



MUNICIPAL DISTRICT OF GREENVIEW No. 16

**2021-2024
REQUEST FOR QUOTATIONS
FOR GRADING SERVICES
FOR MAINTENANCE OF
MUNICIPAL DISTRICT OF GREENVIEW NO. 16 ROADS IN THE
SUNSET HOUSE/SWEATHOUSE AREA**

Closing Date:
Thursday, March 18, 2021
2:00 PM
Valleyview, Alberta

REQUEST FOR QUOTATIONS

CONTRACT PROVISIONS FOR GRADING SERVICES FOR MAINTENANCE OF THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16 ROADS IN THE SUNSET HOUSE/SWEATHOUSE AREA

1.0 INTRODUCTION

1.1 The Municipal District of Greenview No. 16 (Greenview), as the authority for the construction and maintenance of all local roads within Greenview, is requesting quotations for the provision of Motor Grader Service for the Sunset House/Sweathouse grader beat within Greenview, to commence **May 1, 2021**. Map and road details are listed in the attached Schedule “B”.

In summary the process will be as follows:

- Invitation to tender
- Public opening of tenders
- Decision and completion of contract

1.2 Greenview reserves the right in its sole and unfettered discretion to accept or reject any or all tenders. Greenview reserves the right to accept a tender other than the lowest tender without stating reasons. Without limiting the generality of the foregoing, Greenview may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Any past experience with the Bidder, or lack thereof
2. Past/present experience of the bidder as a prime grader beat contractor for Greenview
3. Present equipment ownership and experience in similar occupation
4. Equipment type and availability
5. Operator/Owner experience
6. Present occupation
7. Demonstrated reliability
8. Flexibility, adaptability, ability to take instruction
9. The result of any reference check done by Greenview
10. Reasonably required information relating to the financial state of the Bidder, however obtained
11. Must have good verbal and written communication skills. English is the preferred language of all communication

Without limiting the generality of the foregoing, any tender which is non-compliant regarding the conditions, omits information or fails to include all documents required to be included in the Request for Quotations, shall be deemed incomplete and may or may not be accepted at the sole and unfettered discretion of Greenview.

2.0 TERMS AND CONDITIONS RELATED TO QUOTATIONS

2.1 Quotations must be submitted in a sealed envelope clearly marked:

"Sunset House/Sweathouse Grader Beat Tender" at the Administration office in Valleyview, Alberta no later than **2:00 p.m. local time, Thursday, March 18, 2021.** Faxed and/or emailed tenders will **not** be accepted. Tenders must be marked **'Sealed Bid'**, labeled **'Confidential'**, and delivered or mailed to the Administration Office:

**Manager, Operations
Municipal District of Greenview No. 16
Administration Building
Box 1079
4806-36 Ave
Valleyview, AB T0H 3N0**

Questions should be directed to the Manager, Operations, Josh Friesen at **780.524.7616** or **josh.friesen@mdgreenview.ab.ca**

Sealed tenders will be opened at the **Greenview Administration Building** at the time of closing. Due to gathering restrictions, the tender opening will be attended and witnessed in person by Greenview staff with a live feed on a digital meeting service available to view publicly by all interested parties. Please contact **keith.humphreys@mdgreenview.ab.ca** to receive a meeting invite. Contractors are responsible to call and confirm receipt of package. **Late tenders will be returned to sender unopened.**

2.2 a) Security as follows is to be provided:

The Contractor must provide a Performance Security Bond in the amount of Ten Thousand Dollars (\$10,000.00) at the time of signing. This Performance Security may be in the form of a Bond and from a company to the satisfaction of Greenview in its sole and unfettered discretion or by way of a certified cheque or Irrevocable Letter of Credit, in a form and from a financial institution to the satisfaction of Greenview, in its sole and unfettered discretion made out to Greenview. The Performance Security shall guarantee the faithful performance of the contract, and in default thereof, shall protect Greenview against any loss or damage arising by reason of fault of the successful Bidder to faithfully perform the contract. If for any reason the Contractor fails to provide service satisfactory to Greenview, the Agreement will be terminated and the performance security will be subject to forfeiture.

b) No Bid Bond is required.

- 2.3** The quotation is to be on an hourly basis that will cover all direct and indirect costs related to the provision of the annual grading & snow removal service. Greenview will provide blades and tips as per current policy.
- 2.4** The bidder is to provide the make, model, age, serial number of their equipment in the spaces provided on the attached **“Quotation for Grader Maintenance”** form. Minimum requirements for the grader beat area is as outlined in Schedule **“A” “Motor Grader Minimum Requirements”**.
- 2.5** The agreement period will be from **May 1, 2021** for a period of three years, terminating **11:59 p.m. April 30, 2024**.
- 2.6** Prior to execution of the Agreement, the successful bidder shall meet with the Manager, Operations or their representative to discuss the bidder’s experience and qualifications to perform all phases of the required work. Prior to execution of the Agreement, the Manager, Operations or their representative will inspect the equipment and all attachments required to ensure suitability for Municipal work. Inability of the bidder to perform any portion of the required work or unsuitability of the equipment may result in rejection of the bid. The bidder who is accepted shall within ten (10) business days after the date of receipt of the Agreement for signature, execute and return the Agreement to the Municipality.

3.0 INSURANCE REQUIREMENTS

- 3.1** The provision of all required insurance shall be at the expense of the Contractor and shall not limit their obligations under the Agreement.
- 3.2** The insurance required herein shall be with an insurer licensed to do business in Alberta and shall be maintained in full force effect for the duration of the Agreement and any extension thereof.
- 3.3** No work shall be performed until both parties have executed the Agreement thereto, and the liability insurance has been accepted by and filed with Greenview.

- a) Prior to execution of the Agreement, the contractor shall provide an acceptable Certificate of Insurance as evidence that he has the following coverage:

Comprehensive General Liability insurance in an amount not less than Two Million Dollars (\$2,000,000) inclusive per occurrence, (annual general aggregate, if any, not less than \$2,000,000), insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall extend to include blanket written contractual liability, products and completed operations liability, and employees as additional insured. The insurance shall also be in the joint names of Greenview and the successful Bidder (Contractor) and shall also cover as unnamed insured all subcontractors and anyone employed directly or indirectly by the Bidder.

- b) The Contractor shall be responsible for providing insurance against loss or damage to their equipment.
- c) The Contractor shall provide Greenview with a certified copy of a Certificate of Insurance and all policies shall contain an endorsement to provide all named insured with prior notice of change in cancellations. Such endorsements shall be in the following form:

“It is understood and agreed that the coverage provided by this policy will not be changed or amended in any way or cancelled until thirty days after written notice of such change or cancellation shall have been given to all named insured.”

4.0 OCCUPATIONAL HEALTH AND SAFETY

- 4.1 The Contractor, their staff and subcontractors shall be familiarized with the terms of the *Occupational Health and Safety Act* and Regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The Contractor acknowledges that they are the “Prime Contractor” for the purpose of the work contemplated hereby, and an “employer” as those terms are defined in the *Occupational Health and Safety Act*, and that they will, as a condition of the Agreement, comply with the *Occupational Health and Safety Act* and the regulations thereunder, including those as required by Greenview’s own internal Safety Policy as they may be amended from time to time.
- 4.2 Greenview enforces its own Safety Policy and Procedures. All contractors and operators must adhere to “*Greenview’s Contractors Handbook*”. Please complete the questionnaire in the back of the booklet included with this package, date and sign the acknowledgment and return with your quotation. **Quotations received without this acknowledgement will be considered incomplete.** Please contact the Operations Department at 780-524-7602 for additional Contractor’s Safety Rule Books to be mailed to you.
- 4.3 A copy of the Contractor’s COR or Small Business COR Certificate is to be provided. Greenview and Alberta Occupational Health and Safety encourages all contractors to have a written safety policy and safety procedures manual. For more information on establishing this type of program contact: Workplace Health & Safety at 1-866-415-8690.
- 4.4 Greenview requires commitment on the part of contractor organizations and contracted workers to accept responsibility for their own safety and the safety of others. This commitment includes conduct or behaviour that may adversely affect their ability to safely and reliably perform their duties. As such, the Contractor must ensure that all workers deployed on behalf of the Contractor organization to any worksite controlled or occupied by Greenview are fit for duty and that these workers remain fit for duty throughout their work shift.

