



**MUNICIPAL DISTRICT OF GREENVIEW**

# **EXPRESSION OF INTEREST PACKAGE (EOIP)**



# MUNICIPAL DISTRICT OF GREENVIEW

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

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.

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, sub-contractors, 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.

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 s32 of the FOIP Act is satisfied.

The Contractor shall not use, either directly or indirectly, records or personal information except for the expressed purpose of performing its obligations in the Contract. After the termination or expiry of the Contract, the Contractor, its employees, sub-contractors and agents shall not use any records and personal information in relation to this Contract for any purpose.

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## EMERGENCY CONTACTS

FIRE DEPARTMENT	Valleyview, DeBolt, Grovedale, Fox Creek, Grande Cache	911
TO REPORT FOREST FIRES		310-FIRE(3473)
RCMP	Valleyview	911 780-524-3343
	Grande Prairie	911 780-830-5700
HOSPITAL	Valleyview	911 780-524-3356
	Grande Prairie	911 780-538-7100
	Grande Cache	911 780-827-3701
	Fox Creek	911 780-622-3545
ALBERTA HEALTH 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
	<b>AFTER HOURS EMERGENCY</b>	1-866-524-7608
ENVIRONMENTAL SERVICES & REGIONAL LANDFILL	Manager – Doug Brown	1-780-524-7638
FACILITIES MAINTENANCE	Manager – Wayne Perry	1-780-524-7609
AGRICULTURE SERVICES	Manager – Sheila Kaus	1-780-524-7658
REGIONAL FIRE CHIEF	Wayne Brown	1-780-524-7628
CONSTRUCTION & ENGINEERING	Manager – Leah Thompson	1-780-524-7610
OPERATIONS	Manager – Josh Friesen	1-780-524-7616
SAFETY ADVISOR	Melanie Mezo	1-780-827-7303
HEALTH AND SAFETY COORDINATOR EAST	Trina Hutchinson	1-780-552-4404
HEALTH AND SAFETY COORDINATOR WEST	Lori Monette	1-780-552-4253

## DEFINITIONS

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**ARHCA** - Alberta Road Builders and Heavy Construction Association's equipment rental rates guide & membership roster

**Base Equipment** – Equipment with the ability to have an attachment.

**Base within Greenview** - An established location which is owned, leased, or rented from which the contractor is permitted to and does actively carry out business within the geographical boundaries of the MD of Greenview.

**BLF** - Basic Loading Factor

**CAO** - Chief Administrative Officer

**Competent** - A person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision

**Contain** - To have, hold, control, or restrain

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

**COR** - (Certificate of Recognition) An Occupational Health and Safety Accreditation Program that verifies a fully implemented safety and health management system which meets national standards

**CSA** - Canadian Standards Association

**Current** - A model of equipment which was or is available as a new machine in the current or previous (3) year(s), as per ARHCA

**Dangerous Work** - 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

**Eliminate** - To completely remove or get rid of something from consideration

**EOI** - Expression of Interest

**EOIP** - Expression of Interest Package

**ERP** - Emergency Response Plan

**FLHA** - Field Level Hazard Assessment

**FOIP** - Freedom of Information & Privacy

## DEFINITIONS

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**Hazard** - Any source of potential damage, harm or adverse health effects on something or someone

**Hazard Assessment** - 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

**HSE** - Health, Safety and Environment

**Imminent Danger** - Any danger that is not normal for that occupation or one which someone working that job would normally accept

**Incident** – An occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities.

**ISO** - (International Standard Organization) 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

**Isolation of Hazardous Energy** - Isolating the system from its primary power source and residual energy

**JHA** - Job Hazard Assessment

**Legible** - Clear enough to read

**Long Job** - Five (5) day minimum up to a twenty (20) day maximum per job

**Near-Miss** - A narrowly avoided collision or other accident

**Non-Current** - A model which is no longer current but is commonly found on sites in Alberta doing production work, as per ARHCA

**Owner** - 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 the owner's obligations under the OHS legislation

**OHS** - Occupational Health & Safety

**OHS&E** - Occupational Health, Safety and Environment

## DEFINITIONS

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**Orientation** - The determination of the relative position of something or someone. The act or process of orienting or of being oriented

**Poor Housekeeping** - Untidiness, disorder, poor storage of materials and stock

**PPE** - Personal Protective Equipment

**Policy** - A course or principle of action adopted or purposed by a government, party, business, or individual

**Powered Mobile Equipment** - 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

**Previous** - Older equipment that is generally no longer used for high production work, as per ARHCA

**Prime Contractor** - 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 worksite

**Procedure** - Established or official way of doing something

**Rain Out Day** – Day of Active work suspended due to rain and/or poor weather conditions. Contractor must be physically on work site prior to being released from work by site foreman.

**Reduce** - To make smaller or less in amount, degree, or size

**Revise** - To re-examine and make alterations to. To modify or make changes to the sequence of steps

**SECOR** – (Small Employer Certificate of Recognition) for businesses with 10 or fewer employees

**Short Job** – Two (2) days up to a five (5) days maximum per job

**SDS** - Safety Data Sheet

**SMS** - Safety Management System

**WCB** - Worker's compensation Board



# MUNICIPAL DISTRICT OF GREENVIEW

## What's New For 2023 - Highlights

### ❖ Invoicing

- Invoices must be submitted within 30 days from job completion and/or the 15<sup>th</sup> and the 30<sup>th</sup> of the month. Failure to do so will result in suspension from EOI call list until invoices are received.

### ❖ Additional defined:

- **Base Equipment** – Equipment with the ability to have an attachment.
- **Rain Out Day** – Day of Active work suspended due to rain and/or poor weather conditions. Contractor must be physically on work site prior to being released from work by site foreman.

### ❖ Insurance

- Greenview now requires a Certificate of Insurance naming The Municipal District of Greenview No. 16 as additional insured to be submitted as part of the contractors Expression of Interest Submission.

### ❖ A copy of the 2022 ARHCA Equipment Rental Rates Guide will be available for viewing at one of the following Greenview offices:

- **Administration Office**, 4806-36 Avenue, P.O. Box 1079, Valleyview, T0H 3N0
- **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, AB T0H 1X0
- **Grande Cache Public Service Building**, 10002 Shand Avenue, Grande Cache T0E 0Y0
- **DeBolt Public Service Building**, 1115 Twp Rd 721A, Box 1079, Valleyview, T0H 3N0

### ❖ Subject to Change

- Greenview shall have the right to change policies, rates, and conditions. Contractors will be notified by the email address provided in their Expression of Interest package submission. Reasonable timelines will be set for acknowledgement of changes. Additional documents shall become addenda to the agreement and shall form part of this agreement.

### ❖ Contractors are to submit complaints & inquiries regarding not receiving calls for work or perceived unfairness in writing to [mdgvip@mdgreenview.ab.ca](mailto:mdgvip@mdgreenview.ab.ca). No other forms of communication will be accepted.



## EOI Fact Sheet

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- ❖ All requested information must be completed in the Expression of Interest Packages. (EOIP)
- ❖ **Invoicing**

Contractors will submit their invoices on the 15th and the 30th of the month, to which Greenview has 28 days to make payment.

  - Submit invoices with a copy of legible daily tickets to the accounts payable department via email at [Accounts.Payable@mdgreenview.ab.ca](mailto:Accounts.Payable@mdgreenview.ab.ca). The name of the on-site supervisor must be clearly marked on all invoices.
  - Invoices must be submitted within 30 days from job completion and/or the 15<sup>th</sup> and the 30<sup>th</sup> of the month. Failure to do so will result in suspension from EOI call list until invoices are received.
  - Haul cards to be submitted to onsite Supervisor or designate only
  - Greenview will not accept or condone any borrowed, rented or subcontracted base equipment
  - Greenview will not pay administrative fees, including but not limited to those associated with invoicing, daily tickets, or the corrections thereof
- ❖ **Order of equipment listed in the EOI will be by date & time packages are received by Greenview that are fully completed and not missing any requirements.**
- ❖ The EOI list system is determined by the company's base of operations address.
  - Applicants must have a base of operations located within the boundaries of the MD of Greenview, including the Town of Fox Creek, Town of Valleyview, and Sturgeon Lake Cree Nation.
- ❖ **Pick up and Submission of EOIP**

EOIP's may be downloaded at [www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)  
EOIP's may be mailed if requested, or you may pick them up at one of the following Greenview offices:

  - **Administration Office**, 4806-36 Avenue, P.O. Box 1079, Valleyview, T0H 3N0
  - **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, AB T0H 1X0
  - **Grande Cache Public Service Building**, 10002 Shand Avenue, Grande Cache T0E 0Y0
  - **DeBolt Public Service Building**, 1115 Twp Rd 721A, Box 1079, Valleyview, T0H 3N0

**Submit your sealed EOIP marked to Operations by 4:30 pm on March 15, 2023, to one of the Greenview offices listed above.**

**Any submissions received after that date will not be accepted.**

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- ❖ Travel Time (**trucking only**) is (1) one hour per day.(i.e.) Gravel trucks and water trucks
  - ❖ Current/Non-Current Equipment-
    - **Current** defines a model that was or is available as a new machine in the 2022 ARHCA
    - **Non-Current** is a model that is no longer current but is commonly found on sites in Alberta doing production work
    - **Long Job** means a twenty (20) day maximum per job.
    - **Short Job** means a five (5) day maximum per job.
  - ❖ Requesting equipment (excluding gravel trucks)- when managers, supervisors and day labour supervisors are requesting equipment, they are required to include the minimum and maximum model size or the group category range within the ARHCA 2022 equipment book for the requested equipment in order to complete the job.

