



GREENVIEW'S CONTRACTORS HANDBOOK

Updated January 26, 2021

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EMERGENCY CONTACTS

FIRE DEPARTMENT	Valleyview, DeBolt, Grovedale, Fox Creek, Grande Cache	911
TO REPORT FOREST FIRES		310-FIRE(3473)
RCMP	Valleyview	911 780-524-3343
	Grande Prairie	911 780-830-5700
HOSPITAL	Valleyview	911 780-524-3356
	Grande Prairie	911 780-538-7100
	Grande Cache	911 780-827-3701
	Fox Creek	911 780-622-3545
ALBERTA HEALTH Health Link 24 Hours		1-866-408-LINK(5465)
AMBULANCE		911
POISON CONTROL CENTER		1-800-332-1414 or Calgary 1-403-944-1414
ALBERTA ENVIRONMENT		1-800-222-6514
CHEMICAL SPILLS-CANUTEC		1-613-996-6666
CALL BEFORE YOU DIG	Alberta One Call	1-800-242-3447
GREENVIEW	All Departments	1-780-524-7600
	AFTER HOURS EMERGENCY	1-866-524-7608
ENVIRONMENT SERVICES & REGIONAL LANDFILL	Acting Manager – Doug Brown	1-780-524-7638
FACILITIES MAINTENANCE	Manager – Wayne Perry	1-780-524-7609
AGRICULTURE SERVICES	Manager – Quentin Bochar	1-780-524-8651
REGIONAL FIRE CHIEF	Wayne Brown	1-780-524-7628
CONSTRUCTION & ENGINEERING	Manager – Leah Thomspson	1-780-524-7610
OPERATIONS	Manager – Josh Friesen	1-780-524-7616
SAFETY ADVISOR	Melanie Mezo	1-780-552-4039
HEALTH AND SAFETY COORDINATOR EAST	Trina Hutchinson	1-780-552-4404
HEALTH AND SAFETY COORDINATOR WEST	Lori Monette	1-780-552-4253

DEFINITIONS

OHS means Occupational Health and Safety

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.

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

Hazard is any source of potential damage, harm or adverse health effects on something or someone.

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.

Imminent Danger means any danger that is not normal for that occupation or one which someone working that job would not normally accept.

Dangerous Work means any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered.

Owner is a person who is registered under the Land Titles Act as the owner of the land where work is being carried out or may be carried out. An owner may enter into an agreement making another person responsible for meeting owner's obligations under OHS legislation. A person who occupies land or premises used as a private residence is not an owner, unless a business, trade or profession is carried on in the premises.

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 persons on a single work site. The Prime Contractor is responsible for creating a system or process that ensures compliance with OHS legislation. The Prime Contractor also works with the Joint Work Site Health and Safety Committee or representative to resolve health and safety issues, and maintaining the Prime Contractor's own work activities to ensure no one is exposed to uncontrolled hazards at the work site.

Isolation of Hazardous Energy means isolating the system from its primary power source and residual energy.

ISO is defined as the international standard that specifies requirements for a quality management system. Organizations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements.

SMS is the contractor's Safety Management System.

INTRODUCTION

Achieving successful Health and Safety and Environment (HSE) outcomes across the organization is fundamental to all Greenview operations. Poor HSE outcomes are unacceptable and a major cost and risk to Greenview's people, communities and reputation. In order to successfully achieve Greenview's vision of a healthy and safe working environment, it is necessary that the minimum standards for operating are clearly outlined.

This document provides an outline of the key expectations and the minimum requirements of Contractors and their Subcontractors.

CONTRACTOR ORIENTATIONS – GENERAL

The purpose of this handbook is to summarize the policies, procedures, and rules of Greenview regarding hired Contractors. Therefore, each Contractor hired by Greenview is responsible for reviewing and understanding this handbook and for ensuring that all workers also understand the policies and procedures as they apply to them.

This handbook does not attempt to identify every policy, process, procedure or work practice to be implemented for the safe execution of the scope of work to be completed.