The Contractor shall have or is encouraged to implement their own policy which meets or exceeds the standards set out in Greenview’s Substance Abuse Prevention Policy.

Contractors must provide a copy of their policy and evidence that contractors working on Greenview premises are in compliance.

Greenview's Substance Prevention Policy shall apply to contractors who do not have a Substance Abuse Prevention Policy or program, or to the extent that the Contractor's policy or program does not meet the requirements in Greenview's Substance Abuse Prevention Policy. A copy of Policy 2010, Substance Abuse Prevention is attached as part of this package. It can be found at www.mdgreenview.ab.ca/government/policies-bylaws/

5.0 EQUIPMENT

5.1 The Contractor will provide *one (1) grader only* for each Grader Beat Area as described in Schedule "A" "**Motor Grader Minimum Requirements**" and as listed below:

- a) The motor grader must arrive at the project site equipped with an adequate set of regular blades, sandvik or equivalent blade adapter that receives either Kennametal C855 or C87 or equivalent tips. Replacement blades and tips shall be provided by Greenview. The contractor will advise the Manager, Operations, of what size of tips the blade adapter receives so an adequate inventory can be maintained.
- b) Upon request of the Manager of Operations or designate, the Contractor shall keep and return used blades and/or tips to Greenview. These may be used to assess appropriate use of tools and blades.
- c) Equipment must be available to meet service levels required by Greenview. All other conditions as outlined in Greenview's policies and procedures must be adhered to. The hourly bid price will include the provision of all attachments required to fulfill the road maintenance service obligations within this contract.

6.0 COMMUNICATION

6.1 The motor grader must be equipped with a communication system compatible with Greenview's equipment. Minimum requirements are:

- Operational two-way radio with LADD channels 1 through 5 (minimum) to communicate with Greenview Roads Supervisors and other contractors, installation costs/fees will be the responsibility of the contractor
- Operational cell phone supplied by the contractor and all cell phone fees will be the responsibility of the contractor
- Operational AVL GPS unit, supplied, maintained, and installed by Greenview.

6.2 The contractor is responsible for the safekeeping and security of the GPS units once installed in the contractor's equipment. GPS units that have been abused or tampered with will be replaced at the contractor's expense.

- 6.3 GPS generated reports and maps will be used to assist with quality control documentation and performance evaluation.
- 6.4 The operator shall make contact by phone to the Greenview Area Roads Supervisor or designate from the worksite on a daily basis to report road conditions and receive any relevant information for the day. During standard operating hours, this shall be between the hours of 6:30 AM and 7:30 AM.

7.0 **INDEPENDENT CONTRACTOR**

- 7.1 It is the responsibility of the contractor to comply with all licensing requirements of local authorities.
- 7.2 The contractor shall be considered an independent contractor, shall provide the equipment identified and shall maintain it in good condition for the duration of the Agreement. Substitution of equipment must receive prior approval of the Manager, Operations or their designate.
- 7.3 The contractor shall provide skilled and experienced operators, familiar with highway traffic movements and laws governing vehicular traffic. Operators will be assessed by the area Greenview Roads Supervisor to determine level of skill.
- 7.4 The contractor will be responsible for providing any advance warning signs which the Manager, Operations or their representative deems necessary. The signs must be positioned at both ends of the work site before commencing daily operations and must be removed at the end of each work day. The Manager, Operations or their representative shall determine the spacing of signs. See Schedule "C" "Typical Signing for Grader Maintenance of Gravel Roads".
- 7.5 Greenview must be notified of any change or replacement in operators. New operators' level of skill will be assessed by Greenview prior to starting work.

8.0 **CONTRACTORS DUTY AND INDEMNIFICATION**

- 8.1 The contractor shall indemnify and hold harmless to Greenview, it's employees, agents and officials, from any and all claims, demands, expenses, damages, proceedings, actions, causes of actions and costs, including costs on a solicitor and their own client basis, whatsoever that may arise, directly or indirectly, out of any act, omission or representations of the contractor, their employees, subcontractors or agents, in the performance of this agreement or anything arising from or related thereto.
- 8.2 Such indemnification shall survive termination of the agreement.
- 8.3 Greenview shall not be held liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Contractor, their employees, or agents in the performance of this Agreement.

9.0

SCOPE OF WORK

- 9.1 The contractor shall commence and discontinue work upon the direction of the Manager, Operations or their representative. Hours of work and location of required grading will be regulated by the daily instruction of the area Roads Supervisor. The work day shall normally commence at 7:00 AM
- 9.2 The contractor shall provide to the Manager, Operations or their representative a contact phone number for call back to the worksite and shall ensure that the operator is at the worksite within four (4) hours from the time a call-back phone call is made to the contact phone number.
- 9.3 The following points should be noted in connection with gravel road maintenance:
- a) Care must be taken to maintain a crown of approximately 3%, on all roadways to allow proper drainage from the roadway surface, excluding the Forestry Trunk Road where the crown should be maintained at 4%
 - b) The superelevation on curves must be retained
 - c) A ridge shall not be allowed to build along the edge of the roadway to ensure proper drainage of roadway
 - d) The grader operator shall stop and remove any hazardous rocks or other debris pulled up by the blade that are large enough to present a problem to vehicular traffic
 - e) Special care must be taken at any railway crossings to assure gravel is not carried onto the tracks and deposited in the flangeways. The grader operator must stop after crossing the railroad tracks to inspect and remove any material that may have entered the flangeways. The blade must be raised well clear of the tracks to avoid damage to the tracks. In the event of damage to the railroad tracks that occurs due to the grader operator's actions, they must immediately inform the railway company Roadmaster and Manager, Operations or their representative, so that action can be taken to avoid a railway accident and effect repairs. All costs associated with repairs shall be the full responsibility of the contractor as determined by the Railway Company
 - f) Graders should always operate on the right side of the road and proceed in the same direction as the traffic. Warning signage shall be required when this is not the case as per Schedule "C"
 - g) All flashing lights shall be operated as per the *Traffic Safety Act* Flashing Light Regulations. All flags must be kept in good condition and meet the standards of the *Traffic Safety Act* (400 mm square)

- h) Operators must be careful not to bring gravel onto cattle gates and should feather out the windrow before arriving at the gate and leave adequate space after crossing it to allow for the same procedure on their return pass. During snowplowing, caution must be taken not to contact the gate
- i) During snowplowing operations all residential approaches shall be cleaned out if the grader deposits snow into the approach. All road intersections shall be cleaned out as part of snowplowing operations
- j) The contractor will participate in Greenview's rural driveway snowplowing program
- k) The contractor will be required at times to grade and/or snowplow Greenview sites including community halls, transfer stations, gravel pits or stockpile sites, etc...

