

**Title: CONTRACTOR HEALTH & SAFETY MANAGEMENT**

**Policy No: 3008**

**Approval: 16.04.136**

**Effective Date: April 12, 2016**

**Supersedes Policy No: Health & Safety Manual Contracted Work Section 11**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

*"A Great Place to Live, Work and Play"*

**Purpose:** To establish the safety related responsibilities of Contractors while working for Greenview.

**DEFINITIONS**

**Competent** - possesses adequate qualifications, suitable training and sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. The employer may justify the basis on which a worker/Contractor is considered to have these characteristics.

**Contractor/Subcontractor** - a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in work at a work site

**Hazard** - a situation, condition or thing that may be dangerous to the safety or health of workers

**Hazard Assessment** - an assessment made in accordance with Sections 7 & 21 of the Alberta OHS Code; a written process to recognize existing and potential Hazards at work before they cause harm to people or property

**Imminent Danger** - any dangerous conditions that are not normal for a job

**Owner** - with respect to a work site, means the person in legal possession of the work site or, if the person in legal possession does not request the work, the person with an ownership interest in the work site who requests that the work be done

**Prime Contractor** – In accordance with Section 3 of the Alberta Occupational Health & Safety (OHS) Act, the Contractor, employer or any other person who enters into an agreement with the Owner of the work site can be the Prime Contractor, or if no agreement has been made, the Owner of the work site is the Prime Contractor.

**POLICY**

1. Greenview requires all Contractors to operate in accordance with all applicable laws, regulations, policies, bylaws, rules and standards related to the performance of work on any Greenview facility or work sites.
2. If Greenview is Prime Contractor, ensure all appropriate safety systems are in place per the Greenview Health and Safety Manual, the Contractor Health and Safety Management Policy, contract/agreement and any applicable legislation.

3. If the Contractor is Prime Contractor, the Greenview representative shall ensure the Contractor has appropriate safety systems and are in place per the Contractor Health & Safety Management Policy, contract/agreement and any applicable legislation. Monitor the Contractor regularly to ensure these systems are in place and effective.

## PROCEDURE

1. Where a work site has multiple Contractors, the Prime Contractor must be discussed and established prior to work starting or entering an agreement or contract to perform work for Greenview. The two or more employers are not required to be physically present at the same time to meet the requirement.
2. If the Contractor's work area can be specifically identified and cordoned off, then the Contractor can be assigned Prime Contractor of that work area. The Contractor's safety systems will then apply in that area (this is typically the case in large capital projects where the "general conditions of construction" are referenced in the contract). If it is **NOT** otherwise agreed to in writing, Greenview is the Prime Contractor by default.
3. Where smaller work sites are designated within the boundaries of the main work site, the Owner of the main site may transfer Prime Contractor responsibilities for the smaller site to the Contractor and the Owner or their designate shall be responsible for the remainder of the site.
4. Even with the appointment of a Prime Contractor, each employer, worker, Contractor, and supplier is responsible for ensuring the health and safety of workers.
5. All Contractors working on Greenview's premises shall annually complete Greenview's Contractor Safety Orientation prior to work starting. The completed Contractor Safety Orientation shall be forwarded to the Greenview Contractor representative and sent to the Greenview Safety Officer for records. Any past or current OHS contraventions, orders or penalties incurred by the Contractor shall be immediately reported and copied to the Greenview representative and forwarded to the Greenview Safety Officer for records.
6. Contractors shall complete a site specific Safety Orientation and Hazard Assessment (to be completed by both Contractor and Greenview representative; use Greenview Multi Form OR Contractor provided). Completed documents shall be forwarded to the Greenview Contractor representative and sent to the Greenview Safety Officer for records.

## RESPONSIBILITIES

### **OWNERS shall:**

1. Make sure all the companies on the worksite understand who the Prime Contractor is and their authority. The Prime Contractor must be able to engage the Owner to solve problems, if necessary.
2. Assess the Contractor's knowledge of the Workers Compensation Act and Occupational Health and Safety legislation pertaining to worksite safety as well as their capacity and control before designating them as a Prime Contractor.