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- ❖ Equipment will be paid from the 2022 ARCHA Rates for the 2023/2024 season.
  - ❖ Greenview representatives have the right to release any contractor on any day in the best interest of Greenview operations.

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- ❖ *Your company's WCB Premium Rate Statement for the current year and the prior two years is a requirement, and it must be included*
  - ❖ *SECOR and COR components of the Contractors Handbook are recommended, but they are not required*



# MUNICIPAL DISTRICT OF GREENVIEW

## Schedule “A” 2023 Greenview Equipment Contractor Registry Rates

Stockpile - 60 km or greater	\$0.20 tonne/km plus \$1.00 BLF
Stockpile FTR – 60 km or greater	\$0.22 tonne/km plus \$1.00 BLF
All Equipment & Trucks	100% of 2022 ARHCA
Labourer	\$41.00 per hour
Chainsaw Labourer	\$45.00 per hour
Crew Truck	\$170.00 per day*
<b>2022-ARHCA RATES – Gravel Trucks</b>	
Base rate taken from 2022 ARHCA book – Fuel surcharges are applied by motions of Council.	
Tandem Axle Dump Truck	\$134 per hour
Tri-Axle Dump Truck	\$154 per hour
Tandem Axle Dump Truck c/w Tandem Axle Pup	\$185 per hour
Tandem Axle Dump Truck c/w Tri-Axle Pup	\$188 per hour
Tandem Axle Dump Truck c/w Tri-Axle Wagon	\$193 per hour
Tandem Axle Dump Truck c/w Quad Wagon	\$202 per hour
Tri-Axle Dump Truck c/w Tandem Axle Pup	\$205 per hour
Tri-Axle Dump Truck c/w Tri-Axle Pup	\$208 per hour
Tri-Axle Dump Truck c/w Quad Wagon	\$222 per hour
Tandem Axle Semi-Tractor c/w Tandem Axle End Dump	\$172 per hour
Tandem Axle Semi-Tractor c/w Tri-Axle End Dump	\$180 per hour
Tandem Semi-Tractor c/w Tandem Axle End Dump & Tandem Axle Pup	\$195 per hour
Tandem Semi-Tractor c/w Tri-Axle End Dump & Tandem Axle Pup	\$208 per hour
Tandem Semi-Tractor c/w Tandem Axle Clam Dump or Belly Dump	\$172 per hour
Tandem Semi-Tractor c/w Tri-Axle Clam or Belly Dump	\$180 per Hour
Tri-Axle Semi-Tractor c/w Tandem Axle End Dump	\$204 per hour
Tri-Axle Semi-Tractor c/w Tri-Axle End Dump	\$212 per hour
Tri-Axle Semi-Tractor c/w Tandem Axle Clam or Belly Dump	\$204 per hour
Tri-Axle Semi-Tractor c/w Tri-Axle Clam or Belly Dump	\$212 per Hour

- All equipment rates will be taken from the 2022 ARHCA at 100% unless otherwise mentioned and are subject to change.
- Fuel Surcharge are applied by motions of Council.
- Equipment will only be paid for the hours worked. Contractors are not to charge for breakdowns, lunch breaks, etc.
- Rainout days paid 3 hours maximum, and crew truck paid out at ½ day rate.
- Travel time (on hourly trucking only) is one (1) hour per day. (i.e.) gravel and water trucks
- Gravel trucks and water trucks operating on the Forestry Trunk Road will be compensated an additional \$10.00 per hour.

\*Crew truck rate includes the driver, equipment operator, and/or labourers travel time



## MUNICIPAL DISTRICT OF GREENVIEW

### Schedule “A” 2023 Greenview Equipment Contractor Registry Rates

2022 ARHCA RATES – Water Trucks	
Base rate taken from 2022 ARHCA book – Fuel surcharges are applied by motions of Council.	
5464 – 6825 Litres	\$91.75 per hour
6826 - 8417 Litres	\$97.00 per hour
8,418 – 10,920 Litres	\$109.25 per hour
10,921 – 13,650 Litres	\$116.50 per hour
13,651 - 16,380 Litres	\$131.00 per hour
16,381 – 19,110 Litres	\$147.25 per hour
19,111 – 21,840 Litres	\$160.75 per hour

Water trucks will be compensated up to maximum capacity listed on page 212 of the 2022 ARHCA Rental Rate Guide unless it is required to haul at a higher legal capacity.



# MUNICIPAL DISTRICT OF GREENVIEW

Agreement #: AG 23-E\_\_\_\_\_

## Expression of Interest Agreement

All equipment-related definitions and rates can be found in the 2022 *Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster* (ARHCA).

1. Expressions of Interest will only be accepted when submitted on the attached "EXPRESSION OF INTEREST" form(s). All requested information **MUST** be provided. Any changes or corrections to the information provided must be initialed by the Equipment Contractor prior to submission.

Additional forms, if required, may be obtained at the following Greenview Facilities: Administration Building (Valleyview), Public Service Building (Grovedale), Grande Cache Public Services Building, DeBolt Public Service Building and at

<https://mdgreenview.ab.ca/departments/operations-services/operations/>

Original photocopied forms will be acceptable. Information submitted that is not on Greenview forms **WILL NOT BE ACCEPTED.**

2. Company or owner/operator equipment must provide proof of insurance for each piece of equipment submitted. Equipment identifications such as make, model, year and ARHCA guide group number for each unit must be listed. Serial numbers are required for gravel trucks and heavy equipment.

Base equipment must be owned by the EOI applicant and not rented. Attachments can be rented, if necessary, with the approval of the Greenview Representative. Attachments allowed with approval include, but are not limited to, gravel trailers, excavator attachments, etc. Greenview will not pay for any time to pick up or return rental attachments.

3. **List all owned attachments (dozer, scraper, etc.) available for use with each base unit. Attachments will be added as required at the Manager of Operations discretion or their designate. Attachments will be paid according to the ARHCA guide and as per Policy 4004. Please note Expressions of Interest are for standard machines only. All non-standard attachments will be paid as specified in the 2022 ARHCA guide.**

Equipment attachments will **only** be paid when in use for hours approved on daily time tickets at the rates specified in the ARHCA guide based on the equipment percentage rates set in Policy 4004.

Rates include Equipment Contractors wages, Workers' Compensation Board coverage, insurance, fuel, oil, repairs, servicing, administrative fees, and all other costs associated with owning and operating equipment.

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## MUNICIPAL DISTRICT OF GREENVIEW

4. **The Expression of Interest Package must be signed by the owner(s) of the company only.**
5. **In the case of a partnership, all parties must sign the Expression of Interest form. In the case of a corporation, the Expression of Interest form must be signed off by an officer of the company and an official company seal affixed.**
6. The "EXPRESSION OF INTEREST" forms must be returned in the sealed envelope marked "EXPRESSION OF INTEREST," addressed to the **Manager of Operations** at one of the following Greenview offices by March 15, 2023.
  - **Administration Office**, 4806-36 Avenue, PO Box 1079, Valleyview, T0H 3N0
  - **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, T0H 1X0
  - **Grande Cache Public Service Building**, 10002 Shand Avenue, Box 300, Grande Cache, T0E 0Y0
  - **DeBolt Public Service Building** (Open Wednesday & Thursday only), 1115 Township Road 721A, PO Box 1079, Valleyview, T0H 3N0

### **CLOSING DATE FOR SUBMISSIONS IS MARCH 15, 2023, AT OFFICE CLOSING TIME (4:30 pm)**

7. Sufficient proof of the company's base within Greenview (physical address) may be requested – i.e., corporate documents of company ownership and title or lease agreement. Site inspections of the company's operations may be requested to verify compliance.
8. Greenview does not assume responsibility for any errors or misunderstandings that may result from the Bidder requesting rental rate information from the "The Alberta Roadbuilders Heavy Construction Association, 2022 Equipment Rental Rates and Membership Roster".
9. Mailed Expression of Interest submissions must be sealed and postmarked prior to the advertised Expression of Interest closing date and time. All other submissions of the Expression of Interest package will be required to be received prior to the closing date and time as advertised.
10. Greenview reserves the right to disqualify any Expression of Interest packages that are incomplete after the closing date.
11. Subcontracting by EOI Contractors is prohibited.
12. **HIRING PROCEDURES**

The following considerations may apply when hiring an Equipment Contractor: past performance, operator experience/quality of work, reliability of equipment, safety record as per policy 4004.

Greenview is not obligated to leave voice messages when contractors are unable to answer their phone. At the discretion of the EOI position, the call order may skip contractors who miss phone calls during regular business hours.

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## MUNICIPAL DISTRICT OF GREENVIEW

Order of equipment listed in the EOI will be by date & time packages are received by Greenview that are fully completed and not missing any requirements.

Greenview reserves the right to release any operator and/or equipment due to abuse, discrimination, harassment and/or belligerent behaviour.

### 13. 5/20-DAY CAP

The **5/20-day cap** on equipment hired by Greenview applies to Short Job(5) or Long Job (20) rotation.

- If the 5/20-day cap expires on a piece of equipment from EOI list and there is no other equipment available, then this piece of equipment can stay on that project up to an additional 5/20 days if required.
- Greenview representatives will determine when the 5/20-day cap can and will be used in Greenview's best interest.
- Greenview does not guarantee 5/20 days of work. Equipment may be released at any time, at the discretion of the supervisor.