- 9.4** The hours of work to be paid will be those hours during which the successful bidder's equipment is actually employed in the activity of grading. Hours resulting from dead heading equipment to job site, breakdown, and other activities such as meal breaks, refueling, idling for equipment warmup, etc. are not to be charged.
- 9.5** Greenview reserves the right to utilize other privately owned or Greenview owned equipment for grading within the contract area in order to ensure safe and acceptable conditions at all times. In the event the cost incurred by necessary intervention by Greenview exceeds the Agreement hourly bid price, Greenview will deduct the difference from payment due the original bidder for other work done under this Agreement.
- 9.6** Greenview reserves the right to require the grader to move from its assigned beat to another location upon direction of the Manager, Operations or their representative.
- 9.7** Greenview may request an additional grader be supplied by the contractor for use in accordance with item 9.6. If the contractor is able to supply an additional grader, the rate of payment will be according to the terms of the previous calendar year's ARHCA book. The contractor is not obligated to supply an additional grader.
- 9.8** The successful bidder will not be allowed to sublet any work without the Manager, Operations' prior written approval.
- 9.9** Work performed under this Agreement shall take place during the hours of 7:00 a.m. to 5:00 p.m. from Monday – Friday unless otherwise directed by the Manager, Operations or their designate.
- 9.10** Several areas along the beat may be treated with dust abatement material. These areas will be identified by Greenview at time of application. The hours of maintenance in these areas, once the application is completed, will be reduced substantially from what would be expected on a non-treated gravel surface road. **These must not be graded if in reasonable**

condition. The contractor must receive direction from the Manager, Operations or their designate prior to any commencement of maintenance to dust control areas.

9.11

All work shall be performed in accordance with Greenview's policies. These include but may not be limited to:

- Policy 4011 Snow Removal on Municipal Roadways
- Policy 4013 Road Inspections & Maintenance
- Policy 4020 Snow Removal Rural Residential Driveways

Policies can be viewed at www.mdgreenview.ab.ca/government/policies-bylaws/

10.0

PAYMENT

10.1 Payment for work will be processed monthly upon receiving approved invoices from the contractor covering the hours worked, at the bid price. The following information must be supplied with each invoice:

- Dates worked
- Starting and stopping time for each day worked
- Kilometers of road graded and location (base map provided by Greenview)
- Copies of operator's daily time slips

10.2 Invoices received without this information may be returned to the successful bidder for completion.

10.3 Invoices can be emailed to accounts.payable@mdgreenview.ab.ca

10.4 Failure to provide the appropriate information will result in delay of payment.

11.0

TERMINATION AND ASSIGNMENT

11.1 **Termination without cause:** This agreement may be terminated by either party upon receipt of written notice within thirty (30) days of intent to terminate.

11.2 **Termination with cause:** Failure to provide grading services satisfactory to Greenview in its sole and unfettered discretion may result in termination of this Agreement as follows; should the contractor fail to provide grading services satisfactory to Greenview, the Manager, Operations may terminate the Agreement at any time upon giving the contractor seven (7) days written notice of such termination.

11.3 **Termination with cause:** In addition to any other rights that Greenview may have hereunder, or in law, Greenview may at any time, in the exercise of its sole discretion, terminate without prior notice, this Agreement or any portion of the Agreement for Greenview's convenience by giving the contractor seven (7) days written notice specifying that the contract or a portion of the contract has been terminated. Not so as to limit the

generality of the foregoing, Greenview shall, in its sole discretion, be entitled to terminate this contract if the contractor:

- a. Should fail to provide the equipment identified and maintain their unit in good condition during the course of the agreement
- b. Should remove their unit from the worksite without prior approval of the Manager, Operations or their representative
- c. Should be adjudged or declared bankrupt
- d. Should make a general assignment for the benefit of its creditors
- e. Should be the subject of an appointment of a receiver
- f. Should cease to carry on in the ordinary course of business
- g. Should refuse or fail to supply sufficiently trained and proficient operators
- h. Should fail to make prompt payments to its employees or subcontractors
- i. Should fail to provide service satisfactory to Greenview and in accordance with Greenview Policies
- j. Should persistently disregard instructions from Greenview's Manager of Operations or designate
- k. Should be otherwise in violation of the provisions of this Agreement
- l. Should disregard any laws or ordinances
- m. Should contractor be seen to abuse ground engaging tools or blades

Upon termination, the contractor shall not be entitled to receive any future payment or damages arising from the termination including, but not limited to, loss of future income and as a result the performance security bond will be subject to forfeiture.

- 12.4** If the Manager, Operations or their representative so requires, they will hire and utilize other graders in the contractor's beat area to meet minimum requirements. The contractor will be responsible for these additional costs. If Greenview equipment is utilized to meet minimum requirements, the value will be calculated based upon the previous calendar year's ARHCA rate.

12.5 In event of termination of the Agreement all rights and obligations pursuant to the Agreement of both the contractor and Greenview that have accrued to the date of termination shall remain in force and effect.

12.6 This contract is non-transferable and may not be assigned without the consent of Greenview, which consent may be unreasonably withheld.

13.0 **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)**

13.1 The Contractor acknowledges and agrees that the FOIP Act applies to all records and personal information relating to, or obtained, generated, compiled, collected, or provided under or pursuant to this Contract.

13.2 The contractor recognizes the responsibility of Greenview in relation to the FOIP Act and will not handle any records or personal Information except in accordance with Greenview’s duty under the FOIP Act.

13.3 The contractor is responsible for ensuring complete compliance of any of those persons for whom the contractor is responsible at law (including, without limitation, any of its employees, subcontractors, or agents) with all terms and conditions related to the FOIP Act, including, without limiting the generality of the foregoing, protection of privacy. In the event that the contractor becomes aware of a breach of any of these terms or conditions, it shall notify Greenview immediately in writing.

13.4 The contractor must ensure that each party for whom it is responsible at law is aware of the requirements of the FOIP Act in discharge of the Contract.

13.5 No personal information may be collected by the contractor, its employees, or agents unless the collection is authorized under this Contract or the collection is expressly authorized by Greenview in writing in advance of any collection taking place. No personal information shall be collected unless Section 33 of the FOIP Act is satisfied.

13.6 The contractor must collect personal information in accordance with the FOIP Act and Regulations.

13.7 The contractor shall not use, either directly or indirectly, records or personal information except for the express purpose of performing its obligations in the Contract. After the termination or expiry of the Contract, the contractor, its employees, subcontractors, and agents shall not use any records or personal information in relation to this Contract for any purpose.

14.0 **DISPUTE RESOLUTION**

14.1 A “Dispute” is a difference arising out of the interpretation, application, operation, or any contravention or alleged contravention of this contract, or that seeks to enforce an obligation of Greenview to the contractor or the contractor to Greenview.

14.2 Greenview and the contractor agree that all attempts will be made to reach a mutually agreeable resolution when a dispute arises. If a dispute arises and is not settled promptly, representatives from each side agree to meet in an honest attempt to resolve the dispute. The dispute resolution process will focus on reducing expenses, reducing delay, finding solutions in an amicable manner, and eliminating the need for third party intervention. If the parties involved cannot arrive at a mutually agreeable solution the issue will be brought before Greenview at the next regularly scheduled Council meeting with written statements from the contractor and Greenview representative (Greenview Administration, consultants, staff members).

Council will review the information and hear presentations from both a representative from Greenview and from the contractor before making a final and binding decision.

