

**Title: Contractor Safety Policy**

**Policy No: 3014**

**Supersedes: NONE**

**Effective Date: January 21, 2020**

**Approved by: CAO**

**Review Date: January 21, 2023**



**Purpose:** The purpose of this policy is to outline the procedure of Greenview regarding hired contractors. Therefore, each Contractor hired by Greenview is responsible to review and understand this policy and ensure that its workers also understand as it applies to them.

**DEFINITIONS**

**OH&S** mean Occupational Health and Safety.

**EOI** means expression of interest.

**WCB** means Workers Compensation Board.

**JHA** means job hazard assessment.

**PPE** means personal protective equipment.

**ERP** means emergency response plan.

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

**Competent** means one who is adequately qualified, suitably trained and with sufficient experience to safely perform work without Supervision or with only a minimal degree of Supervision.

**Hazard Assessment** is a thorough check of the work environment. The purpose of a hazard assessment is to identify potential risks and hazards in the area, as well as to identify appropriate safety measures to be used to mitigate the identified hazards.

**Prime Contractor** is a person/organization with the role of coordinating, organizing and overseeing the health and safety activities of multiple employers and self-employed person(s) on a single work site. Prime Contractor is responsible for, creating a system or process that ensures compliance with OHS legislation. Prime Contractor also works with the Joint Work Site Health and Safety Committee or Representative to resolve health and safety issues, and maintaining Prime Contractor’s own work activities to ensure no one is exposed to uncontrolled hazards at the work site.

## ROLES AND RESPONSIBILITIES

**Contractor:** Ensure Greenview's Safety Program is adhered to. Also, subcontractor must provide accurate information throughout the prequalification process and once actively working for Greenview.

**Safety Coordinator:** Ensure prospective contractors are given the proper documentation in order for them to fulfill of Greenview's expectations.

## POLICY

### 1. Pre-Qualify Contractors:

- 1.1 Prior to a contractor working for Greenview, we will ensure a prequalifying process is in place, which includes reviewing the contractor's Safety Programs, safety training documents, and safety statistics to ensure they follow Greenview's minimum requirements. The contractor will complete all Greenview's prequalification questionnaire and submit all required documents before performing any work for Greenview.
- 1.2 Before any contractor is permitted to provide any service for Greenview, we require proof of the following:
  - Liability and vehicle insurance (if applicable).
  - WCB clearance letter for each province in which WCB is carried.
  - WCB rate sheet for the current year.
  - Specific training certification (H2S, First Aid, WHMIS, TDG, etc.) for all contractor/subcontractor workers
  - COR/SECOR certification (if applicable)
  - If the Contractor has their own safety management system in place, Greenview will obtain a copy of the table of contents from the contractor and any other related information that Greenview feels is required.
  - If the contractor does not have their own safety management system in place, the contractor will follow the safety management system of Greenview and will be treated as a Greenview worker.
  - All contractors and their workers who do not have their own safety management system will receive a complete orientation from Greenview.

Before any contractor is hired to work for Greenview, the above criteria will be used for selecting Contractors. All the above documents must be submitted and meet Greenview's minimum standards.
- 1.3 **Contractor's Orientation:**
  - 1.3.1 Before starting any work all contractors and their workers must have an orientation covering Greenview's policies including the violence and harassment policy.

## 1.4 Contractors Pre-Job Safety Meeting/Orientation:

- 1.4.1 All contractors will be included in pre-job or kick off meetings and safety orientations. Before any job begins, the entire scope of the project will be discussed with all workers involved in the project. The purpose of the meeting is to orientate everyone to the entire job and to ensure all hazards or potential hazards have been identified.

### PROCEDURE

## 2. Procedure Statement:

- 2.1 Greenview is committed to developing cooperation in safety and incident control with all contractors. This policy aims to minimize/eliminate incidents involving contractors that can:
- a) Injure individuals associated with the project.
  - b) Cause job disruption and delays, which contribute to loss of productivity for the entire job.
  - c) Leave the general or prime contractor exposed to potential fines or third party lawsuits by the contractor's employees.
  - d) Reflect poorly upon the general or prime contractors in the eyes of the owner/agency.
- 2.2 **Sample** Contract Language for Inclusion in Contracts
- 2.2.1 Management Orientation
- a) At the time of contract negotiations, contractor was directed to sections of the contract that delineates the contractor's obligation to comply with the OH&S, WCB and/or other safety requirements that apply to their work.
  - b) Contractor who is informed and should be prepared to submit an acceptable safety program for discussion and use by its employees.
  - c) The contractor is committed to safety for this project and will provide diligent safety management that as a minimum conforms to Greenview Safety Program.
  - d) The contractor is to adhere to the Drug & alcohol policy put in place by Greenview as a minimal standard policy.
- 2.2.2 Job Site Orientation
- a) Prior to start of work, contractor staff will meet with a job supervisor to review their obligations with respect to the Safety Program.
  - b) In the event that the contractor brings equipment onto the work site that has obvious safety violations or it is obvious that their workers lack proper safety equipment, the contractor will be required to correct the violations before commencing work.
- 2.3 **THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL EMPLOYEES MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.**
- 2.4 **Contractors Tool Box Meeting/Hazard Assessment**