In reviewing this handbook, please note that the general safety requirements are applicable to all Contractors. Specific safety requirements may be applicable depending on the work being performed. In either case, it is the responsibility of each Contractor and their Subcontractors to determine which safety requirements are applicable to their work. Each Contractor and their Subcontractors are responsible to identify and comply with all HSE legislation applicable to their scope of work. This handbook is a guide and it not intended as an authoritative source or as a substitute for applicable legislation.

PRE-QUALIFICATION – GENERAL

Greenview uses a pre-qualification process as a screening method for Contractors. The pre-qualification process is applied for both General Contractors and service providers. A good performance standing with Greenview shall include an Occupational Health and Safety Management System. **It is recommended** (but not required), to provide a Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or an active Health and Safety Program accompanied with a letter of intent to obtain a COR or SECOR. Where Greenview retains Prime Contractor, Contractors will be required to provide proof of recommended training certificates and complete a full Greenview Health and Safety Orientation.

All Contractors must complete and submit the following documentation:

- **Pre-Qualification Form** and all applicable documentation (*see page 24*).
- **Contractor Safety Orientation Questionnaire** (*see page 28*).
- **Greenview Contractor Orientation Completion Acknowledgment** (*see page 31*).
- Proof of applicable Insurance in the amount of \$2 million.
- WCB Premium Rates and Clearance Letters.
- Recommended Training Certifications;
 - Leadership for Safety Excellence (LSE)
 - First Aid, CPR
 - Any job specific training requirements
 - WHMIS

All contractors must complete and submit daily:

- Truck and Equipment Pre-trip Inspection (for all equipment and trucks)
- Hazard Assessment
- Tool Box Meeting

MANAGERS & SUPERVISORS (ACTING AS GREENVIEW CONTRACTOR REPRESENTATIVE) AND PRIME CONTRACTOR

Managers and Supervisors must ensure:

1. Every Contractor is provided with a site specific orientation; Hazard Assessment (to be completed by both Contractor and Greenview representative; use Greenview forms OR Contractor provided).
2. Energy Isolation must be in place prior to work starting (Safe Work Clearances, Lockout – Tagout, etc.).
3. The Contractor has obtained necessary permits (excavation, hot work, electrical, etc.).
4. Greenview job box with all required Greenview safety forms is always on site and handed into Safety Representative after completion of each individual job.

5. The Prime Contractor is clearly identified and defined contractually on the **Greenview Prime Contractor Agreement (see page 23)**.

- If Greenview retains Prime Contractor, Greenview shall ensure all appropriate safety systems are in place as per the contract/agreement and any applicable legislation. Greenview shall monitor the work site regularly to ensure these systems are in place, being complied to and are effective. Policies and procedures could include but not limited to:
 - Greenview Hazard Assessment Policy
 - Greenview Working Alone Policy
 - Greenview Occupational Responsibilities Policy
 - Greenview Inspections Policy
 - Greenview Safety Training and Communications Policy. Greenview Incident Reporting Policy
 - Greenview Isolation of Hazardous Energy Policy
 - Greenview Excavation over 5 feet Policy
 - Greenview Personal Protective Equipment Policy
 - Greenview Ground Disturbance Policy
- If the Contractor retains Prime Contractor, the Contractor shall ensure all appropriate safety systems, policies and procedures are in place and in accordance with the Contractor Agreement and any applicable legislation. The Contractor shall monitor the work site regularly to ensure these systems are in place, being complied to and are effective.

PERFORMANCE EVALUATIONS

A Contractor performance evaluation review will be conducted as needed by the appropriate Greenview Representative. The Contractor Performance Review may include:

- Review of Contractor Requirements
- Review of Hazard Assessments
- Review of Inspection.
- Review of Tool Box Meeting Minutes

- Review of reported unsafe acts or unsafe conditions present while on Greenview property and if corrective actions were made in a timely manner

DOCUMENTATION

The Greenview Health and Safety Department will maintain the Contractor Health and Safety Management Program and will ensure a database is maintained confirming the completion of an annual Contractor Orientation and Pre-Qualification. They will also retain copies of Hazard Assessments associated with their relevant projects.

Greenview will maintain a list of Contractors who have completed the requirements as outlined in this handbook.

GREENVIEW CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM REVIEW

The goal of program review is to continually improve the Contractor Health and Safety Management Program. Greenview Health and Safety Department will coordinate with the Greenview Health and Safety Committee to review annually or as required.

