized, remove or interfere with a safety barricade, handrail, guardrail, warning sign, fall protection or other warning devices intended to protect Walmart Logistics employees or property
- Must not violate any municipal, provincial or federal law
- No horseplay of any kind, including any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct will be accepted.
- No ripped, torn or loose-fitting clothing is to be worn in the warehouse.
- No finger or thumb rings are to be worn within the warehouse.
- Longer hair (shoulder length and longer) must be tied up and/or worn under a hat or hairnet. Ponytails or braids must be tucked into shirts or under a hat.
- Only Walmart Logistics approved/issued lanyards with a breakaway clasp are to be worn.
- Only stud earrings are authorized to be worn in the warehouse.
- No wrist watches are worn (west region only) in the warehouse.
- Refer to site specific requirements surrounding Medic Alert bracelets/necklaces and/or Religious necklaces.

Safety and Security – *cont'd*

- Compressed gases must be transported, stored and used in accordance with applicable legislation.
- Powder-actuated tools must be approved for use prior to any work commencing. You must be trained in its use and hold a valid operator's card provided by the manufacturer. Transport, storage and use must be in accordance with applicable legislation. The use of PPE is required such as hard hats, safety goggles, safety shoes and ear protection.
- Each crane, rigging or hoist brought onto WCL property must have an annual inspection performed by a certified testing agency. Documentation must be provided before any work begins.
- Do not perform work over the heads of people or leave tools or equipment overhead.
- You must isolate your work area with markers, barriers, etc and use caution tape when pedestrian and/or vehicular traffic is impeded.
- All portable ladders, including, but not limited to extension ladders, step ladders, etc shall be the contractor's responsibility to maintain and use in accordance with applicable legislation.
- Smoking is only permitted in designated smoking areas. All smoking material must be extinguished in the receptacles provided.
- Consumption of food or drink is not permitted within the Walmart Logistics facility other than in designated areas such as cafeterias or unless otherwise approved.

Safety and Security – *cont'd*

Emissions

- Contractors must ensure compliance with all applicable municipal, provincial and federal air emissions regulations pertaining to the operations of their on-site equipment.

Combustion Units

- Combustion units include but are not limited to, boilers, heaters and emergency generators, and
- Any installation, maintenance or repairs to a combustion unit must be reported to Maintenance, as well as any conditions discovered which could have resulted in an increase on air pollutant emissions.

CFC Containing Units

- Contractors shall immediately notify Walmart Logistics Maintenance whenever they become aware of any unintentional or intentional release of CFCs above the minimal levels as established by provincial regulators. The intentional release of CFCs and Halon is prohibited

Wastewater

- The Contractor must identify all wastewater drains and obtain approval for any drain discharge
- The Municipality of Peel Region and the City of Mississauga regulate industrial wastewater discharge from Walmart Logistics buildings under a permit. The discharge of any wastewater must adhere to these permit requirements and any discharge of prohibited substances must immediately be reported to the Walmart Logistics Asset Protection.

GENERAL SAFETY ORIENTATION

Vendors, Contractors and/or Trades

Agreement to Comply

On _____, I _____
Date (MM/DD/YYYY) Print Full Legal Name

completed the Walmart Canada Logistics ULC General Contractor Safety Orientation.

Having completed this orientation, I fully understand and agree to abide by the requirements outlined in this training, applicable legislation and policies and procedures established by Walmart Canada Logistics ULC.