SCHEDULE "A"

MOTOR GRADER MINIMUM REQUIREMENTS

The successful bidder's equipment must meet the following minimum requirements:

- Must meet all safety regulations under the Workers Compensation and Occupational Health and Safety Acts
- Must meet all regulations under the Alberta Traffic Safety Act
- Must be operated in accordance with manufacturer's specifications
- Grader is to be 2017 or newer
- Adequate headlights, attachment lights, and backup lights
- Rotating or flashing amber beacon light on top of cab
- Flashing hazard lights
- Back up alarm
- Reflective Sign on back of grader "Stay Back 15 m"
- Orange flags on each end of moldboard
- Adequate tire chains
- 16' moldboard
- Communication equipment as per clause 6.0.

SPECIAL PROVISIONS

1. The successful bidder will provide a 12' hydraulic wing attachment for snowplowing operations. No separate payment will be made for this attachment. It will be considered as part of the hourly rate bid for the season.
2. The successful bidder must have a front mount dozer attached to their motor grader. No separate payment will be made for this attachment. It will be considered as part of the hourly rate bid.

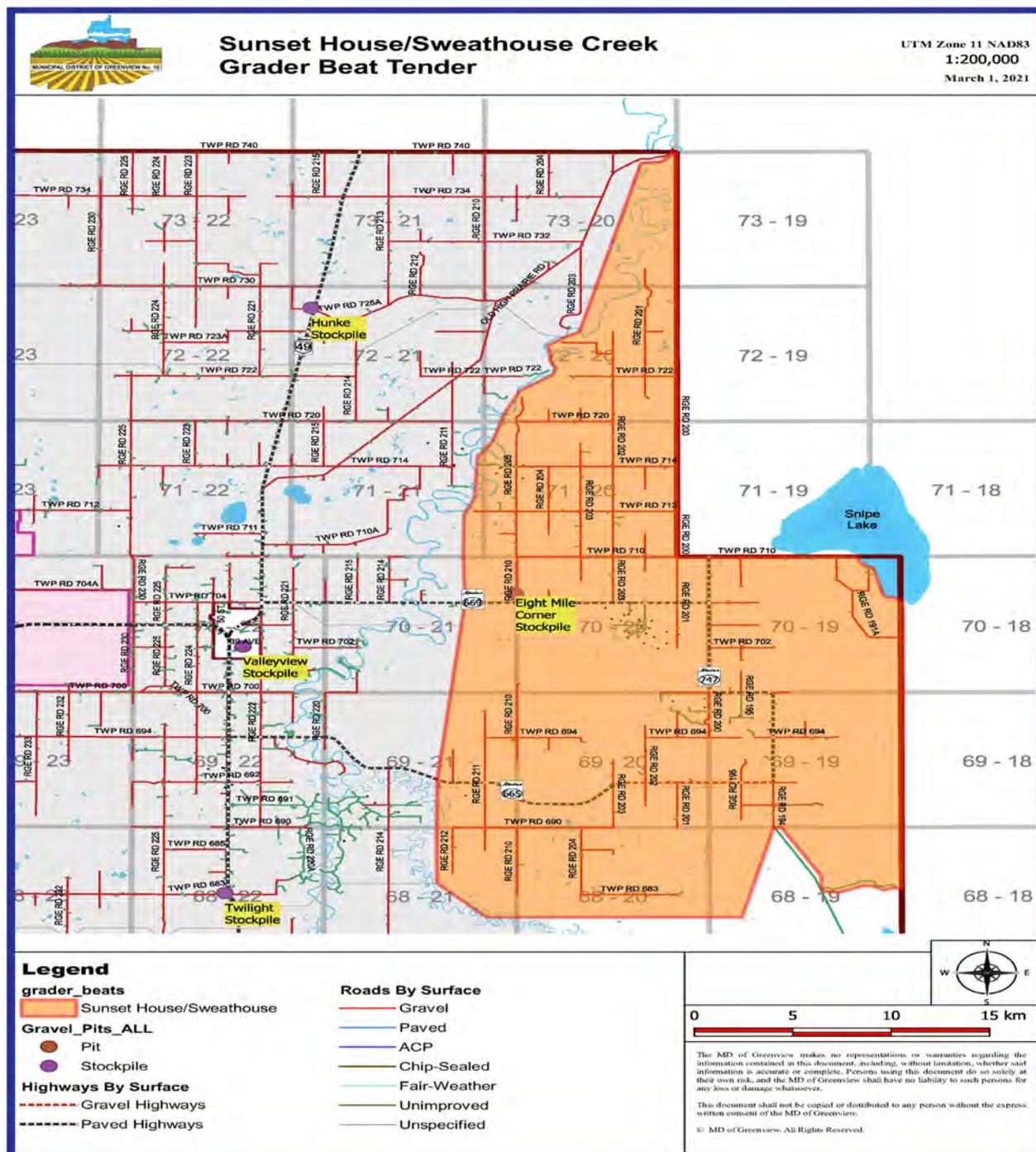
MINIMUM AGE AND EQUIPMENT REQUIREMENTS

CONTRACT	MINIMUM AGE REQUIREMENT FOR MOTOR GRADER	MINIMUM EQUIPMENT REQUIREMENT (As per 2020 ARHCA Guide pgs. 160 "Schedule D" attached)
Sunset House/Sweathouse Area	2017 or newer	Minimum Group 3

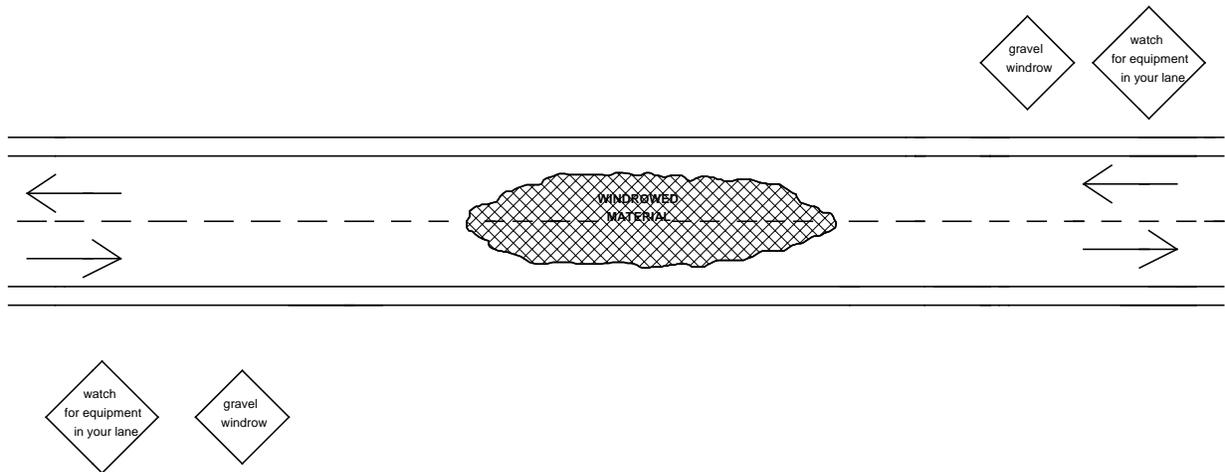
*Alberta Roadbuilders & Heavy Construction Association

SCHEDULE "B"

This route includes the municipal local roads in the Sunset House and Sweathouse areas east of the Sunset House Transfer Station and north of the Goose River as indicated on the attached map and shall include Transfer Stations/Landfills/Water Points/Gravel Pits and Stockpiles/Sweathouse Forestry Tower Road. During winter conditions, designated driveways shall be plowed as well as all residential approaches and intersections.