SAFETY INFRACTIONS

If a worker/contractor observes an unsafe work habit being practiced by another worker/contractor or an unsafe working condition, the worker/contractor will immediately take the necessary steps to correct the situation.

The worker/contractor observing the infraction will immediately report it to the Greenview Supervisor, who in turn will advise their Manager who will inform the Director of Infrastructure and Planning and the Safety Advisor *in writing*.

Disciplinary action up to and including termination of contract for cause will be taken against any contractor who violates established workplace safety requirements. The Greenview Supervisor will discipline the contractor who created the unsafe condition or specific incident in the following manner.

First Offence – written warning from Greenview Supervisor

Second Offence – Suspension from current job

Third Offence – Suspension for remainder of the working season

Fourth Offence – Dismissal from any work on all Greenview job sites

A Supervisor, Manager, Director, or CAO may discipline the contractor to a greater degree up to and including dismissal from the worksite if the unsafe condition or action is of a severe nature.

_____ *Contractor's Initials Here*

REFERENCES

Occupational Health and Safety Act, Regulation and Code.

<http://www.alberta.ca/ohs-act-regulation-code.aspx>

Occupational Health and Safety Explanation Guide

<http://ohs-pubstore.labour.alberta.ca/li001>

Greenview Bylaws & Policy Manual

<http://mdgreenview.ab.ca/governance/policies/>

GREENVIEW POLICIES

GREENVIEW HEALTH AND SAFETY POLICY

Title: Corporate Health and Safety Policy

Policy No: 5005

Effective Date: January 13, 2020

Supersedes: 3000

Motion: 20.01.28

Review Date: January 13, 2023



Purpose: The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

POLICY

1. Greenview is committed to the protection of the Health and Safety of each worker. Greenview is committed to promoting a safe and healthy workplace for all employees, contractors, citizens and visitors. Council and Management support the implementation of a Health and Safety Program, which:
 - 1.1 Ensures procedures and practices for safe work performance.
 - 1.2 Provides protective equipment as required.
 - 1.3 Is committed to providing training to all workers in safety and health practices
 - 1.4 Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.
2. In pursuit of this commitment, Greenview will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and health work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in accidents, personal injury/illness and property damage.
3. Greenview is committed to working closely and proactively with Greenview's Occupational Health and Safety Committee with an aim to prevent injuries and accidents within Greenview's facilities and on our worksites. Greenview recognizes that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management, will help to control the potential for incidents. Safety is the direct responsibility of CAO, General Managers, Managers, Supervisors, workers, and contractors.
4. Recognizing that Greenview is engaged in providing public services, there is an obligation to provide those services in an efficient, effective and safe manner. All management activities will comply with Greenview's

safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

Purpose of the Health and Safety Program:

5. Greenview's Health and Safety Manual is based on the fundamental concept that through knowledge, cooperation and adherence to provincial legislation and accident prevention measures, a healthy and safe work environment can be achieved.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.		
Witness Print Name	Signature	Date
Worker Print Name	Signature	Date

Do not leave blank.

GREENVIEW SAFETY RULES

Title: Safety Rules

Policy No: 5006

Effective Date: January 14, 2020

Approved by: CAO

Review Date: January 14, 2023



Purpose: The purpose of this policy is to outline the general safety rules for Greenview.

DEFINITIONS

CSA means Canadian Standards Association.

FLHA means a Field Level Hazard Assessment.

JHA means Job Hazard Assessment.

Powered Mobile Equipment is any equipment that is a self-propelled machine that assists in the movement or transport of a worker's materials or provides a work platform for workers.

PPE means Personal Protective Equipment.

OH&S means Occupational Health and Safety

POLICY

1. Policy Statement:

- 1.1. Greenview will take every practicable action to ensure safe and efficient work operations. The Greenview management team requires all workers to actively participate in the Safety Program to ensure completion of work safely; to minimize exposure to personal hazard; and to provide a safe work place for all.
- 1.2. A **competent worker** means an adequately qualified, suitably trained individual with sufficient experience to safely perform work without supervision or with a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are deemed competent. A competent person (Supervisors, Lead Hand, etc.) must

verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.