Signature: _____

Trainer's Name: _____ Signature: _____

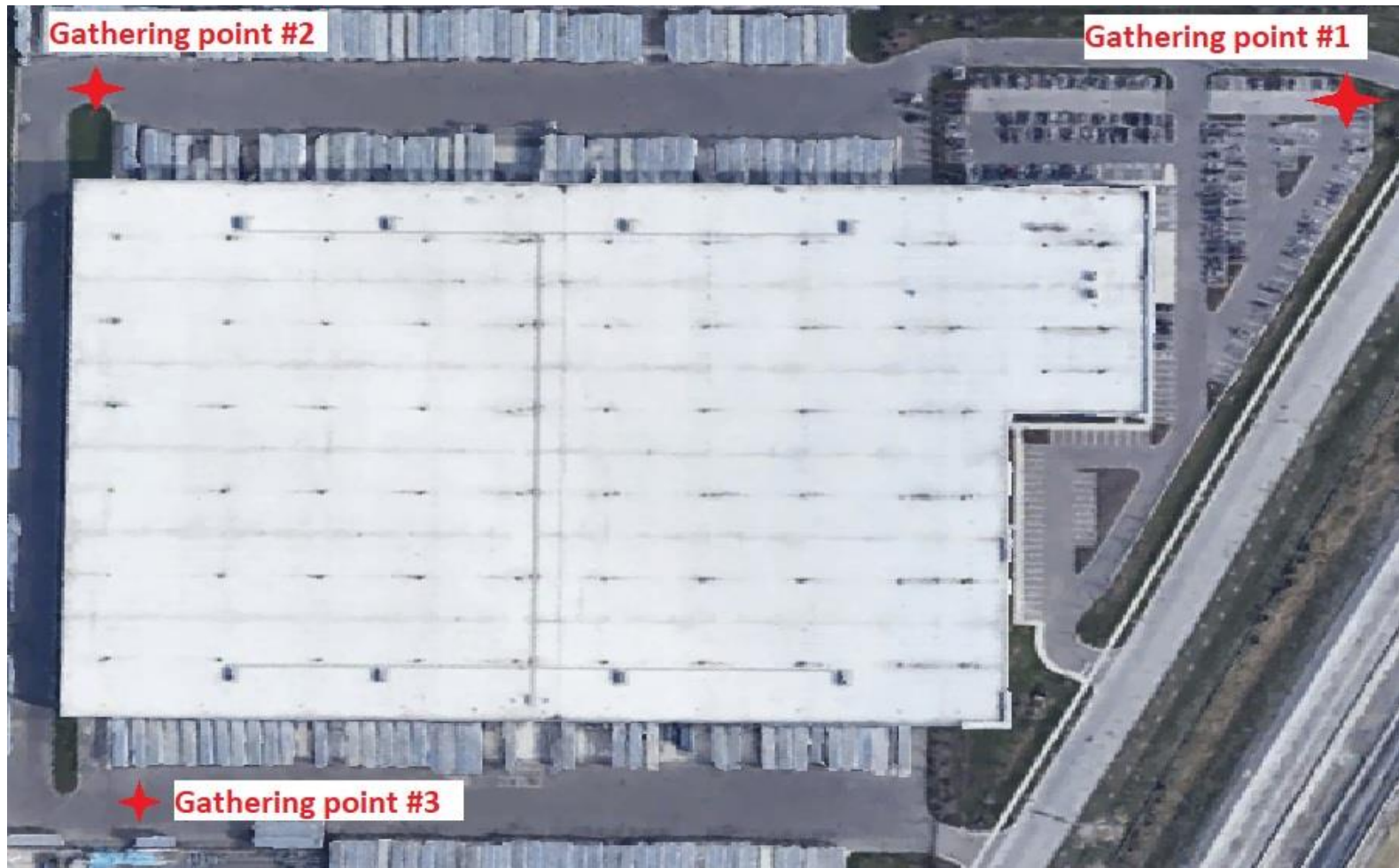
Parking Lot DC2093 – Madill



Parking Lot DC2030 – Edwards



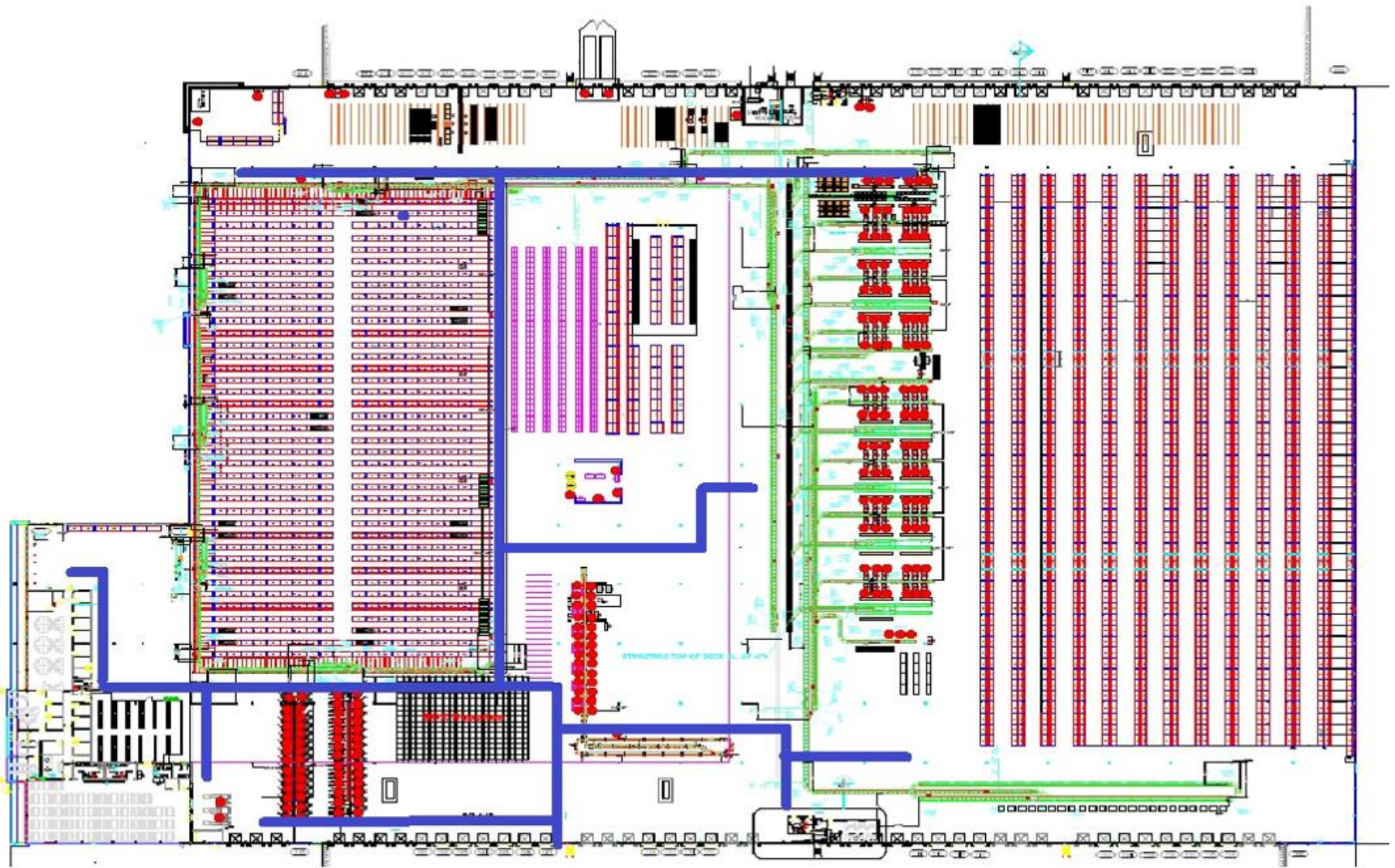
Emergency Evacuation DC2093 – External gathering Points



Emergency Evacuation DC2030 – External gathering Points



Pedestrian Walkway DC2093



Pedestrian walkway