- 2.4.1 Before every day begins there will be a tool box meeting conducted to ensure all potential hazards and emergencies which may occur while on a specific job location have been identified. Everyone working on the job is required to attend. If workers are not able to attend the meeting. Workers will check in with the Greenview Supervisor before starting their work to review the tool box meeting.
- 2.4.2 No work will begin until the tool box meeting has been reviewed and the workers have signed off. At this time any other pertinent information will be reviewed with the contractor such as hazard assessment, job hazard analysis, safe work permits, ground disturbance, etc.
- 2.4.3 At any time during the work day if there is a safety meeting which requires all workers to attend, it will be mandatory that all contractors attend as well. Workers and/or contractors will be actively involved in the hazard identification process. Hazards will be reviewed with all workers and/or contractors/subcontractors involved in the process or task.
- 2.4.4 The hazard identification process will be used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable. All workers and contractors will be trained in hazard identification process including being trained in the proper use and care of PPE.
- 2.4.5 If corrective measures are required. A review process will be put in place to ensure all corrective actions have been identified and are rectified. We must ensure we avoid creating new hazards derived from the corrective measures.

## 2.5 Job Hazard Analysis:

- 2.5.1 A Job Hazard Analysis (JHA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. All workers will ensure they make themselves familiar with the JHAs that are applicable to the work they are performing and will follow them. If workers are conducting a hazardous job that there has not been a JHA completed for, they are to let Greenview supervisor know. The workers may need to be involved in developing the JHA for that job. Identified hazards will be classified/prioritized and addressed based on the risk associated with the task (risk analysis matrix outlining severity and probability).
- 2.5.2 In a JHA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. The job will be broken down into the following steps.
  1. Select the job to be analyzed.
  2. Break the job down into a sequence of steps.
  3. Identify potential hazards.
  4. Rank hazard and severity
  5. Determine preventative measures to overcome the hazards.
- 2.5.3 Once the hazards have been identified, the next step is to rank the hazard based of severity. Hazards are ranked based on two qualifiers. The first is the probability of the hazard occurring. It may be a high, medium, or low probability of occurrence. The second is the severity of the outcome should the

hazard occur. The injury or damage risk is rated high, medium, or low. A hazard matrix can be used as a tool to help identify the ranking of a hazard.

- 2.5.4 The final stage is to determine ways to eliminate or control the hazards identified. The generally accepted measures, in order of preference, are as follows:
- 2.5.5 **Eliminate the Hazard** – this is the most effective measure. These techniques should be used to eliminate the hazards:
- Use a machine guard
  - Choose a different process.
  - Modify an existing process.
  - Substitute with less hazardous substance.
  - Improve environment (ventilation).
  - Modify or change equipment or tools.
- 2.5.6 **Contain the Hazard** – if the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.
- 2.5.7 **Revise Work Procedures** – consideration might be given to modifying steps which are hazardous, changing the sequence of steps, or adding additional steps (such as locking out energy sources).
- 2.5.8 **Reduce the Exposure** – these measures are the least effective and should only be used if no other solutions are possible. One way of minimizing exposure is to reduce the number of times the hazard is encountered. An example would be modifying machinery so that less maintenance is necessary. The use of appropriate personal protective equipment may be required. To reduce the severity of an incident, emergency facilities, such as eyewash stations, may need to be provided.

## 2.6 Contractors Incident and Near Misses

- 2.6.1 All Contractors are required to report incidents and near misses to Greenview manager/supervisor in writing within 24 hours. Greenview is responsible for reporting and investigating all contractor/subcontractor incidents.

## 2.7 Contractor Emergency Response Plan (ERP)

- 2.7.1 All workers and Contractors will be supplied with an emergency response plan for every job before they are dispatched. A copy of the ERP is expected to be available in each vehicle and in each piece of equipment for the current job they are working on. The ERP will be reviewed on a regular basis, during the tool box meetings, with all workers and contractors. Workers and/or contractors will be actively involved in the emergency preparedness and response process. The emergency preparedness and response plan will be reviewed before the job as well as during the job when conditions warrant.
- 2.7.2 The emergency preparedness and response plan will be used for routine and non-routine emergencies as well as changes in operations and products or services which warrant new emergency situations.
- 2.7.3 All workers on the job will be briefed/trained in their individual roles and responsibilities during an emergency.

**2.8 Review of the Response Procedures After an emergency**

2.8.1 Once an incident has occurred and the emergency response has been taken care of, Greenview has 72 hours of the incident a review process of the emergency is completed to identify critical components of the overall response.

**2.9 Fire Prevention Plans**

2.9.1 There is a fire prevention plan that will be utilized during all phases of work. There will be a designated smoking area for all jobs. It is mandatory that all workers and contractors follow the smoking restrictions put in place. All vehicles and equipment will have a fire extinguisher of sufficient size to put out a fire that may start on that vehicle or equipment. The fire extinguishers must be maintained in good working order and accessible. All flammable and combustible liquids will be handled and stored as per manufacturers' specifications so as to prevent fires or spills on a location.

**2.10 Contractor Vehicles on Greenview Work Areas**

2.10.1 All contractors vehicles and equipment will be equipped with the following supplies when working for Greenview:

- Fire extinguishers applicable for the area being worked in.
- First aid kits of appropriate size for the location being worked in.
- Roadside flare kit (red box with 3 reflective triangles)
- Applicable tools for the equipment you will be working on/with (grease gun, wrench, screw driver, etc.).
- Roadside assistance Kit including, tow rope, booster cables, blankets, candle, matches, etc.

<b>By signing below, I acknowledge that I have read and understood this procedure, and accept all responsibilities outlined within.</b>		
Print Name	Signature	Date

**References**

**3.1 Contractor Pre-qualification Questionnaire**