2. Safety Rules:

- 2.1 The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, but is intended as a reminder of the more obvious conditions. **It is the individual responsibility of the worker to practice safe working habits.** A successful Safety Program requires the total involvement of all concerned.
- 2.2 Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety ask your supervisor. If they cannot answer the question, it will be referred to the Safety Representative or the Safety Committee.
- 2.3 No worker shall work unsafely. Greenview's employees have the right and the responsibility to refuse to do unsafe work.
- 2.4 No worker is to commence work without completing the Greenview Worker Orientation Questionnaire.
- 2.5 Use good housekeeping practices. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy and material.
- 2.6 No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
- 2.7 No worker will Work Alone until after completion of a detailed Hazard Assessment and until an effective means of communication has been established.
- 2.8 All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
- 2.9 All injuries, incidents and near misses (no matter how slight) must be reported IMMEDIATELY to your supervisor.
- 2.10 All PPE will be inspected daily for damage and prior to use.
- 2.11 CSA approved safety glasses will be worn at all times in areas where they are required.
- 2.12 Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
- 2.13 Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the hazard assessment for that specific task.
- 2.14 Long pants and long sleeve shirts will be worn at all times on the job site if the FLHA deems it necessary.
- 2.15 High visible vests shall be worn at all times in the work areas excluding office administration.
- 2.16 Hearing protection devices are available and are to be used when necessary. Exposure limits will be posted along with proper hearing protection required for that area.
- 2.17 CSA approved safety footwear will be worn at all times in work areas excluding office administration.
- 2.18 Respirators will be required for certain tasks that will be outlined in the hazard assessment.

- 2.19 Fall protection system must be in place prior to **working at heights in excess of 10 feet/3 metres.**
- 2.20 Harnesses and tie-off is mandatory while moving or working inside the basket of any aerial work platform.
- 2.21 All Fall Protection Equipment will be inspected prior to use.
- 2.22 No worker shall prepare to enter a confined space without following the procedures as described in Confined Space Entry procedure.
- 2.23 Lockout shall not be performed without following the procedures described in Lockout Procedure.
- 2.24 Only ticketed competent workers are permitted to operate any Aerial Work platform.
- 2.25 Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.
- 2.26 No worker shall enter an open excavation greater than 5 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or that does not have proper shoring installed, and the spoil pile is no less than 1 meter (3ft) from the edge of excavation.
- 2.27 Become familiar with location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- 2.28 No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- 2.29 No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- 2.30 No Worker is permitted to operate any powered mobile equipment unless trained and deemed competent to do so.
- 2.31 All workers must complete a visual inspection on any powered mobile equipment before starting.
- 2.32 All workers must wear seatbelts in all powered mobile equipment and automobiles at all times.
- 2.33 A spotter is required when moving equipment in congested work areas.
- 2.34 All incidents involving powered mobile equipment and automobiles must immediately be reported to your supervisor.
- 2.35 All ladders must be secured against movement and placed on a base that is stable.
- 2.36 All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- 2.37 Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- 2.38 Smoking is permitted only in designated areas which are outlined in Greenview Smoking Policy.
- 2.39 Safety Data Sheets for all hazardous materials that you may be using are available from the Supervisor or Safety Representative and should be consulted before handling any hazardous material.
- 2.40 Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- 2.41 When working on roadways within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards and restrictions that are within that work location.
- 2.42 Workers must attend all prescribed Safety Meetings.
- 2.43 The use of drugs or alcoholic beverages on the job site will be cause for immediate removal from job site.

- 2.44 If you are currently taking or have previously been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- 2.45 All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site while the worker is working.
- 2.46 Working safely is a mandatory requirement.
- 2.47 All volunteers working within the perimeters of Greenview must adhere to the safety rules outlined in this document.
- 2.48 All Contractors working within the perimeters of Greenview must adhere to the safety rules outline in this document.
- 2.49 The above rules and the Occupational Health and Safety act, regulations and code are policy on **all** Greenview job sites.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.

Witness Print Name	Signature	Date
Worker Print Name	Signature	Date

Do not leave blank.