Equipment Contractors who provide skid steers, vacuum trucks, low beds to haul equipment, or miscellaneous items may work on a short job rotation (5-day max). All other equipment will work on a long job rotation (20-day max). Greenview representatives have the right to release any contractor on any day in the best interest of Greenview operations.

### 14. ACCEPTANCE OF THE EOI PACKAGE

The acceptance of the EOI package submitted by the Equipment Contractor must be reviewed and approved by Greenview. Acceptance of the Expression of Interest package does not guarantee that equipment submitted will be hired.

### 15. THE EQUIPMENT CONTRACTOR SHALL

- a) Ensure that all materials and equipment are cleaned and disinfected to be free of weeds, weed seeds and pests prior to entry and departure of the project site.
- b) Provide any or all units and attachments quoted when requested by Greenview, if available.
- c) Maintain the equipment in good working condition for the duration of the project.
- d) Supply suitably trained, qualified and skilled operators.
- e) No equipment shall be removed from the project site without prior notification and approval from Greenview.
- f) Ensure that all equipment remains on Greenview Road right-of-way or property when loading/unloading equipment or gravel truck turnarounds.

**Trespassing on private property is not permitted.**

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## MUNICIPAL DISTRICT OF GREENVIEW

- g) If there is a concern regarding the worksite, the contractor shall first seek to report it through discussion with the Project Supervisor. If the Supervisor does not resolve the concern, the contractor should advance the matter in writing by reporting their concern to the Manager or Director who is responsible for the worksite.
- h) Contractors are to submit complaints & inquiries regarding not receiving calls for work or perceived unfairness in writing to [mdgvip@mdgreenview.ab.ca](mailto:mdgvip@mdgreenview.ab.ca). No other forms of communication will be accepted. Please indicate the appropriate project supervisor or department manager on the communication.
- i) Contractors must be in good standing with Greenview to be considered for calls for work from the EOI registry.
- j) Provide vehicle tare weights prior to each job if requested by Greenview.
- k) Haul to capacity within legal limits.
- l) Agree that water trucks will be compensated up to maximum capacity listed on page 212 of the 2022 ARHCA Rental Rate Guide unless it is required to haul at a higher legal capacity.
- m) Provide accurate information regarding all required aspects of equipment.
- n) Be responsible to arrive on location with requested equipment which may not be substituted unless approved by Greenview.

**Failure to comply with the above may result in termination of hire by Greenview. If the Contractor's EOI submission is terminated, the Equipment Contractor shall arrange and be responsible for the cost of removing hired equipment from the job site.**

### 16. EQUIPMENT BREAKDOWN AND REPLACEMENT

In the event of equipment breakdown, the Equipment Contractor may replace the unit with a similar unit with prior approval by Greenview. The replacement unit will be paid at the same ARHCA rate quoted for the original unit or at the replacement unit's ARHCA rate, whichever is less.

The Equipment Contractor shall arrange and be responsible for the cost of all equipment mobilization and demobilization related to equipment breakdown and replacement.

Once committed to a job, the base unit may not be hired for any other projects until the initial job is complete and/or the day cap has been reached.

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# MUNICIPAL DISTRICT OF GREENVIEW

## 17. EQUIPMENT UPGRADING AND REPLACEMENT

If the Equipment Contractor chooses to upgrade their equipment on a job site with a newer, similar unit, they may do so with prior approval by Greenview. The replacement unit will be paid at the same ARHCA rate quoted for the original unit for that job.

The Equipment Contractor shall arrange and be responsible for the cost of all equipment mobilization and demobilization related to equipment upgrading and replacement. If the replacement unit cannot be provided in a timely manner as determined by the project supervisor, Greenview reserves the right to release the unit from the job.

## 18. INSURANCE

The Equipment Contractor shall, at their own expense and without limiting their liabilities herein, ensure their operations under a contract of either Comprehensive or Commercial General Liability, with an insurer licensed in Alberta, in an amount not less than **\$2,000,000.00** inclusive per occurrence (annual general aggregate, if any, not less than **\$2,000,000.00**) insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability, products and complete operations liability, operation of attached equipment and towing/on-hook coverage and employees as additional insureds.

Where applicable, the Equipment Contractor shall maintain Cargo Legal Liability Insurance Coverage in an amount not less than **\$50,000** per occurrence

The Equipment Contractor shall maintain automobile liability on all vehicles owned, operated, or licensed in the name of the Equipment Contractor in an amount not less than **\$2,000,000.00**.

A Certificate of Insurance naming The Municipal District of Greenview No. 16 as additional insured, shall be provided with the EOI submission. The policy shall be endorsed to provide Greenview with not less than 30 days advance notice of cancellation or material change restricting coverage.

## 19. WORKERS COMPENSATION

The Equipment Contractor shall, at their own expense, provide and maintain Worker's Compensation Coverage for themselves and all their employees during the term of employment with Greenview.

The Equipment Contractor must provide Greenview with proof of an active Worker's Compensation account as well as, their employer premium rate statement for the previous 2 years if applicable when submitting their package.

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# MUNICIPAL DISTRICT OF GREENVIEW

WCB clearance letters are not required with invoices. Greenview monitors daily WCB reports to verify that contractors have active WCB accounts.

If Greenview becomes aware that a Contractor is working on a Greenview jobsite without active WCB coverage, for any reason, that Contractor will be suspended from all Greenview job sites for one (1) week (7 consecutive days), will be removed from the job they are on, and reset in the call order.

Each Contractor's responsibility is to ensure they have both an active and valid WCB account relevant to the industry and work they are performing. If a Contractor does not have the appropriate coverage, they will be considered as not having coverage.

Each Contractor's responsibility is to ensure their WCB payments are made on time.

## **20. GREENVIEW AUTHORITY**

Greenview has the authority to regulate and direct hours, locations, and nature of the work. Greenview has the authority to suspend the work.

Upon receiving notice to suspend work, the Equipment Contractor shall immediately stop working and shall not remove any equipment from the job site without permission by Greenview.

The Equipment Contractor shall not have any claim for compensation or damages against Greenview for any suspension, stoppage, hindrance, or delay of the work from any cause whatsoever.

## **21. EQUIPMENT CONTRACTOR'S DUTY AND IDEMNIFICATION**

The Equipment Contractor and all persons under their direction, management, and has a duty to use due care to ensure that no person is injured, or property damaged throughout the duration of work and will at their own expense make such provisions as may be necessary to avoid any such injury or damage.

The Equipment Contractor will indemnify and hold harmless Greenview, its employees, and agents from any and all claims, demands, actions and costs whatsoever that may rise directly or indirectly out of any action or omission of the Equipment Contractor their employees or agents in the performance of the work.

## **22. OCCUPATIONAL HEALTH AND SAFETY**

The Equipment Contractor will familiarize themselves, their employees, and agents with the safety-related terms of the Expression of Interest. Equipment Contractors and their employees are

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## MUNICIPAL DISTRICT OF GREENVIEW

required to complete a **mandatory** Greenview safety orientation as well as complete or review the site-specific hazard assessment prior to starting the project. All safety-related Incidents must be reported to Greenview immediately.

### 23. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

The Equipment Contractor acknowledges and agrees that the Freedom of Information and Privacy (FOIP) Act applies to all Records and Personal Information relating to, or obtained, generated, compiled, collected, or provided under or pursuant to this EOIP.

The Equipment 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.

The Equipment Contractor is responsible for ensuring complete compliance of any of those persons for whom the Equipment 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 Equipment Contractor becomes aware of a breach of any of these terms or conditions, it shall notify Greenview immediately in writing.

The Equipment Contractor must ensure that each party for whom it is responsible at law is aware of the requirements of the FOIP Act in the discharge of the EOIP.

No personal information may be collected by the Equipment Contractor, its employees, or agents unless the collection is authorized under this EOIP, or the collection is expressly authorized by Greenview in writing in advance of any collection taking place. No personal information shall be collected unless s32 of the FOIP Act is satisfied.

The Equipment Contractor must collect personal information in accordance with the FOIP Act and Regulations.

The Equipment Contractor shall not use, either directly or indirectly, Records or Personal Information except for the express purpose of performing its obligations in the EOIP. After the termination or expiry of the EOIP, the Equipment Contractor, its employees, subcontractors, and agents shall not use any Records and Personal Information in relation to this EOIP for any purpose.

### 24. SAFETY POLICY AND PROCEDURES

Greenview enforces its own safety policy and procedures. Equipment contractors must adhere to "***Greenview's Contractor's Handbook.***" Please complete the questionnaire in the back of the booklet, date and sign the acknowledgment and return with your Expression of Interest package. **Expressions of Interest received without this acknowledgment will be considered incomplete.**

Initial \_\_\_\_\_



# MUNICIPAL DISTRICT OF GREENVIEW

Equipment Contractors with more than one piece of equipment are only required to submit one Safety Acknowledgment.

Please contact Greenview for any safety related support required at [safety@mdgreenview.ab.ca](mailto:safety@mdgreenview.ab.ca).

**Greenview and Alberta Occupational Health and Safety encourage Equipment contractors to have a written safety policy and safety procedures manual. For more information on establishing this type of program, contact:**

**Occupational**

**Health & Safety**

**1.866.415.8690**

All Equipment and all work shall meet all current safety regulations contained in the Expression of Interest package.