3. An Owner may notify a Contractor where the health and safety requirements are not being met, but it is the responsibility of a Contractor, not an Owner, to communicate the steps that should be taken to correct the deficiencies to a Contractor's employees.
4. Notify a Contractor of health and safety requirements which are not being met, however, it is the responsibility of the Contractor, not the Owner, to communicate the steps to be taken to correct the deficiencies to their employees.

**GREENVIEW SAFETY shall:**

1. Support and coordinate the Greenview Contractor Health and Safety Management Program.
2. Assist the Greenview representatives supervising Contractors to resolve health and safety issues effectively and efficiently.
3. Immediately communicate all health and safety concerns to the appropriate site supervisor or Contractor.
4. Review and file Contractor orientations, Contractor documentation (toolbox, Hazard Assessments, incident reports, etc.) as well as, annually review and recommend revisions to the Greenview Contractor Safety Management Program.
5. If required, in accordance with Section 35 of The Alberta OHS Act, stop work if conditions or concerns exist which are of an Imminent Danger.

**PRIME CONTRACTORS shall:**

1. Be responsible for establishing and maintaining a system or process that ensures compliance with the Occupational Health and Safety Act, Regulation and Code.
2. Complete a Greenview Contractor safety orientation; site Safety Orientation (site specific) and Hazard Assessment (to be completed by both Contractor and Greenview representative; use Greenview Multi Form OR Contractor provided).
3. Ensure that first aid services, equipment and supplies required by the Occupational Health and Safety (OHS) Code are available at the work site.
4. Ensure all equipment provided by the Contractor is maintained in safe working order in accordance with the manufacturer's specifications.
5. Ensure work procedures meet or exceed applicable legislation and/or industry best practices.
6. Provide Competent supervision at the work site and ensure Greenview is informed of the designated site contact.
7. Ensure only qualified workers, or workers working under the direct supervision of another Competent worker, are permitted to conduct work activities at the worksite.

8. Ensure all necessary personal protective equipment is worn properly and maintained in serviceable condition.
9. Investigate and resolve identified health and safety issues and concerns within their worksite as soon as reasonably possible. Copies of these reports must be forwarded to the Owner contact who must forward to the Health and Safety Officer within 24 hours of notification.
10. Implement their company's disciplinary policy for any worker who does not comply with health and safety requirements.
11. Inform the workers of the Hazards and the control measures utilized to eliminate, minimize, or, control those Hazards by way of a written Hazard Assessment. The Hazard Assessment must be available to workers at the worksite.
12. Educate all workers on their right to refuse unsafe work and how to exercise that right when appropriate.
13. Regularly complete scheduled inspections and the accompanying inspection reports must be readily available upon request.
14. Have a written Emergency Response Plan in place and available to workers at the worksite.
15. Take all necessary steps to protect all workers and third parties from injury or illness by ensuring all staff and visitors receive adequate orientation as well as ensuring that the equipment erected or installed by or on behalf of the Prime Contractor complies with the requirements of the Alberta OHS and any applicable legislation as if the Prime Contractor was the employer.
16. Possibly employ and manage one or more Subcontractors to carry out specific portions of the contract/agreement.
17. Have the expertise and experience to take full responsibility for contract/agreement completion.
18. Have Contracted truck drivers abide by the site Prime Contractors safety systems. Site Prime Contractors do not have authority or responsibility for safety while contracted trucks are off the work site. For example truck drivers contracted for gravel hauls shall be under the site Prime Contractors authority at the gravel pits but not on the public road ways off the site. Employees involved in road construction are considered on a worksite while working on the roadway.
19. Assume responsibility for health and safety considerations for the contract, thereby assuming liability for the project.

**GREENVIEW CONTRACTOR REPRESENTATIVE (Greenview staff member/project manager)**

1. Ensure Contractor is provided with a site specific Safety Orientation and Hazard Assessment (to be completed by both Contractor and Greenview representative; use Greenview Multi Form OR Contractor provided).

2. Energy Isolation in place prior to work starting (Safe Work Clearances, Lockout –Tagout, etc.).
3. Contractor has obtained necessary permits (excavation, hot work, electrical, etc.)
4. Define who the Prime Contractor is contractually, on the Greenview Contractor Safety Orientation and on the Greenview Multi Form (or Contractor provided form).

**Regulations:**

1. Greenview Policy Manual
2. Greenview Health & Safety Manual
3. Occupational Health and Safety Act, Regulations, and Code