CONTRACTOR SAFETY POLICY

Title: Contractor Safety Policy

Policy No: 5014

Supersedes: NONE

Effective Date: January 14, 2020

Approved by: CAO

Review Date: January 14, 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 pre-qualification 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 pre-qualifying 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 pre-qualification 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.

2. Contractor's Orientation:

- 2.1 Before starting any work all Contractors and their workers must complete an orientation covering Greenview's policies, including the violence and harassment policy.

3. Contractors Pre-Job Safety Meeting/Orientation:

- 3.1 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

1. Procedure Statement:

- 1.1 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.
- 1.2 **Sample** Contract Language for Inclusion in Contracts
 - 1.2.1 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.
 - 1.2.2 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.

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.

1.3 Contractors Tool Box Meeting/Hazard Assessment

- 1.3.1 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.
- 1.3.2 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.
- 1.3.3 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.
- 1.3.4 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 made aware of the hazard identification process and trained in the proper use and care of PPE.
- 1.3.5 If corrective measures are required, a review process will be put in place to ensure all corrective actions have been identified and have been implemented. We must ensure we avoid creating new hazards derived from the corrective measures.

1.4 Job Hazard Analysis:

- 1.4.1 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. Workers must advise the Greenview Supervisor if they are conducting a hazardous job and a JHA has not been completed. 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 outlying severity and probability).
- 1.4.2 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.
- 1.4.3 Once the hazards have been identified, the next step is to rank the hazard based on 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.

1.4.4 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:

1.4.4.1. **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.

1.4.4.2 **Contain the Hazard** – if the hazard cannot be eliminated, contact might be prevented by containing the hazard using enclosures, machine guards, worker booths or similar devices.

1.4.4.3 **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).

1.4.4.4 **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.

1.5 Contractors Incident and Near Misses

1.5.1 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.

1.6 Contractor Emergency Response Plan (ERP)

1.6.1 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.

1.6.2 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.

1.6.3 All workers on the job will be briefed/trained in their individual roles and responsibilities during an emergency.

1.7 Review of the Response Procedures after an emergency

- 1.7.1 Once the emergency response has been completed, Greenview will within 72 hours of the incident complete a review process of the emergency to identify critical components of the overall response.

1.8 Fire Prevention Plans

- 1.8.1 There is a fire prevention plan that will be utilized during all phases of work.
- There will be a designated smoking area for all work being completed around building structures. 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.

1.9 Contractor Vehicles on Greenview Work Areas

- 1.9.1 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.

By signing below, I acknowledge that I have read and understood this procedure, and accept all responsibilities outlined within.

Print Name	Signature	Date

Do not leave blank.

APPENDIX

APPENDIX I – PRIME CONTRACTOR AGREEMENT (if designated)

WORKSITE SAFETY – THIS CONTRACTOR IS “PRIME CONTRACTOR”

Responsibilities under the law

Part 1 Sub Section 10(1) of Alberta’s Occupational Health and Safety Act requires that every construction; and oil and gas work site; or a work site or class of work sites designated by a director, must have a Prime Contractor if there are 2 or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the work site.

The two employers may not be working at the same time at the site, but their activities may have a health and safety impact on each other or are interrelated. The Prime Contractor is responsible for coordinating potentially incompatible internal health and safety systems of multiple employers, and for coordinating effective communication in relation to health and safety at a work site.

1. The contractor shall, for the purposes of the Occupational Health and Safety Act (Alberta), and for the duration of the work of this contract:
 - a) Be the Prime Contractor for the designated “work site”.
 - b) Do everything that is reasonably and practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulation & code, as required to ensure the health and safety of all persons at the “work site”.
2. The contractor shall direct all Subcontractors, Sub-subcontractors, other Contractors, employers, workers, volunteers and any other persons at the “work site” on safety related matters, to the extent required to fulfill its “Prime Contractor” responsibilities pursuant to the Act, the contents of Greenview Safe Work Agreement, and any other safety policies and procedures of the contractor, regardless of:
 - a) Whether or not any contractual relationship exists between the Contractor and any of these entities, and
 - b) Whether or not such entities have been specifically identified in the Contract.