## **25. POLLUTION AND ENVIRONMENTAL CONTROL**

It is the Equipment Contractor's responsibility to familiarize themselves with the applicable legislation and regulations concerning pollution and environmental control, obtain all necessary permits and approvals and conduct their operations according to the legislation and regulations.

The Equipment Contractor will be responsible for any pollution or environmental damages. If they fail to do so, Greenview may, without further notice, arrange the clean-up at the sole expense of the Equipment Contractor.

## **26. PAYMENT**

The Equipment Contractor will submit their invoices on the 15th and the 30th of the month, or upon completion of the project which the contractor was hired for. The Equipment Contractor has 30 days from the previously stated dates to submit a valid invoice. Greenview has 28 days to make payment upon receipt of valid invoice. Failure to submit invoices within the timeline will result in being suspended for the EOI call list until the situation has been rectified. The hired company/operator will submit to the Supervisor **LEGIBLE** daily time tickets/haul cards for approval and signature. Supervisors may terminate Equipment Contractor that does not adhere to this requirement or refuse to provide the legible documentation as requested by the Supervisor.

Greenview will not pay administrative fees, including but not limited to those associated with invoicing, daily tickets, or the corrections thereof.

Initial \_\_\_\_\_



# MUNICIPAL DISTRICT OF GREENVIEW

THE EQUIPMENT CONTRACTOR MUST INCLUDE THE FOLLOWING INFORMATION ON EACH INVOICE AND DAILY TICKET FOR THE PERIOD INVOICED.

- Submit invoices with a copy of legible daily tickets to the accounts payable department via email at [Accounts.Payable@mdgreenview.ab.ca](mailto:Accounts.Payable@mdgreenview.ab.ca).
- ***The name of the on-site supervisor must be printed on all invoices and tickets***
- Job ID/Location of work and type of work completed
- Dates worked including daily hours and time worked (e.g., 8:00 am – 6:00 pm)
- ***Description of unit and attachments with approved rates (model #, make, attachment)***
- Daily time tickets signed and approved by an authorized Greenview staff/representative
- ***All applicable invoices must include daily time tickets with all the above information***
- GST account number

## 27. 2023-2034 EQUIPMENT MOVES AND HAULING RATES

For work within Greenview, all equipment moves will be paid as per the 2022 ARHCA.

Greenview will compensate the Equipment Contractor for the cost of all required permits for approved equipment moves. ***Please note that copies of these permits must be submitted with your invoice prior to payment.***

## 28. Scheduling

Once a contractor has committed to a job, if work is refused for any other reason, other than breakdown or emergency, the EOI person will reiterate that Greenview is requesting equipment for the job presently and the Contractors schedule may not be able to be accommodated. The Contractor will be given one verbal warning, if a second incident occurs the contractor will be given a written warning and will be removed from the EOI list for 1 (one) year.

## 39. TERMINATION OF AGREEMENT

If a Contractor is in non-compliance with any policies and/or legislation outlined in the Expression of Interest package they will be given a verbal warning. If a second instance occurs, the contractor will be given a written warning, and on the third infraction the contractor will be removed from the EOI list for a period of 1 year. Infractions of a serious nature may result in immediate dismissal.

Greenview shall have the right to terminate this Agreement at any time.

Initial \_\_\_\_\_



## MUNICIPAL DISTRICT OF GREENVIEW

### 30. Subject to Change

Greenview shall have the right to change policies, rates, and conditions. Contractors will be notified by the email address provided in their Expression of Interest package submission. Reasonable timelines will be set for acknowledgement of changes. Additional documents shall become addenda to the agreement and shall form part of this agreement.

**Greenview reserves the right to release any operator and/or equipment due to abuse, discrimination, harassment and/or belligerent behaviour.**

By signing this document, I have read the Instructions to Expression of Interest Candidates. I accept the terms and conditions.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Initial \_\_\_\_\_



**MUNICIPAL DISTRICT OF GREENVIEW**

# **GREENVIEW EQUIPMENT CONTRACTORS REGISTRY POLICY AND FOIP GUIDE**



## What should a prospective contractor consider when bidding on a contract with a public body?

The prospective contractor should:

- Assess what records management considerations are likely to arise in the project. For example, a requirement to segregate records relating to the contract may add costs for the contract.
- Assess what privacy considerations are likely to arise in the project. For example, a contract to develop a course may not require consideration of privacy protection, whereas a contract to deliver training may require protection of the personal information of trainees.
- If the project will require a Privacy Impact Assessment, determine whether the expertise is available to conduct the Assessment and how this will affect any critical time lines.
- Identify any costs associated with meeting privacy requirements, such as training staff and providing appropriate safeguards.
- Consider the likelihood of requests for access to information for records relating to the project and the likely cost of retrieving information needed by the public body to respond to requests. Requests are most common for projects that are controversial or attract media attention. It may be helpful to seek advice from the program area.
- Identify any sensitive commercial or financial information in a bid and request that it be kept confidential. Confidentiality cannot be guaranteed, but a selective request for confidentiality may be persuasive in the event of an access request.

For further information about the implications of the FOIP Act on an existing or proposed contractual arrangement, contact the person responsible for the FOIP Act in the public-sector agency (called a “public body” in the FOIP Act). Contact information is available in the directory of public bodies at [foip.alberta.ca/pbdirectory](http://foip.alberta.ca/pbdirectory). Alternatively, contact:

### Policy and Governance

#### Service Alberta

3<sup>rd</sup> Floor, 10155 - 102 Street NW  
Edmonton, Alberta T5J 4L4

**Phone:** 780-427-5848

**Toll free** dial 310-0000 first

**E-mail:** [foiphelpdesk@gov.ab.ca](mailto:foiphelpdesk@gov.ab.ca)

**Website:** [foip.alberta.ca](http://foip.alberta.ca)



FREEDOM OF INFORMATION AND  
PROTECTION OF PRIVACY ACT

# Contractor's Guide to the Freedom of Information and Protection of Privacy Act

Government  
of Alberta ■



## How does the FOIP Act affect a contractor providing services to the public sector?

The *Freedom of Information and Protection of Privacy Act*, or the FOIP Act as it's commonly known, applies to information about services provided by or on behalf of “public bodies.” Public bodies include government departments, as well as “local public bodies,” such as municipalities, universities, colleges, school boards and others.

The Act requires public bodies to ensure that contractors providing services on their behalf follow the rules for collecting, using and disclosing personal information that a public body would have to follow. Public bodies cannot “contract out” of their obligations under the FOIP Act.

Contractors must meet strict standards for protecting personal information. This is especially true when a contractor manages sensitive personal information, such as health or financial information of Albertans.

The FOIP Act also requires a contractor to be able to produce records that a member of the public may request from the public body. The contractor must be able to retrieve records and provide them to the public body within a few days. These would be records about the services provided to the public, not about the contractor's own operations.

The FOIP Act, not the *Personal Information Protection Act* (PIPA), applies to the records relating to the contract. The FOIP Act does not apply to the contractor's own business information, such as the contractor's employee records.

The contractor's obligations should be clearly set out in the contract.

## What should a contractor expect in a contract with a public body?

The amount of detail in the contract will depend on the complexity and the duration of the business arrangement. However, there are some key points that are normally covered if they are applicable. The responsibility for costs should be clear in all cases.

### Records management

- What records the contractor will have to create, maintain or store
- Any special conditions governing the way records are managed
- Requirements about the return or disposal of records (such as maintaining a disposal log or ensuring that confidential records are shredded)

### Protection of privacy

- The contractor's responsibility for the actions of its employees, agents and subcontractors
- Limits on the collection of personal information, and requirements to notify individuals about the purpose of any collection of personal information
- Limits on the collection of personal information from a source other than the individual
- Limits on the use and disclosure of personal information
- Requirements respecting storage of personal information (normally only within Canada)
- Security standards (technological, physical, administrative)
- What must be done if there is a demand for disclosure of personal information
- What must be done if there is a breach of privacy

### Access to information

- Which records are considered to be under the control of the public body and can be requested under the FOIP Act

- What the contractor must do if there is a FOIP request for records in its possession (such as searching for the records, providing original records or copies, meeting time limits for responding)

### General clauses

A contract may also include clauses that affect the contractor's operations or costs. These clauses may:

- Provide for inspections or audits to monitor compliance with the contract
- Limit assignment of the contract and subcontracting (for example, approval may be required in each case)
- Require a contractor to conduct security checks on its employees (for example, if individuals will be collecting personal information from children)

## What else should a contractor be aware of?

- The public has a right to request access to information about publicly funded contracts. If information about a contract is requested under the FOIP Act, the information must be disclosed unless it can be shown that the contractor had a reasonable expectation of confidentiality and that disclosing the information would be harmful to the contractor's business interests.
- A contractor has the right to challenge a decision to disclose its business information.
- The FOIP Act includes offences and substantial penalties for intentional contravention of the Act.



# MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read the Contractor's Guide to the Freedom of Information and Protection of Privacy Act (FOIP). I accept the terms and conditions.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Title: Equipment Contractor Registry**

**Policy No: 4004**

**Effective Date: January 24, 2023**

**Motion Number: 23.01.177**

**Supersedes Policy No: 4004**

**Department: Operations**

**Review Date: January, 2025**



**Legal References:**

Prompt Payment and Construction Lien Act, R.S.A. 2000, c. P-26.4.

**Cross References:**

Policy 3016 "Safety Rules"  
Policy 3015 "Corporate Health and Safety"  
Policy 3014 "Contractors Safety"  
Policy 2004 "Employee Code of Conduct"

**Purpose:** For Greenview to compile a registry of interested equipment contractors, gravel haulers, operators and labourers (Equipment Contractors) available for casual work with Greenview at the rate and hiring process specified by Greenview.