SCHEDULE "C"



NOTE:

1. SIGNS ARE PLACED 100M FROM WORK AREA AND 100M APART.

MUNICIPAL DISTRICT OF
GREENVIEW NO. 16
TYPICAL SIGNING
FOR
GRADER MAINTENANCE
OF GRAVEL ROADS

SCHEDULE "D"

For ARHCA Group Information Only (Minimum Group 3)

MOTOR GRADERS

CURRENT MODELS

RATE PER HOUR	CASE	CAT	DEERE	KOMATSU	NORAM
GROUP 1 \$144.00	845B	120M 120M2	622G		65E
GROUP 2 \$177.00	865B 865B AWD	12M 12M3 120 (new)	620G 670G 672G		
GROUP 3 \$183.00	885B 885B AWD	140 (new) 140M 140AWD, 143M 140M3, 150	770G 772G	GD655-5 GD655-6 GD655-7	
GROUP 4 \$214.00		150 AWD, 160 160M, 160M3	870G 872G 872GP		
GROUP 5 \$250.00		14M 160AWD			
GROUP 6 \$270.00		14, 16 (new) 16M			

RATE PER HOUR	SANY	VOLVO
GROUP 1 \$144.00		
GROUP 2 \$177.00		
GROUP 3 \$183.00	SMG200	
GROUP 4 \$214.00		
GROUP 5 \$250.00		G970 G976 G990
GROUP 6 \$270.00		

* For all wheel drive machines – add 5%

Attachments:

- Add 7% for V-Plow.
- Add 5% per each wing.
- Add 10% for rear ripper.
- Add 5% for scarifier.
- Add \$25 per hour for GPS.

QUOTATION FOR ROAD MAINTENANCE GRADING

Grader Maintenance Areas for which quotations are being invited are described in Schedule “B” “Grader Beat Areas” and will form part of this Agreement. Roadways to be maintained under this quotation are identified on the map attached to Schedule “B”.

The map being provided with this tender form is for quotation information only. It is the contractor’s responsibility to review the work area, map, and kilometers within the Sunset House/Sweathouse grader beat. Greenview assumes no responsibility for the accuracy of the maps and kilometers listed.

The Quotation for Grader Maintenance must include the following:

- Completed “Quotation for Grader Maintenance” pages 18-19
- Greenview Contractor’s Safety Rule Book Questionnaire
- Certificate of Insurance
- COR Certification, if available
- If a corporation, the Letter of Incorporation
- If a partnership, the Partnership Agreement

The quotation shall exclude any allowance for the Goods and Services Tax.

Note: The request for quotation is for the supply of one (1) grader only.

1.	Description of Equipment to be used for work:			
	Make	_____		
	Model	_____		
	Serial Number	_____		
	Year	_____		
2.	Bidder Name	_____		
3.	Company Name	_____		
	Address	_____		
	Telephone	_____		
	Fax	_____		
4.	Ownership status of Company	Corporation: <input type="checkbox"/>	Sole Proprietorship: <input type="checkbox"/>	Partnership: <input type="checkbox"/>

5. Workers Compensation Number _____

6. Equipment hourly rate. **Hourly Rate Quotation:** \$

8. I, the undersigned, acknowledge the tender documents for the above mentioned work, having obtained the necessary information and visited the areas to evaluate the extent of the work to be done. I understand and agree that the Conditions and Other Provisions outlined in the attached "Contract Provisions of Grading Services for Maintenance of Greenview Roads" shall form an integral part of my quotation. I am prepared to enter into an agreement and provide the required Certificate of Insurance and meet all other requirements if this quotation is accepted.

Date: _____

Witness Signature _____

Contractor Signature _____

Print Name _____

Print Name _____



Title: Substance Abuse Prevention

Policy No: 2010

Effective Date: May 11, 2020

Motion Number: 20.05.278

Supersedes Policy No: HU 08

Review Date: May 11, 2023



Purpose: Greenview has an interest in establishing programs to promote and enhance health and safety in the workplace. Greenview Substance Abuse Prevention Policy is directed at protecting the health and safety of employees, co-workers, general public and the environment. The Substance Abuse Prevention Policy combines drug and alcohol testing with education, training and access to assistance.

DEFINITIONS

Accredited Laboratory means a laboratory that meets guidelines and standards of the Substance Abuse and Mental Health Services Administration, which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States. Collection and testing processes follow the U.S. Department of Health and Human Services guidelines.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

Breath Alcohol Concentration (BAC) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 litres of breath.

Breath Alcohol Technician means an individual trained and certified to conduct breath alcohol testing utilizing an Evidential Breath Tester.

Chain of Custody means the process of documenting the handling of a specimen from the time a donor gives the specimen to the collector, during the testing at the laboratory, and until the results are reported by the laboratory.

Collector means non-medical and medical personnel contracted by an agency who have received training in collecting urine samples in accordance with guidelines that would be acceptable to the regulatory agencies.

Designated Employer means an employer which is an affiliate of the organization and which is designated as such for the purposes of this Policy by the organization.

Drug means any substance other than food, which is taken to change the way the body or mind functions. Drug testing refers to marijuana, cocaine, opiates, phencyclidine and amphetamines with cut-off levels as per the Substance Abuse and Mental Health Services Administration of the Department of Health and Human Services, which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States.

Evidential Breath Testing Device means capable of measuring the alcohol content of deep lung breath samples with sufficient accuracy for evidential purposes. The Evidential Breath Tester must be on the conforming products list as per the U.S. National Highway Traffic Safety Administration.

Fit for Duty means being capable of performing work related duties in a safe, efficient, productive manner with no drugs and or alcohol present in the body at or above established standards.

Greenview means the municipal corporation of the Municipal District of Greenview No. 16.

Medical Review Officer (MRO) means a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant bio medical information.

MDMA means Methylenedioxyamphetamine.

MDA means Methylenedioxyamphetamine.

Significant Incident means incidents involving a fatality, disabling injury, significant property damage, spill or abnormal discharge that may cause long term health effects to employees and or the public, public evacuation or serious environmental damage or an event or near miss that could have had potential serious consequences.

Substance medical marijuana is not recognized by Health Canada as a therapeutic drug therefore may be referred to as a substance.

Substance Abuse Professional (SAP) means a licensed Physician or a licensed or certified psychologist, social worker, employee assistance professional or an addictions counselor. All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol, drugs and related disorders. Also referred to as a Substance Abuse Expert (SAE).

Supervisor Training shall include the physical, behavioral, speech and performance indicators of probable alcohol or drug misuse and appropriate intervention strategies.

POLICY**1. Scope**

- 1.1 This policy applies to all employees and management of Greenview. While this policy refers specifically to alcohol and drugs, it is intended to apply to all other forms of substance abuse.
- 1.2 The guiding principles of the Canadian Model for Providing a Safe Workplace, a best practice guide from the Construction Owners Association of Alberta (COAA) and Energy Safety Canada are incorporated into this policy.
- 1.3 Greenview shall comply with all applicable Federal and Provincial related laws and or regulations.

2. Roles and Responsibilities**2.1 Employees are expected to:**

- a. Arrive fit for duty and remain fit for duty during their period of work.
- b. Take responsibility for their own safety and others at the workplace.
- c. Consult with their licensed medical practitioner or pharmacist regarding the proper use of medication they are using to determine if the medication may have a negative effect on their performance.
- d. Advise their direct supervisor, management, or Human Resources if they are using a prescribed drug that their licensed medical practitioner or pharmacist has advised would interfere with their ability to work.
- e. Disclose and seek advice on appropriate counseling or treatment if they suspect they have a dependency or an emerging substance abuse issue.
- f. Take appropriate actions to ensure a co-worker does not remain in an unfit condition at work that may endanger the employee, co-workers or others. This may include contacting your supervisor or management.
- g. Employees receiving standby pay for on-call situations are expected to be fit for duty and in compliance with these standards. If unexpected circumstances arise where an employee is requested to perform unscheduled services while under the influence of alcohol or medications, it is the responsibility of the employee to decline the call.