PRIME CONTRACTOR AGREEMENT

I ACKNOWLEDGE THAT MY COMPANY WILL BE THE “PRIME CONTRACTOR” FOR THE DESIGNATED WORK SITE AT THE:	
CONTRACTOR’S REPRESENTATIVE	DATE
REVIEWED:	
MUNICIPAL DISTRICT OF GREENVIEW NO.16 REPRESENTATIVE	DATE

APPENDIX II – PRE-QUALIFICATION FORM

GENERAL INFORMATION			
Company Name:		Operates as:	
Physical Address(Base of Operations):		Mailing Address:	
City:		City:	
Province:		Province:	
Postal Code:		Postal Code:	
Business Telephone:		Email address:	Fax:
GST Registration Number:			
Contact Information	Name	Phone	Email
Dispatch Contact			
Manager Contact			
H&S Contact			
Other			
ORGANIZATION			
Provide the WCB Industry Code(s) and Description of service(s) provided:			
Industry Code	Description of Service		
Self Employed Only?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does your Company use Sub-Contractors?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
If "Yes" do your sub-contractors have their own SMS?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Has your company signed an agreement with Greenview?		No <input type="checkbox"/>	Yes <input type="checkbox"/> Please attach copy.
Does your company hold a current ISO certification?		No <input type="checkbox"/>	Yes <input type="checkbox"/> 9001: Other:
Has your company had any vehicle related incidents?		None <input type="checkbox"/>	Yes <input type="checkbox"/> # in the Past Year_____
Has your company had any environmental reportable incidents?		No <input type="checkbox"/>	Yes <input type="checkbox"/> # in the Past Year_____
WCB STATISTICS			
Does your company have a WCB account(s) in good standing?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(Please attach a current WCB clearance letter addressed to Municipal District of Greenview No. 16)			

WCB Stats from the last 3 years	20____	20____	20____
Employers premium Rate			
Industry Rate			
Rate adjustment, surcharge or discount			
Number of Fatalities			
Number of Lost Time Injuries			
*On a separate page, briefly explain any fatalities or lost time that may have been listed.			
Attach a copy of the current year WCB Employer Premium Rate Statement and two previous years.			
SAFETY MANAGEMENT SYSTEM (SMS)			
Does your company have a COR or SECOR in the Province of Alberta? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If "Yes" Please attach a copy of the Certificate and Table of Contents. A copy of the SMS will be required after approval.			
If "No". Does your company have an existing SMS that meets (SE) COR requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If "Yes": Please attach a copy of table of contents. A copy of the SMS will be required after approval			
If "No": Please confirm if you have any parts of a SMS:			
a.	Corporate Safety Policy	No <input type="checkbox"/> Yes <input type="checkbox"/>	b. Roles and Responsibilities No <input type="checkbox"/> Yes <input type="checkbox"/>
c.	Hazard Assessment Process	No <input type="checkbox"/> Yes <input type="checkbox"/>	d. Planned Work Site Inspections No <input type="checkbox"/> Yes <input type="checkbox"/>
e.	New Hire Orientation	No <input type="checkbox"/> Yes <input type="checkbox"/>	f. Supervisor Training Program No <input type="checkbox"/> Yes <input type="checkbox"/>
g.	Worker Competency Program	No <input type="checkbox"/> Yes <input type="checkbox"/>	h. Safe Work Procedures No <input type="checkbox"/> Yes <input type="checkbox"/>
i.	Safe Work Practices	No <input type="checkbox"/> Yes <input type="checkbox"/>	j. Pre-Job Meetings (safety is topic) No <input type="checkbox"/> Yes <input type="checkbox"/>
k.	Environmental Practices	No <input type="checkbox"/> Yes <input type="checkbox"/>	l. Incident Investigation Procedures No <input type="checkbox"/> Yes <input type="checkbox"/>
m.	Emergency Response Planning	No <input type="checkbox"/> Yes <input type="checkbox"/>	n. Reference to AB OH&S No <input type="checkbox"/> Yes <input type="checkbox"/>
o.	Preventative Maintenance	No <input type="checkbox"/> Yes <input type="checkbox"/>	p. Subcontractor Management No <input type="checkbox"/> Yes <input type="checkbox"/>
Has your company ever been issued a stop work order by or from a Government regulatory agency in the last 5 years? (If "Yes" please provide details)			