## 1. DEFINITIONS

- 1.1. **Administration Building** means the Greenview facility located at 4806 – 36 Avenue in Valleyview.
- 1.2. **ARHCA** means Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster.
- 1.3. **Base within Greenview** means an established location which is owned, leased, or rented from which the contractor is permitted to and does actively carry out business within the geographical boundaries of the MD of Greenview.
- 1.4. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or designate.
- 1.5. **Current** means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.
- 1.6. **EOI** means Expression of Interest.
- 1.7. **EOIP** means Expression of Interest Package.
- 1.8. **EOIP Representative** means the Greenview employee primarily tasked with administering the tasks of calling and tracking EOI Contractor hiring.
- 1.9. **Greenview** means the Municipal District of Greenview No. 16.

- 1.10. **Long Job** means five (5) day minimum up to a twenty (20) day maximum per job.
- 1.11. **Non-Current** means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.
- 1.12. **Previous** means older equipment that is generally no longer used for high production work, as per ARHCA.
- 1.13. **Short Job** means two (2) day minimum up to a five (5) day maximum per job.
- 1.14. **WCB** means the Workers Compensation Board of Alberta.

## 2. POLICY STATEMENT

- 2.1. All equipment and attachment related definitions and rates can be found in the previous year's ARHCA Rate Guide.
- 2.2. Greenview will compile an annual Registry of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
- 2.3. Only Equipment Contractors with an active base of operations within Greenview will be accepted on the Registry.
  - A) For the purposes of this policy, based in Greenview includes contractors located in the towns of Fox Creek and Valleyview, as well as Sturgeon Lake Cree Nation.
- 2.4. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
- 2.5. All contractors must be in good standing with Greenview prior to the approval of their EOIP or prior to being hired after their EOIP has been accepted.
- 2.6. Greenview Council may adjust all Gravel Haul rates.

## 3. PROCEDURE

- 3.1. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies, legislation, or instructions set forth in the EOIP.
- 3.2. The following considerations may apply when hiring Equipment Contractors:
  - A) Past performance and quality of work;
  - B) Operator experience;
  - C) Reliability of equipment; and
  - D) Safety record.
- 3.3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
- 3.4. Greenview reserves the right to release any operator or equipment due to abuse, harassment or belligerent behaviour.
- 3.5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.

- 3.6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
- 3.7. Interested Equipment Contractors are encouraged to contact Greenview regarding when, where and how they can pick up and submit their EOIP which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
- 3.8. Submissions must be sealed and post marked prior to the advertised EOIP closing date, any submissions received after that date and time will not be accepted. EOIP's will be available on February 1<sup>st</sup>, or the first business day thereafter if it falls on a weekend. The EOIPs are to be received at any Greenview Public Service Building or the Administration Building by March 15, or the first business day thereafter if it falls on a weekend. On April 1<sup>st</sup> the contractors' days will reset and the new Registry will take effect.
- 3.9. Greenview reserves the right to disqualify any EOIP that is returned incomplete or past the submission deadline.
- 3.10. The Registry will entail the contractor owner's residential address and the business' physical and mailing address within Greenview.
- 3.11. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
  - A) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
  - B) Supplied proof of Workers Compensation Number; and
  - C) Signed Greenview's Contractor Handbook.
- 3.12. Base equipment must be owned and not rented. Attachments, including gravel trailers, can be rented, if necessary, with the approval of the Greenview Representative. Rented attachments may be subject to inspection for safety and suitability for work.
- 3.13. As per the previous years, ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment.
- 3.14. Equipment Contractors who provide skid steers, trucks, low beds to haul equipment or miscellaneous items may work on a Short Job rotation if it is in the best interest of Greenview's level of service. All other equipment will work on a Long Job rotation. Greenview representatives have the right to release any contractor when it is in the best interest of Greenview operations.
- 3.15. Greenview representative will determine when the 5 or 20-day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 5 or 20 days of work at a time.
- 3.16. Travel time of one (1) hour per day will be paid on trucking only.
- 3.17. Once a Contractor has committed to a job, if work is refused for any other reason, other than breakdown or emergency, the EOI person will reiterate that Greenview is requesting equipment for the job presently and the Contractors schedule may not be able to be accommodated. The Contractor will be given one verbal warning, if a second incident occurs the contractor will be given a written warning and will be removed from the EOI list for 1 (one) year.

- 3.18. Contractors must submit valid invoices accompanied with daily work tickets to [accounts.payable@mdgreenview.ab.ca](mailto:accounts.payable@mdgreenview.ab.ca) on the 15<sup>th</sup> and the 30<sup>th</sup> of the month to which Greenview has 28 days to make payment.
- 3.19. Contractors are to submit complaints & inquiries regarding not receiving calls for work or perceived unfairness in writing to the EOI Person, the project supervisor, or department manager.
- 3.20. Subcontracting by EOI Contractors is prohibited.



# MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read Policy 4004, Equipment Contractors Registry in its entirety. I accept the terms and conditions.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_



# MUNICIPAL DISTRICT OF GREENVIEW

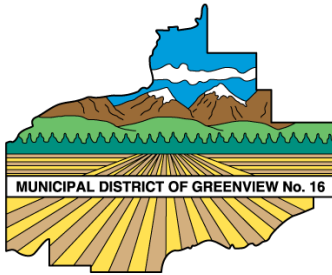
## Equipment Contractor's Check List

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- ☐ Have read the Contractor's Handbook and Signed the *Expression of Interest Agreement, Contractor's Guide to the Freedom of Information and Protection of Privacy Act Guide and all Policies* included in the Expression of Interest package.
  - Equipment Contractor Information completed on Greenview Expression of Interest Forms **ONLY**.
  - Equipment Contractor contact information must include the physical address of the company's base of operations.
  - Description of equipment including attachments, unit number, serial number, year, make & model, ARHCA guide group number capacity.
  - Certificate of Insurance
  - Expression of Interest Agreement has been initialled on the bottom of each page as well the acknowledgement has been signed. (Page 22)
  - Must return acknowledgements on pages 26 & 31 signed and dated as required.
  - Current WCB Clearance Letter, WCB Premium Rate Statement for current and prior two years.
  
- ☐ *Contractor Safety Orientation Questionnaire and Acknowledgement* – (See Appendix II, III & IV in the Contractor's Handbook Appendix portion of the EOI package) completed and signed. SECOR & COR is optional.
  - *Pages 26-29 of Contractor's Handbook completed and signed.*
  - *Quiz & Acknowledgement (pages 30-33 of Contractors Handbook completed & signed)*
  - *Pages 16 & 22 of Contractor's Handbook signed and initialled as required.*
  
- ☐ Return sealed and **COMPLETED** Expression of Interest Package addressed to **Operations** at one of the following Greenview offices by **March 15, 2023**, before closing time at **4:30 pm**.
  - **Administration Office**, 4806-36 Avenue, PO Box 1079, Valleyview, T0H 3N0
  - **Grovedale Public Service Building**, 6375 TWP RD 695A, PO Box 404 Grovedale, T0H 1X0
  - **Grande Cache Public Service Building**, 10002 Shand Avenue, PO Box 300, Grande Cache T0E 0Y0
  - **DeBolt Public Service Building**, 1115 TWP RD 721A, PO Box 1079, Valleyview, T0H 3N0

**SUBMISSIONS MUST BE COMPLETE AS INDICATED**





# **GREENVIEW'S CONTRACTORS HANDBOOK**

*Updated January 12, 2023*

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## EMERGENCY CONTACTS

FIRE DEPARTMENT	Valleyview, DeBolt, Grovedale, Fox Creek, Grande Cache	911
TO REPORT FOREST FIRES		310-FIRE(3473)
RCMP	Valleyview	911 780-524-3343
	Grande Prairie	911 780-830-5700
HOSPITAL	Valleyview	911 780-524-3356
	Grande Prairie	911 780-538-7100
	Grande Cache	911 780-827-3701
	Fox Creek	911 780-622-3545
ALBERTA HEALTH Health Link 24 Hours		1-866-408-LINK(5465)
AMBULANCE		911
POISON CONTROL CENTER		1-800-332-1414 or Calgary 1-403-944-1414
ALBERTA ENVIRONMENT		1-800-222-6514
CHEMICAL SPILLS-CANUTEC		1-613-996-6666
CALL BEFORE YOU DIG	Alberta One Call	1-800-242-3447
GREENVIEW	All Departments	1-780-524-7600
	AFTER HOURS EMERGENCY	1-866-524-7608
GREENVIEW REGIONAL MULTIPLEX	Manager – Gayla Arams	1-780-524-2256
ENVIRONMENTAL SERVICES & REGIONAL LANDFILL	Manager – Doug Brown	1-780-524-7638
FACILITIES MAINTENANCE	Manager – Wayne Perry	1-780-524-7609
AGRICULTURE SERVICES	Manager – Sheila Kaus	1-780-524-7658
REGIONAL FIRE CHIEF	Wayne Brown	1-780-524-7628
RECREATION SERVICES	Manager – Kevin Gramm	1-780-827-2040
CONSTRUCTION & ENGINEERING	Manager – Leah Thompson	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

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**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.