2.2 Supervisors will:

- a. Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- b. Ensure that investigations of work related incidents are carried out in accordance with Greenview incident investigation procedures.
- c. Refer an employee for a drug and or alcohol test when required to do so under this policy.
- d. Monitor policy compliance and take appropriate action as required under this policy.
- e. Arrange for safe transportation of an employee to their residence or nearest public transportation when appropriate under this policy.

2.3 Management will:

- a. Act as a confidential and objective resource within Greenview on matters related to the Substance Abuse Prevention Policy.
- b. Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- c. Ensure that investigations of work related incidents are carried out in accordance with Greenview incident investigation procedures.
- d. Refer an employee for a drug and or alcohol test when required to do so under this policy.
- e. Monitor policy compliance and take appropriate action as required under this policy.
- f. Arrange for safe transportation of an employee to their residence or nearest public transportation when appropriate under this policy.
- g. Undertake periodic reviews and revisions of the Substance Abuse Prevention Policy.

2.4 Human Resources/ Safety Personnel

- a. Act as a confidential and objective resource within Greenview on matters related to the Substance Abuse Prevention Policy.
- b. Communicate with the licensed medical practitioner, Medical Review Officer (MRO) and Substance Abuse Professional (SAP) as required.
- c. Provide confidential service to all employees regarding drug and alcohol information, referral to an SAP but not to provide any counselling.
- d. Maintain confidential records of all test results, including refusals to test, correspondence from the Medical Practitioner, MRO and or SAP.
- e. Maintain records of all training /education of management, supervisors and employees.

3. Prohibitions

3.1 Alcohol Use

- a. Alcohol concentration: No employee shall report for duty or remain on duty while having a confirmed breath alcohol concentration of 0.02 or greater.
- b. On duty use: No employee shall use alcohol while on duty.
- c. Pre-duty use: No employee shall perform work functions within four hours after using alcohol.
- d. Use following an incident: No employee required to take a post-incident alcohol test shall use alcohol for eight hours following the incident, or until he/she undergoes a post-incident alcohol test, whichever occurs first.

3.2 Drug Use

- a. No employee shall report for duty or remain on duty when the employee uses any drug, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the drug will not adversely affect the employee's ability to work safely at the job site. If a licensed medical practitioner advises the employee that the drug will affect the employee's ability to work safely, the employee will immediately notify management of the circumstances.
- b. No employee in a safety sensitive position shall report for duty or remain on duty when the employee uses medical cannabis, except when the use is pursuant to the instructions of a licensed medical practitioner who has provided Greenview with an acceptable Clearance Letter that the prescribed medical cannabis will not adversely affect the employee's ability to work safely.
- c. Management shall ensure that the employee is removed from duty and accommodated to meet safety concerns. Accommodation where feasible may include work restrictions, modified duties, sick or disability leave.
- d. No employee will intentionally misuse prescription or over the counter medications in such a manner as to render themselves unfit to safely perform their duties.

3.3 Possession

- a. Possession, use or offering for sale of alcohol, cannabis, drugs or drug paraphernalia on Greenview or client sites or Greenview vehicles is prohibited.
- b. Possession of devices or products designed to compromise drug and or alcohol testing are prohibited.
- c. Employees who violate this provision may be subject to immediate termination and referral to law enforcement agencies when applicable.
- d. Use of alcohol for social functions or when it relates to Greenview business is permitted when approved by management who will ensure that the use does not contravene the intent of this policy and any applicable laws or regulations.
- e. Medical cannabis can only be possessed and used on Greenview property with prior written approval from management.

4. Testing Options

4.1 Post-Incident

- a. An employee will be drug and alcohol tested after an incident that involves a fatality, disabling injury or significant near miss that could have had potential serious consequences.
- b. Management and/or Supervisors are required to conduct immediate preliminary investigation.

- c. Testing will never delay necessary medical attention for injured worker following an incident.
- d. Testing is not required when the act or omission of the employee was not a contributing factor.
- e. Testing is required when the actions or inactions of a worker were the contributing factor leading to the incident and it is not frivolous.
- f. Wherever possible drug testing should occur within 2 hours of incident with attempts to test for up to 32 hours of incident. Alcohol testing should occur within 2 hours of incident with attempts to test for up to 8 hours of incident.
- g. Reasons are documented if testing is required, not required or unable to conduct required tests.

4.2 Reasonable Cause Testing

- a. An employee will be tested for alcohol and or drug use where Greenview management or other official, who is trained to identify drug and alcohol use by an employee, makes observations which form a reasonable basis for suspecting that the employee is in breach of this policy. Such observations must be documented, specific, clearly stated observations concerning the appearance, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of drug and alcohol use.
- b. Observations which may lead to reasonable cause testing are not limited to, but include: odor of alcoholic beverage or marijuana on breath, slurred speech, glassy eyes, unsteadiness in walking, standing, flushed face, disoriented and or drowsy, incidents or injuries, repeated errors in job performance, excessive absenteeism or lateness, credible complaints of drug and or alcohol use at work.

4.3 Return to duty

- a. Drug and or alcohol testing of an employee who has engaged in prohibited conduct and is returning to work after an assessment by a SAP and compliance with recommendations.

4.4 Follow up

- a. Drug and or alcohol testing on an unannounced basis for at least one year on return to duty. Frequency and duration of testing is determined by the SAP in consultation with management.

5. Training

Greenview recognizes that employee education on substance abuse and on our Substance Abuse Prevention Policy is a critical step in achieving the objectives of the program.

5.1 Employee training

- a. Employees will receive awareness education in regards to how this policy applies to everyone including: the risks of drug and alcohol use and their potential impact on safety in the workplace, consequences for policy violation, available resources for employee assistance services, explanation of the testing procedures and situations when testing will occur.

5.2 Management / Supervisor Training

- a. Management will be given the above training as well as more specific training on how to recognize signs and symptoms of drug and alcohol use in the workplace and appropriate responses.

6. Maintaining a Valid Operator's License

All employees that operate a motor vehicle on behalf of Greenview are required to maintain a valid operator's license. Any loss of driving privileges (license) must be reported to your supervisor. The employee will no longer be allowed to drive on behalf of Greenview for the term of their suspension. Loss of driving privileges includes temporary suspensions.

7. Collection of Specimens and Analysis

A designated drug testing facility for Greenview will collect and process urine specimens for drug testing as required. Drug testing will be conducted according to US Dept. of Health & Human Services (HHS) standards in laboratories accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA). The accredited laboratory will perform required testing with test results forwarded to a Medical Review Officer.

Alcohol screen testing will be with an approved saliva tester or breath alcohol test. All alcohol screening tests at .020 or higher will be confirmed with an approved Evidential Breath Alcohol Testing Device on the Conforming Products List (CPL).

8. Positive Test Procedures

5.1 Positive alcohol test procedures

- a. Employees with a confirmed breath alcohol concentration of .020 to .039 will be removed from duty immediately and will not be allowed to return to work until the following shift. The employee may be subject to corrective disciplinary action up to termination.
- b. Employees having a confirmed alcohol concentration of .040 or greater will be removed from duty/suspended or terminated.

5.2 Positive drug test procedures

- a. Employees who are positive on drug tests as verified by the MRO will be removed from duty / suspended.

5.3 Refusal to test

- a. No employee shall refuse to submit to a drug and or alcohol test required under this policy.
- b. No manager or supervisor shall permit an employee who refuses to submit for required testing to remain on duty.
- c. An employee who refuses to submit to a required test, tampers or attempts to tamper with a test sample or obstructs the testing process will be considered to have violated this policy. Positive test procedures will apply.