PROGRAM VERIFICATION					
<p>If your company has COR, SECOR, a SMS or said yes to parts of SMS (optional):</p> <ul style="list-style-type: none"> Attach a copy of the <u>completed formal hazard assessment for overall company scope of work.</u> (Not a field level or site-specific hazard assessment) Provide frequency and percentage or compliance for work site safety inspections: <div style="display: flex; justify-content: space-between; width: 80%;"> Frequency: Compliance: % </div> Provide frequency and percentage of compliance for safety meetings: <div style="display: flex; justify-content: space-between; width: 80%;"> Frequency: Compliance: % </div> If “Yes” to subcontractor management in SMS, attach a copy of the subcontractor management process. 					
COMPETENCY VERIFICATION (may be required)					
<p><input type="checkbox"/> Provide business resumes or letter of experience for any project management and supervisors and include documentation to support the following:</p> <ul style="list-style-type: none"> Education and/or certification within occupation or trade(s), and company safety representative. This may include doctorates, degrees, diplomas, trade certifications or records of training in non-certified trades. <ul style="list-style-type: none"> - Supervisor level safety qualifications. This may include courses from a university, college, trade school, or an accredited safety association such as: <ul style="list-style-type: none"> a. LSE, AMSA, OH&S Legislation Courses b. First Aid/CPR c. Incident Investigation Training d. WHMIS - Worker level safety qualifications: <ul style="list-style-type: none"> a. First Aid/CPR b. Job Discipline or specific training c. Hazard Awareness Training d. WHMIS 2015 <p><input type="checkbox"/> Provide Company and Automotive Insurance Certificates (General Liability, \$2M) Also require # of vehicles that will be on site, along with registration and insurance, names of all personnel that will be on the project along with driver’s license.</p> <p><input type="checkbox"/> Provide documentation confirming Alcohol and Drug Testing Panel 7 within past 30 days for all personnel who will be on site.</p>					
<p>Are you responding to a request proposal? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If “Yes” cite proposal name/number: _____</p>					
<p>By Signing this form, I declare that the information provided is complete, correct and that I understand that the Municipal District of Greenview No. 16 maintains the right to verify and periodically audit my safety records for compliance.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%; padding: 5px;">*Signature</td> <td style="width: 80%; height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">*DD/MM/YYYY</td> <td style="height: 30px;"></td> </tr> </table>		*Signature		*DD/MM/YYYY	
*Signature					
*DD/MM/YYYY					

**Do not leave blank.*

MD OF GREENVIEW NO. 16 USE ONLY		
REVIEW BY MD OF GREENVIEW NO. 16		
Contractor is:		
Acceptable for approved contractor list	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Conditionally approved contractor list. The following conditions must be met prior to work commencing:		
Contractor if Approved: <ul style="list-style-type: none"> • Kickoff Contractor Meeting Held Before going onto site with MD of Greenview No. 16 representative & Safety. • Contractor orientation completed. 		

List of Attachments: <ul style="list-style-type: none"> <input type="checkbox"/> Current WCB Clearance Letter <input type="checkbox"/> WCB Premium Rate Statements for current and past two years <input type="checkbox"/> Copy of COR or SECOR certificate (if applicable) <input type="checkbox"/> Copy of SMS table of contents (if applicable) <input type="checkbox"/> Copy of formal Hazard Assessment for company scope of work <input type="checkbox"/> Subcontractor Management Process (if applicable) <input type="checkbox"/> Copies of Managerial and Supervisory competencies <input type="checkbox"/> Certificate of Insurance
--

APPENDIX III – CONTRACTOR SAFETY ORIENTATION QUESTIONNAIRE (HAND INTO GREENVIEW)

Circle your correct answer.