**HSE** is Health, Safety and Environmental.

**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

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Achieving successful Health and Safety (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

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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

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Greenview uses a pre-qualification process as a screening method for Contractors. The pre-qualification process is applied for both General Contractor, EOIP 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. Contractors will also be required to provide proof of recommended training certificates as well as complete a full Greenview Health and Safety Orientation. Contractor with no COR or SECOR will be required to provide safe work procedures and Job hazard assessments for all tasks and job positions.

**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 for every worker on site** (*see page 31*).
- Proof of \$2 million. General liability insurance.
- WCB Premium Rates and Clearance Letters.
- Recommended Training Certifications;
  - Leadership for Safety Excellence (LSE)
  - First Aid, CPR
  - Any job specific training requirements
  - WHMIS

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

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### **Managers and Supervisors must ensure:**

1. Every Contractor and their workers is provided with a site specific orientation and site specific Hazard Assessment (to be delivered by the Greenview Representative).
2. Energy Isolation must be in place prior to work starting, if required (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 Department after completion of each individual job. All Greenview forms are also available on eCompliance.
5. If the site is a construction site, Prime Contractor must be identified and defined contractually on the **Greenview Prime Contractor Agreement** (*see page 23*).

## PERFORMANCE EVALUATIONS

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A Contractor performance evaluation review will be conducted as needed by the appropriate Greenview Supervisor. The Contractor Performance Review may include, but is not limited to:

- 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
- review of incidents / near misses

## DOCUMENTATION

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Each Greenview department will verify Prequalification and Contractor Handbook submissions for quality, accuracy, and completion. Submission results will be entered into/onto a form of tracking document or database to ensure the completion of Contractor requirements and that they are monitored annually. Copies of completed safety documents outlined throughout this handbook will be submitted by each department to the Safety Department at the end of each job for record retention.

## CONTRACTOR DOCUMENTATION REQUIREMENTS

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Upon a site inspection, the contractor shall participate and be able to produce the following (however not limited to:)

- 1) Copy of Driver's Licence (if applicable)
- 2) CVIP / registration / insurance
- 3) Safety Fitness certificate (if applicable)
- 4) Pre-trip / pre-use inspection (if applicable)
- 5) Any training tickets that applicable to the scope of work/task
- 6) Field Level Hazard Assessment / Toolbox Meeting
- 7) Contractor Representative name and contact number

## INCIDENT REPORTING

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Immediately after an incident happens or is reported, the Greenview Supervisor is to complete a Greenview incident investigation, take pictures and obtain the following from the Contractor:

- 1) Contractor incident report – Contractor to complete
- 2) Copy of Driver's Licence, CVIP, Insurance, Registration, pre-trip (if applicable.)
- 3) Any training tickets that are applicable to the incident
- 4) Field Level Hazard Assessment
- 5) Toolbox talk
- 6) Any applicable policies or procedures relevant to the incident
- 7) Contractor Representative name and contact number

**Note:** Pictures should include:

- Pictures of the complete scene (example: take the picture from far enough away to show the whole scene)
- Pictures of any damage, injury, etc.
- Pictures portraying events leading up to incident (example: weather/road conditions, site congestion, debris on road, etc.)
- Pictures of failure causing incident (example: broken mechanical components, faulty equipment, etc.)

The contractor involved must submit the following to the Greenview Supervisor within 72 hours:

- Completed investigation
- Safe work procedures relevant to the tasks that were being performed at time of incident
- Rootcause and corrective actions identified.
- Any other relevant documentation, and/or documentation that may be requested from Greenview's health and safety department during investigation process.

If you have any questions or need support completing the above, please contact the Greenview supervisor or Greenview's Safety Department at [safety@mdgreenview.ab.ca](mailto:safety@mdgreenview.ab.ca).

## GREENVIEW CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM REVIEW

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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**

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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 then inform the Director of the department involved 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 the CAO may discipline the contractor to a greater degree if the unsafe condition or action is severe nature.

## **REFERENCES**

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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

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**Title:** Corporate Health and Safety Policy

**Policy No:** 3015

**Effective Date:** January 13,  
2020

**Supersedes:** 3003

**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 Greenviews 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 Greenviews Occupational Health and Safety Committee with an aim to prevent injuries and accidents within Greenviews facilities and on our worksites. Greenview recognize 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 accidents. Safety is the direct responsibility of all 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 Greenviews 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. Greenviews 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.

## GREENVIEW SAFETY RULES

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Title: Safety Rules

Policy No: 3016

Effective Date: January 14,

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



## CONTRACTOR SAFETY POLICY

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**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 outlining severity and probability).
- 1.4.2 In a JHA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. The job will be broken down into the following steps.
  - 1. Select the job to be analyzed.
  - 2. Break the job down into a sequence of steps.
  - 3. Identify potential hazards.
  - 4. Rank hazard and severity
  - 5. Determine preventative measures to overcome the hazards.
- 1.4.3 Once the hazards have been identified, the next step is to rank the hazard based on severity. Hazards are ranked based on two qualifiers. The first is the probability of the hazard occurring. It may be a high, medium, or low probability of occurrence. The second is the severity of the

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

1.4.4 The final stage is to determine ways to eliminate or control the hazards identified. The generally accepted measures, in order of preference, are as follows:

1.4.4.1. **Eliminate the Hazard** – this is the most effective measure. These techniques should be used to eliminate the hazards:

- Use a machine guard
- Choose a different process.
- Modify an existing process.
- Substitute with less hazardous substance.
- Improve environment (ventilation).
- Modify or change equipment or tools.

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

1.4.4.3 **Revise Work Procedures** – consideration might be given to modifying steps which are hazardous, changing the sequence of steps, or adding additional steps (such as locking out energy sources).

1.4.4.4 **Reduce the Exposure** – these measures are the least effective and should only be used if no other solutions are possible. One way of minimizing exposure is to reduce the number of times the hazard is encountered. An example would be modifying machinery so that less maintenance is necessary. The use of appropriate personal protective equipment may be required. To reduce the severity of an incident, emergency facilities, such as eyewash stations, may need to be provided.

## 1.5 Contractors Incident and Near Misses

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

## 1.6 Contractor Emergency Response Plan (ERP)

1.6.1 All workers and Contractors will be supplied with an emergency response plan for every job before they are dispatched. A copy of the ERP is expected to be available in each vehicle and in each piece of equipment for the current job they are working on. The ERP will be reviewed on a regular basis, during the tool box meetings, with all workers and Contractors. Workers and/or Contractors will be actively involved in the emergency preparedness and response process. The emergency preparedness and response plan will be reviewed before the job as well as during the job when conditions warrant.

1.6.2 The emergency preparedness and response plan will be used for routine and non-routine emergencies as well as changes in operations and products or services which warrant new emergency situations.

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

## **1.7 Review of the Response Procedures after an emergency**

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

## **1.8 Fire Prevention Plans**

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

## **1.9 Contractor Vehicles on Greenview Work Areas**

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

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

Print Name	Signature	Date

# APPENDIX

## APPENDIX I – PRIME CONTRACTOR AGREEMENT (if designated)

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### **WORKSITE SAFETY – THIS CONTRACTOR IS “PRIME CONTRACTOR”**

#### **Occupational Health & Safety Obligations / Responsibilities**

10(1) Every construction work site 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 involved in work at the work site.

(2) The person in control of the work site referred to in subsection (1) shall designate in writing a person as the prime contractor of the work site.

(3) If the person in control of the work site fails to designate a person as the prime contractor as required in subsection (2), the person in control of the work site is deemed to be the prime contractor.

(4) Subsections (2) and (3) do not apply to a person who is in control of a work site if that work site is a private dwelling that is occupied by that person.

(5) The person in control of any work site not referred to in subsection (1) where there are 2 or more employers involved in work at the work site may enter into an agreement in writing with a person to designate that person as the prime contractor of the work site.

(6) The prime contractor shall ensure that the name of the prime contractor is posted in a conspicuous place at the work site.

(7) The prime contractor shall

(a) establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with this Act, the regulations and the OHS Code in respect of the work site, including a system or process to ensure cooperation between the employer and workers in respect to health and safety,

(b) designate a person in writing for the purposes of ensuring cooperation between the employer and workers in respect to health and safety and implementing a system to address the matters set out in section 13(6), and

(c) conduct the prime contractor's own activities in such a way as to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities 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**

<b>I ACKNOWLEDGE THAT MY COMPANY WILL BE THE “PRIME CONTRACTOR” FOR THE DESIGNATED WORK SITE AT THE:</b>	
CONTRACTOR’S REPRESENTATIVE	DATE
<b>REVIEWED:</b>	
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 Greenvue?		No <input type="checkbox"/>	Yes <input type="checkbox"/> Please attach copy.
Does your company hold a current COR/SECOR certification?		No <input type="checkbox"/>	Yes <input type="checkbox"/> Other:
Has your company had any vehicle related incidents?		No <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?		No <input type="checkbox"/>	Yes <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.			
<b>SAFETY MANAGEMENT SYSTEM (SMS)</b>			
Does your company have a COR or SECOR in the Province of Alberta? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If "Yes" Please attach a copy of the Certificate and Table of Contents of the SMS.			
If "No". Does your company have an existing SMS that meets (SE) COR requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If "Yes": Please attach a copy of table of contents. A copy of the SMS will be required after approval.			
If "No": Please confirm if you have any parts of a SMS:			
a.	Corporate Safety Policy	No <input type="checkbox"/> Yes <input type="checkbox"/>	b. Roles and Responsibilities
c.	Hazard Assessment Process	No <input type="checkbox"/> Yes <input type="checkbox"/>	d. Planned Work Site Inspections
e.	New Hire Orientation	No <input type="checkbox"/> Yes <input type="checkbox"/>	f. Supervisor Training Program
g.	Worker Competency Program	No <input type="checkbox"/> Yes <input type="checkbox"/>	h. Safe Work Procedures
i.	Safe Work Practices/Procedures	No <input type="checkbox"/> Yes <input type="checkbox"/>	j. Pre-Job Meetings (safety is topic)
k.	Environmental Practices	No <input type="checkbox"/> Yes <input type="checkbox"/>	l. Incident Investigation Procedures
m.	Emergency Response Planning	No <input type="checkbox"/> Yes <input type="checkbox"/>	n. Reference to AB OH&S
o.	Preventative Maintenance	No <input type="checkbox"/> Yes <input type="checkbox"/>	p. Subcontractor Management
Has your company ever been issued a stop work order by or from a Government Regulatory Agency in the last 5 years? (If "Yes" please provide details)			

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

**\*Do not leave blank.**

<b>MD OF GREENVIEW NO. 16 USE ONLY</b>		
<b>REVIEW BY MD OF GREENVIEW NO. 16</b>		
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"> <li>Kickoff Contractor Meeting Held Before going onto site with MD of Greenview No. 16 representative &amp; Safety.</li> <li>Contractor orientation completed.</li> </ul>		

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



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

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Circle your correct answer.