5.4 Removal from duty

- a. Employees removed from duty / suspended having a positive drug test verified by an MRO and or a confirmed alcohol concentration of .040 or greater will be required to attend a meeting with management who will review each case and provide written correspondence of the resources available in evaluating and resolving problems associated with the misuse of alcohol and or drugs, including the names, addresses and telephone numbers of SAP's. Where practical management will endeavor to meet or contact the employee the next working day and direction will be provided regarding the suspension and return to work choices.
- b. Any employee removed / suspended from duty having a positive drug test result verified by an MRO and or a confirmed alcohol concentration of .040 or greater shall be evaluated by a Substance Abuse Professional who shall determine what assistance, if any, the employee needs in resolving substance abuse issues.
- c. In order for this policy to be effective in ensuring that Greenview employees will perform their duties unimpaired by alcohol or drugs, the provisions of this policy must be enforced. Accordingly, where an employee violates any provision(s) of this policy, the employee may be subject to corrective disciplinary action, as appropriate, up to and including termination.

5.5 Self-Disclosure

- a. Greenview understands that an alcohol or drug dependency is a preventable and treatable condition and recognizes that an individual may want assistance. Employees are encouraged and required to voluntarily come forward or seek assistance on their own, without fear of reprisal. Greenview will do its utmost to assist the employee. An employee who comes forward seeking assistance will be treated as if

they had a positive drug and or alcohol test. Once an assessment has been completed a return to work plan can be formulated.

5.6 Use of Medical Cannabis

- a. An employee who is using or will be using Medical Cannabis will be removed and or suspended from safety sensitive duties pending the receipt of a clearance letter from the prescribing physician.
- b. Management will provide the employee with a letter of direction, copy of their job description, copy of their Physical Demands Analysis and a copy of the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis.
- c. Return to safety sensitive duties is conditional on receiving a clearance letter from the prescribing physician who will indicate that they are aware of the employee's job description, physical demands analysis and that the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis were followed, expected duration of the prescription requirement, frequency of use and that the prescribed medical cannabis will not interfere with the employee's ability to work in their safety sensitive position.
- d. Referral and or review may be considered at the discretion of management.
- e. The employee will be accommodated wherever feasible.

5.7 Medical Review Officer Issued Safety Advisory

- a. In the event of a reported positive drug test the MRO may determine that the donor has a legitimate drug / medical cannabis prescription; the positive result may be changed to a negative. If the MRO determines that the use of that particular prescribed drug / medical cannabis may compromise safety in the performance of a safety sensitive function the MRO will issue a "Safety Advisory" to the Designated Employer Representative (DER).
- b. The employee will be removed from duties and the use or pending use of Medical Cannabis guidelines will be followed when applicable.
- c. When a Safety Advisory is issued for a prescription drug other than cannabis the same procedure will apply.

9. Return to work after a positive test

An employee cannot be returned to duties until he / she has been evaluated by an SAP, complied with recommendations, and has a negative result on a return to duty test and or a breath alcohol concentration less than .020. The employee must provide a written report from the SAP verifying the evaluation and any required treatment or provide a release document for the required information. The SAP will only release relevant information which will assist in returning the employee to their duties.

Follow up testing will be conducted to monitor the returning employee for no less than one year. The frequency of testing will be determined by the SAP in consultation with management and will be designed to assist the employee in remaining alcohol and or drug free at the work place.

10. Confidentiality and Record Keeping

All drug test results are confidential and are released by the MRO or designate to the DER or alternate. Alcohol test results are confidential and released by the testing Greenview to the Designated Employer Representative or alternate. The DER or alternate may release relevant information to Greenview decision makers as required. Confidential information from an SAP will be handled in a similar manner.

All records will be maintained in a locked and secure manner. Records will be kept separate from personnel files. Negative test results will be maintained for no less than one year with positive test results and SAP assessments maintained for a five-year period. A third-party administrator can maintain records on behalf of Greenview.

11. Standards

Medical Review Officer

Initial Test Analyte	Initial Test Cut-off Concentration	Confirmatory Test Analyte	Confirmatory Test Cut-off Concentration
Marijuana Metabolites	50 ng/mL	THCA	15 ng/mL
Cocaine Metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL
Codeine/Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL 100 ng/mL
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL 100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL

Amphetamine/ Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA/MDA	500 ng/mL	MDMA ¹ MDA ²	250 ng/mL 250 ng/mL

APPENDIX A

ANALYTES AND CUT-OFF LEVELS (URINE)

The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per milliliter (ng/mL).

ANALYTES AND CUT-OFF LEVELS (ORAL FLUID)

Initial Test Analyte	Initial Test Cut-off Concentration	Confirmatory Test Analyte	Confirmatory Test Cut-off Concentration
Marijuana Metabolites	4 ng/mL	THCA	2 ng/mL
Cocaine Metabolites	20 ng/mL	Benzoylcegonine	8 ng/mL
Opioids	40 ng/mL	-----	-----
Codeine/Morphine	-----	Codeine Morphine	40 ng/mL 40 ng/mL
Hydrocodone/ Hydromorphone	-----	Hydrocodone Hydromorphone	40 ng/mL 40 ng/mL
Oxycodone/ Oxymorphone	-----	Oxycodone Oxymorphone	40 ng/mL 40 ng/mL
6-Acetylmorphine	-----	6-Acetylmorphine	4 ng/mL
Phencyclidine	10 ng/mL	Phencyclidine	10 ng/mL
Amphetamine/ Methamphetamine	50 ng/mL	Amphetamine Methamphetamine	50 ng/mL 50 ng/mL
MDMA/MDA	-----	MDMA ¹ MDA ²	50 ng/mL 50 ng/mL

The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per milliliter (ng/mL).

Title: SNOW REMOVAL ON MUNICIPAL ROADWAYS

Policy No: 4011

Effective Date: January 8, 2018

Motion Number: 18.01.21

Supersedes Policy No: OP 28

Review Date: January 8, 2018



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To ensure that all Greenview roadways are maintained to a standard that allows for safe passage.

POLICY

To establish guidelines to ensure the operation of a consistent Snow Removal program on Municipal roadways.

Snowplowing will be performed in the following order of priority:

- a) Arterial Roads
- b) School Bus Routes and Turnarounds, and Collector Roads
- c) Residential Access Roads
- d) Driveways and Community Facilities
- e) Utility Right-Of-Ways and Alleyways
- f) Farmland Access Roads

Snow plowing priorities may vary to allow for efficient operations.

Greenview will make reasonable effort to open all roads within five days following a significant snowfall.

ARTERIAL ROADS/PAVED SURFACE:

1. Positive communications with the R.C.M.P., Alberta Motor Association, Alberta Transportation, and local contacts will be maintained to assist in the gathering of accurate road conditions.
2. Snow plowing is to commence when accumulations of snow reach 3 to 4 centimeters and conditions are safe to do so. Curves and hills and other safety factors may require earlier attention.
3. Salt and sand are to be utilized when weather and snow/ice conditions make it practical.

ARTERIAL ROADS/GRAVEL SURFACE:

1. Snow plowing should commence when snow reaches a depth of 5 to 10 centimeters on the roadway. Drifting conditions may necessitate earlier attention.

2. It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
3. Winging of snow into the ditch should be commenced before accumulations reach 30 centimeters along the shoulder edge.
4. Every effort should be made to ensure driveways and connecting roads are not plugged with snow.