1. Hazard Identification will be conducted and controlled by means of:
 - a. Field Level Hazard Assessment
 - b. Pre-job Inspections/Meetings
 - c. Formal & Informal Work Site Inspections
 - d. Vehicle & Equipment Inspections
 - e. Near Miss & Hazard ID Reporting
 - f. All of the Above
2. Are all injuries, no matter how minor, to be reported to your Supervisor?
 - a. Yes
 - b. No
3. It is okay to cut cost and repair or 'temporarily' fix a damaged tool?
 - a. Yes
 - b. No
4. Is it proper procedure to carry material up and down a ladder?
 - a. Yes
 - b. No
5. Poor housekeeping is responsible for many workplace incidents. Incidents can easily be avoided by maintaining a clean work site.
 - a. Yes
 - b. No
6. If there is an incident with a worker on your site you are required to:
 - a. Freeze the scene
 - b. Ensure those who need medical attention have been attended to
 - c. Call your Supervisor
 - d. Assist in the investigation where required
 - e. Complete witness statements

- f. All of the above
7. All Workers must be WHMIS certified?
- a. Yes b. No
8. Management and workers shall:
- a. Prevent the uncontrolled release of hazardous material
 - b. Clean up all garbage waste
 - c. Report any spills and assist with clean up
 - d. Plan for waste management
 - e. All of the above
9. Incidents of workplace violence or harassment must be reported immediately to your Supervisor.
- a. Yes b. No
10. No worker shall approach or operate equipment within 7 meters of a live overhead powerline without using a spotter.
- a. Yes b. No
11. In the event of a fire every employee shall:
- a. Go to the nearest most appropriate Muster Point
 - b. Wait there for a head count and further direction
 - c. Both A and B
12. Safety Data Sheet (SDS) inform you on the controlled products, how to store the product and what to do in the event of an emergency
- a. True b. False
13. All workers have a personal responsibility to comply with all OHS legislation
- a. True b. False
14. Greenview expects excellence in health and safety performance to be achieved through the support and active participation of all workers, supervisors, and management.
- a. True b. False

15. Is it safe to work in a trench that is more than 4 feet deep if it is not shored or cut back?
- a. Yes b. No
16. Every worker is entitled to work under the safest possible conditions.
- a. True b. False
17. Every worker must take precautions to protect the safety of other workers and themselves
- a. True b. False
18. A Contractor must report to the Greenview Representative any OHS stop work orders that poses imminent danger to anyone
- a. True b. False
19. A Hazard Assessment must be conducted with all affected parties prior to work starting
- a. True b. False
20. Greenview's policy is that all injuries, incidents, damages, or near misses, no matter how minor must be reported, in writing and within 24 hours
- a. True b. False
21. Where a Contractor has any or current OHS contraventions, orders or penalties incurred by the Contractor they shall immediately report them to the Greenview Representative
- a. True b. False
22. Greenview 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 workers
- a. True b. False
23. A Contractor may be assigned as Prime Contractor of the work area and must provide proof that they are competent to be Prime Contractor
- a. True b. False
24. All floor openings over 4 inches square must be guarded as follows:
- a. Covered with material designed to carry two times its known load
- b. Marked with DANGER OPEN HOLE DO NOT REMOVE
- c. Mechanically fastened so it requires a tool to remove
- d. All of the above

APPENDIX IV – GREENVIEW CONTRACTOR SAFETY ORIENTATION - ACKNOWLEDGEMENT

THIS IS TO ACKNOWLEDGE THAT I HAVE RECEIVED, READ AND UNDERSTAND THE CONTENTS OF THIS BOOK AS APPLICABLE TO ME;

I ACCEPT RESPONSIBILITY TO:

1. Protect the health and safety of myself and others at all times.
2. Know and follow the OHS legislation, procedures, policies, agreements, contracts, practices and rules as they pertain to my work.
3. Notify my Supervisors/Greenview Representative of any unsafe acts or conditions dangerous to myself or others.
4. Report to my Supervisor, Greenview Representative and refuse any work that poses imminent danger to anyone.
5. Report all incidents and injuries as soon as possible and in writing, within 24 hours.
6. Use safety equipment and personal protective devices and clothing required by OH&S legislation and the policies of Greenview.

*Contractor Name (Print):	
*Contractor Signature:	
*Date:	

**Do not leave blank.*

Prime Contractor:	
Prime Contractor Contact Number:	
Prime Contractor Email:	

NOTE: Prime Contractor may be left blank if unknown until work begins. Upon hire these will be included in contract documents and site hazard assessments/toolbox meetings.