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

- c. Report any spills and assist with clean up
  - d. Plan for waste management
  - e. All of the above
9. Incidents of workplace violence or harassment must be reported immediately to your Supervisor.
- a. Yes                      b. No
10. No worker shall approach or operate equipment within 7 meters of a live overhead powerline without using a spotter.
- a. Yes                      b. No
11. In the event of a fire every employee shall:
- a. Go to the nearest most appropriate Muster Point
  - b. Wait there for a head count and further direction
  - c. Both A and B
12. Safety Data Sheet (SDS) inform you on the controlled products, how to store the product and what to do in the event of an emergency
- a. True                      b. False
13. All workers have a personal responsibility to comply with all OHS legislation
- a. True                      b. False
14. Greenview expects excellence in health and safety performance to be achieved through the support and active participation of all workers, supervisors, and management.
- a. True                      b. False
15. Is it safe to work in a trench that is more than 4 feet deep if it is not shored or cut back?
- a. Yes                      b. No
16. Every worker is entitled to work under the safest possible conditions.
- a. True                      b. False
17. Every worker must take precautions to protect the safety of other workers and themselves
- a. True                      b. False
18. A Contractor must report to the Greenview Representative any OHS stop work orders that poses imminent danger to anyone
- a. True                      b. False

19. A Hazard Assessment must be conducted with all affected parties prior to work starting
- a. True      b. False
20. Greenview's policy is that all injuries, incidents, damages, or near misses, no matter how minor must be reported, in writing and within 24 hours
- a. True      b. False
21. Where a Contractor has any or current OHS contraventions, orders or penalties incurred by the Contractor they shall immediately report them to the Greenview Representative
- a. True      b. False
22. Greenview may notify a Contractor where the Health and Safety requirements are not being met, but it is the responsibility of a Contractor, not an Owner, to communicate the steps that should be taken to correct the deficiencies to a Contractor's workers
- a. True      b. False
23. A Contractor may be assigned as Prime Contractor of the work area and must provide proof that they are competent to be Prime Contractor
- a. True      b. False
24. All floor openings over 4 inches square must be guarded as follows:
- a. Covered with material designed to carry two times its known load
- b. Marked with DANGER OPEN HOLE DO NOT REMOVE
- c. Mechanically fastened so it requires a tool to remove
- d. All of the above



## APPENDIX IV – GREENVIEW CONTRACTOR SAFETY ORIENTATION - ACKNOWLEDGEMENT

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

### I ACCEPT RESPONSIBILITY TO ENSURE:

1. Protect the health and safety of myself and others at all times.
2. Request and/or know and follow any applicable 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.
7. Site-specific Hazard Assessment reviewed prior to commencing any work on site.
8. All training required for the tasks being completed is up to date and been provided to Greenview.
9. Are aware of and have reviewed all safe work procedures pertaining to the tasks you will be required to perform.
10. Have the contact information of the Greenview Supervisor you are required to report to

<b>*Contractor Name (Print):</b>	
<b>*Contractor Signature:</b>	
<b>*Date:</b>	

**\*Do not leave blank.**

<b>Prime Contractor:</b>	
<b>Prime Contractor Contact Number:</b>	
<b>Prime Contractor Email:</b>	



# MD of Greenview Toolbox Meeting & Hazard Assessment Worksheet

Date:		Weather:	
Job Location and description of work:			
<b>EMERGENCY PHONE NUMBERS</b>			
Ambulance:	MD Representative:	Phone:	
Hospital:	Contractor:	Phone:	
	Foreman:	Phone:	
	Site Office:	Phone:	
	Utilities:	Phone:	
Fire:	AB One Call:	1.800.242.3447	Phone:
Police:	Company:		Phone:
Poison Control:	Company:		Phone:
<b>POTENTIAL HAZARDS</b>			
Item No.	Yes No N/A	Item No.	Yes No N/A
<input type="checkbox"/> Traffic/Pedestrian		<input type="checkbox"/> Fire Hazards	
<input type="checkbox"/> Trenching/Excavating		<input type="checkbox"/> Weather Conditions	
<input type="checkbox"/> Overhead Hazards		<input type="checkbox"/> Buried Utilities	
<input type="checkbox"/> Heavy Equipment		<input type="checkbox"/> Spill Potential	
<input type="checkbox"/> Chemicals		<input type="checkbox"/> Explosives	
<input type="checkbox"/> Noise		<input type="checkbox"/> Compressed Gas	
<input type="checkbox"/> Trip/Slip/Fall		<input type="checkbox"/> Confined Space	
<input type="checkbox"/> Lifting/Hoisting		<input type="checkbox"/> Poor Visibility	
<input type="checkbox"/> Working on a hill		<input type="checkbox"/> Ergonomics	
<input type="checkbox"/> Extreme temperatures		<input type="checkbox"/> H&S	
<input type="checkbox"/> T.D.G		<input type="checkbox"/> Biohazard	
<input type="checkbox"/> Off Road Vehicle		<input type="checkbox"/> Drowning	
<input type="checkbox"/> High Pressure		<input type="checkbox"/> Poor Ventilation	
<input type="checkbox"/> Driving		<input type="checkbox"/> Violence/Public	
<input type="checkbox"/> Awkward Position		<input type="checkbox"/> Electrical Cords	
<input type="checkbox"/> Lighting		<input type="checkbox"/> Projectiles	
<input type="checkbox"/> Wildlife /Animals			
<input type="checkbox"/> Working Alone			
<input type="checkbox"/> Moving Parts			
<b>CONTROL MEASURES: EVERY IDENTIFIED HAZARD ABOVE MUST BE CONTROLLED BEFORE WORK BEGINS</b>			
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
<b>SAFETY CHECKLIST</b>			
<b>Required PPE</b>	<b>Required Tools/Equip</b>	<b>Procedures</b>	<b>Administration</b>
<input type="checkbox"/> Appropriate Clothing	<input type="checkbox"/> Equipment Back-up Alarms	<input type="checkbox"/> Call-In Procedure	<input type="checkbox"/> Prime Contractor
<input type="checkbox"/> Respiratory Equipment	<input type="checkbox"/> Proper Tools with Guards	<input type="checkbox"/> First Call	<input type="checkbox"/> Report all Incident/Near Misses
<input type="checkbox"/> Coveralls	<input type="checkbox"/> Tie-Downs	<input type="checkbox"/> Vehicle Walk Around	<input type="checkbox"/> Emergency shut down procedure
<input type="checkbox"/> Life Jacket	<input type="checkbox"/> Tie-Off Ladders	<input type="checkbox"/> Site Walk Around	<input type="checkbox"/> First Call Permit
<input type="checkbox"/> Chain Saw Pants	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Load Securement	
<input type="checkbox"/> Gloves	<input type="checkbox"/> Fire Suppression Equipment	<input type="checkbox"/> Guards	<input type="checkbox"/> Public Notification
<input type="checkbox"/> Harness/Fall Protection	<input type="checkbox"/> Road Flares/Flasher/Beacon	<input type="checkbox"/> Lockout Procedure	<input type="checkbox"/> Workers Responsibilities
<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Adequate Lighting	<input type="checkbox"/> Compliance Cards Carried	<input type="checkbox"/> Review Safe Word Practice
<input type="checkbox"/> Face Protection	<input type="checkbox"/> Fall Restraint	<input type="checkbox"/> Radio Communication	<input type="checkbox"/> WHIMIS
<input type="checkbox"/> Hard Hat/Helmet	<input type="checkbox"/> Shoring/Bracing	<input type="checkbox"/> Tools Inspected	<input type="checkbox"/> First Aid Providers
<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Signs	<input type="checkbox"/> Seatbelts	
<input type="checkbox"/> High Visibility Clothing/Vest	<input type="checkbox"/> Spill Kit	<input type="checkbox"/> Eye Contact	<input type="checkbox"/> Location of Muster Point
<input type="checkbox"/> Steel Toe Boots	<input type="checkbox"/> Barricades	<input type="checkbox"/> MSDS Review	<input type="checkbox"/> Washroom Facility Location
<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Proper Hoisting/Rigging	<input type="checkbox"/> Evacuation Procedure	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment on site:			
Additional comments:			
CHECK IN TIME:		CHECK IN CONTACT NAME & PHONE:	
<input type="checkbox"/> 1 hr.	<input type="checkbox"/> 4 hrs	Name:	
<input type="checkbox"/> 2 hrs	<input type="checkbox"/> 8 hrs	Phone:	
	AM/PM		
<b>SIGNATURES</b>			
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	