LOCAL ROADS:

1. Plowing of local roads is to commence when arterial, school bus routes, and collector priorities have been plowed and safety conditions allow.
2. Plowing should commence when snow reaches a depth of 5 to 10 centimeters on the roadway, in accordance to priorities established above. Drifting conditions may necessitate earlier attention.
3. It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
4. Winging of snow into the ditch should be commenced before accumulations reach 30 centimeters along the shoulder edge.
5. Farmland access roads are to be plowed a minimum of twice yearly, unless they are being utilized to such an extent that more frequent maintenance is required.
6. Driveways will be plowed when time allows, and the Snow Removal/Resident Driveways Policy has been followed.
7. Driveway plowing may be done in conjunction with other plowing when it is efficient to do so.
8. Employees will adhere to guidelines as defined in the Transportation Procedural Manual. If a contradiction between policy and procedures arises, the Manager of Operations or his/her designate will resolve the issue and recommend amendments.

Title: ROAD INSPECTIONS & MAINTENANCE

Policy No: 4013

Effective Date: December 13, 2016

Motion Number: 16.12.560

Supersedes Policy No: OP 20 & 25



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish guidelines to ensure the operation of a consistent maintenance program.

POLICY

1. Road Inspections are to be performed on a continuous basis.
2. Road maintenance work will adhere to guidelines as defined in the Greenview Engineering Design & Construction Standards and is to be performed as needed in the following priority sequence:
 - 2.1 Arterial Roads
 - 2.2 Bus Routes, Collector and Market Roads
 - 2.3 Residential Access
 - 2.4 Farmland Access
 - 2.5 Utility Right-of-Ways/Alleyways

GRAVEL SURFACE

1. The roadway should be bladed to remove all potholes, washboards and ruts. Shoulders should be kept free of grass and sod. The proper crown and super elevation rates are to be maintained as per procedure manual.
2. Roads Supervisors will coordinate mowing and brushing operations with regular maintenance operations to ensure efficient delivery of all programs and will inform the Manager of Agricultural Services for specific weed control locations.

COLD MIX & ASPHALT CEMENT PAVEMENT (ACP) SURFACE

1. Crack sealing on ACP projects will be done on a yearly basis, or as otherwise deemed necessary by the Manager of Operations or their designate.
2. General patching will be undertaken on a yearly basis. The areas to be patched will be prioritized based on safety concerns. Minor patching will be done as the budget allows.
3. Emergency patching will be undertaken on a case-by-case basis with an emphasis on preserving safety. A stockpile of patching material is to be kept available at all times.

4. Line painting will be evaluated on a yearly basis and repainting will be done as deemed necessary by the Manager of Operations or their designate. When possible, painting will be done after crack sealing and patching.

Title: Snow Removal Rural Residential Driveways

Policy No: 4020

Effective Date: May 11, 2020

Motion Number: 20.05.280

Supersedes Policy No: OP 24

Review Date: May 11, 2023



Purpose: To establish guidelines under which driveway clearing services may be provided to rural residents of Greenview.

DEFINITIONS

Greenview means the municipal corporation of the Municipal District of Greenview No. 16.

Hamlet Residential Property means residential property located within a hamlet within Greenview, including Little Smoky, Ridgevalley, DeBolt, Landry Heights, Grovedale and Grande Cache.

Non-resident means a commercial or institutional property.

Rural Resident means a resident residing outside the boundaries of a hamlet of Greenview.

POLICY

1. Driveway snow removal for rural residents of Greenview will be provided by Greenview on a low priority basis.
2. Rural Residents who wish to have their driveways cleared must first enter into a one-time “Snowplowing Private Driveways” Agreement on the necessary forms releasing Greenview, and Greenview employees and agents from any potential liability arising from snowplow operations on private property.
3. The snowplowing service fee will be established by Council in the “Schedule of Fees” for Greenview.
4. This policy does not apply to non-residential property and hamlet residential property.
5. Private parking areas, granary access, hay access, and other areas are not considered driveways, and will not be cleared.
6. The driveway will be cleared only when all other priorities have been completed.
7. An exception is made to this policy for the Grande Cache Co-operatives as follows provided Permission to Enter agreements are signed by each Co-operative.

7.1 Residents of the Co-operatives may purchase, in advance, snowplow flags for residential driveways from the Grande Cache Public Services Building for

snowplowing services. The fee is established by Council annually in accordance with the "Schedule of Fees" for Greenview. The fee for one flag shall be for each 400 meters, or portion thereof, of driveway to be cleared.

7.2 Snowplowing is to be provided at no charge by Greenview to the school bus routes located within the Grande Cache Co-operatives.

PROCEDURE

8. The Resident will be issued a snowplow sign indicating the resident's Agreement number. The snowplow sign is to be placed at a location that is easily visible to the operator when the Resident is requesting the snowplow service. The operator will record the agreement number acknowledging that the driveway has been plowed.
9. Greenview will forward statements to the Resident showing all charges incurred by the Resident for snowplowing completed by Greenview and the Resident will be required to pay for all charges not later than thirty (30) days immediately following the date of the invoice. In the event that the Resident does not pay his/her account, Greenview will not perform further snowplowing until the account is paid and any account remaining outstanding will be a debt due to Greenview.
10. The operator will have the right to refuse to clear a driveway should they have any doubts about safety, equipment damage, or the ability to exit the site.
11. If a renter does not pay the required fee, it will be applied to the landowner as per the "Snowplowing Private Driveways" Agreement.



GREENVIEW'S CONTRACTORS HANDBOOK

Updated January 26, 2021

Table of Contents

Emergency Contacts3

Definitions.....4

Introduction.....5

Contractor Orientations – General.....5

Pre-Qualification – General5

Managers & Supervisors (Acting As Greenview Contractor Representative) And Prime Contractor6

Performance Evaluations.....7

Documentation.....8

Greenview Contractor Health And Safety Management Program Review8

References9

Greenview Health And Safety Policy11

Greenview Safety Rules13

Contractor Safety Policy17

Appendix I – Prime Contractor Agreement24

Appendix II – Pre-Qualification Form25

Appendix III – Contractor Safety Orientation Questionnaire (*Hand Into Greenview*).....29

Appendix IV – Greenview Contractor Safety Orientation - Acknowledgement32

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 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 matric 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 No

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 No

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

If your company has COR, SECOR, a SMS or said yes to parts of SMS (optional):

- Attach a copy of the **completed formal hazard assessment for overall company scope of work.** (Not a field level or site-specific hazard assessment)
- Provide frequency and percentage of compliance for work site safety inspections:
Frequency: _____ Compliance: _____ %
- Provide frequency and percentage of compliance for safety meetings:
Frequency: _____ Compliance: _____ %
- If “Yes” to subcontractor management in SMS, attach a copy of the subcontractor management process.

COMPETENCY VERIFICATION (may be required)

- Provide business resumes or letter of experience for any project management and supervisors and include documentation to support the following:
 - 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.
 - Supervisor level safety qualifications. This may include courses from a university, college, trade school, or an accredited safety association such as:
 - a. LSE, AMSA, OH&S Legislation Courses
 - b. First Aid/CPR
 - c. Incident Investigation Training
 - d. WHMIS
 - Worker level safety qualifications:
 - a. First Aid/CPR
 - b. Job Discipline or specific training
 - c. Hazard Awareness Training
 - d. WHMIS 2015
- 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.
- Provide documentation confirming Alcohol and Drug Testing Panel 7 within past 30 days for all personnel who will be on site.

Are you responding to a request proposal? Yes No

If “Yes” cite proposal name/number: _____

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.

*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. 	

<p>List of Attachments:</p> <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 RESPONSIBLITIY 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.