ALL PERSONNEL INVOLVED IN OR WORKING NEAR THIS JOB MUST REVIEW THIS ASSESSMENT

**FIELD LEVEL HAZARD ASSESSMENT (FLHA)**  
**MD OF GREENVIEW No. 16**

<b>Environmental Hazards</b> 1. Work Area Clean <input type="checkbox"/> 2. Material Storage Identified <input type="checkbox"/> 3. Dust/Mist/Fumes <input type="checkbox"/> 4. Harmful Gases <input type="checkbox"/> 5. Noise In Area <input type="checkbox"/> 6. Extreme Temperatures <input type="checkbox"/> 7. Spill Potential <input type="checkbox"/> 8. Waste Containers Needed <input type="checkbox"/> 9. Waste Properly Disposed <input type="checkbox"/> 10. Waste Plan Identified <input type="checkbox"/> 11. MSDS Reviewed <input type="checkbox"/> 12. Other Workers In Area <input type="checkbox"/> 13. Weather Conditions <input type="checkbox"/> 14. GROUND DISTURBANCE PERMIT REQUIRED <input type="checkbox"/>	<b>Access/Egress Hazards</b> 30. Aerial Lift/Man Basket (inspected & tagged) <input type="checkbox"/> 31. Scaffold (inspected & tagged) <input type="checkbox"/> 32. Ladders (tied off, 3-point contact) <input type="checkbox"/> 33. Slips/Trips <input type="checkbox"/> 34. Hoisting (tools, equipment) <input type="checkbox"/> 35. Evacuation (alarms, routes, emergency tel no.) <input type="checkbox"/> 36. CONFINED SPACE PERMIT REQUIRED <input type="checkbox"/>	<b>Rigging &amp; Hoisting Hazards</b> 46. Lift Study Required <input type="checkbox"/> 47. Proper Tools Used <input type="checkbox"/> 48. Tools Inspected <input type="checkbox"/> 49. Equipment Inspected <input type="checkbox"/> 50. Slings Inspected <input type="checkbox"/> 51. Others Working Overhead/Below <input type="checkbox"/> 52. LIFTING OVER LIVE PROCESS <input type="checkbox"/> 53. CRITICAL LIFT PERMIT REQUIRED <input type="checkbox"/>
<b>Ergonomic Hazards</b> 15. Awkward Body Position <input type="checkbox"/> 16. Over Extension <input type="checkbox"/> 17. Prolonged Twisting & Bending Motion <input type="checkbox"/> 18. Working In Tight Area <input type="checkbox"/> 19. Manual Lifting <input type="checkbox"/> 20. Parts Of Body In Line Of Fire <input type="checkbox"/> 21. Repetitive Motion <input type="checkbox"/> 22. Hands Not In Line Of Sight <input type="checkbox"/> 23. Working Above Your Head <input type="checkbox"/>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Check off all hazards that apply to this job. List those hazards (by number) in the Hazard column on the reverse side. Identify plans to eliminate/control the hazards in the last column.</p>  <h1 style="margin: 0;">STOP &amp; THINK</h1> <p>IDENTIFY   ASSESS   CONTROL</p> </div>	
<b>Equipment/Tool Hazards</b> 24. Equip./Tools Visually Inspected <input type="checkbox"/> 25. Red Tagged Damaged <input type="checkbox"/> 26. Vehicle Inspected <input type="checkbox"/> 27. Driving Hazards Identified <input type="checkbox"/> 28. Scaffold Tagged <input type="checkbox"/> 29. Operator Trained/Licensed <input type="checkbox"/>	<b>Overhead Hazards</b> 37. Barricades & Signs In Place <input type="checkbox"/> 38. Hole Coverings Identified <input type="checkbox"/> 39. Harness/Lanyard Inspected <input type="checkbox"/> 40. 100% Tie-off With Harness <input type="checkbox"/> 41. Tie-off Points Identified <input type="checkbox"/> 42. Falling Items <input type="checkbox"/> 43. Foreign Bodies In Eyes <input type="checkbox"/> 44. Hoisting Or Moving Loads Overhead <input type="checkbox"/> 45. Working Above Your Head <input type="checkbox"/>	<b>Electrical Hazards</b> 54. Working On/Near Energized Equipment <input type="checkbox"/> 55. Lock Out/Tag Out Reviewed <input type="checkbox"/> 56. Grounding/Bonding Required <input type="checkbox"/> 57. Insulated Tools Required <input type="checkbox"/> 58. High Voltage Equipment Required <input type="checkbox"/> 59. HOT WORK PERMIT REQUIRED <input type="checkbox"/>
		<b>Personal Limitations/Hazards</b> 60. Procedure Not Available For Task <input type="checkbox"/> 61. Workplace Violence/Harassment <input type="checkbox"/> 62. Inadequate Training For Task Or Tools <input type="checkbox"/> 63. First Time Performing Task <input type="checkbox"/> 64. Micro Breaks (stretching, flexing) <input type="checkbox"/> 65. Report All Injuries To Supervisor <input type="checkbox"/> 66. Appropriate PPE For Task <input type="checkbox"/>
		<b>Personal Protective Equipment</b> <div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">COMPULSORY</div> <div> Hard Hat <input type="checkbox"/>  Gloves <input type="checkbox"/>  Eye &amp; Face Protection <input type="checkbox"/>  Foot Protection <input type="checkbox"/>  Ear Protection <input type="checkbox"/>  Arc Flash Protection <input type="checkbox"/>  Gas Monitor (as required) <input type="checkbox"/>  Identify Other PPE As Required <input type="checkbox"/> </div> </div>

\* Critical work is indicated by those hazards listed in **BOLD** lettering. If any of these hazards apply to your task then the appropriate critical procedures must be adhered to and the appropriate documents completed.

<b>FIELD LEVEL HAZARD ASSESSMENT (FLHA)</b>		Current Weather & Wind Direction:	
Job Description:		Date:	
Job Location:	Emergency Muster Location:	Permit No.:	
<b>Identify and Prioritize the Tasks and Hazards Below, then Identify the Plans to Eliminate/Control the Hazards.</b>			
<b>TASKS</b>		<b>HAZARDS</b>	
Require gloves to be removed?      Yes <input type="checkbox"/> No <input type="checkbox"/>		Warning ribbon needed?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the worker working alone?      Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, explain:	
<b>Job Completion</b>			
Are all permit(s) closed out?      Yes <input type="checkbox"/> No <input type="checkbox"/>		Are there hazards remaining?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was the area cleaned up at end of job/shift?      Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, explain:	
Were there any incidents/injuries?      Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, explain:	
Please print and sign below (all members of the crew) prior to commencing work and initial when task is completed or at the end of shift			
<b>Worker's Name (Print)</b>	<b>Signature</b>	<b>Worker's Name (Print)</b>	<b>Signature</b>
<b>Supervisor's Name &amp; Signature:</b>		<b>Reviewed by Initial:</b>	

Sign upon reviewing completed card

All names & signatures should be legible



**MUNICIPAL DISTRICT OF GREENVIEW**

# APPENDIX V

## Expression of Interest Equipment Forms



EOI Equipment

Equipment Type:

**GRAVEL TRUCKS**

Truck only (attachments have checkboxes)

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity			Comments
TRUCK TYPE	√	TRUCK TYPE	√			ATTACHMENTS	√				
Tandem Axle Dump		Tandem Semi				Tandem Axle Pup		End Dump			
Tri -Axle Dump		Tri - Semi				Tri Axle Pup		Sander			
						Wagon					
						Clam Dump					
						Belly Dump					

Make		Model	Year	Unit #		Serial #		Rated Capacity			Comments
TRUCK TYPE	√	TRUCK TYPE	√			ATTACHMENTS	√		√		
Tandem Axle Dump		Tandem Axle Semi				Tandem Axle Pup		End Dump			
Tri-Axle Dump		Tri-Axle Semi				Tri-Axle Pup		Sander			
						Wagon					
						Clam Dump					
						Belly Dump					



## EOI Equipment

Equipment Type: **EXCAVATORS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Thumb		Chuck Blade		Brush Rake							
Twister Bucket		Breaker/Brush Cutter		Digging Bucket							
Tamper		Dozer Blade		Trenching							
Mulcher		Clean up Bucket		GPS							
Ripper		Frost Bucket		Skeleton/Brush Guard							

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Thumb		Chuck Blade		Brush Rake							
Twister Bucket		Breaker/Brush Cutter		Digging Bucket							
Tamper		Dozer Blade		Trenching							
Mulcher		Clean up Bucket		GPS							
Ripper		Frost Bucket		Skeleton/Brush Guard							



EOI Equipment

Equipment Type: **DOZERS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tilt Dozer		Long Track		U Blade							
Rear Mounted Rippe		SU Blade									
Winch		Brush Rake									
6 Way Dozer		Dozer Blade									
Wide Pad / LGP		GPS									

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tilt Dozer		Long Track		U Blade							
Rear Mounted Rippe		SU Blade									
Winch		Brush Rake									
6 Way Dozer		Dozer Blade									
Wide Pad / LGP		GPS									



EOI Equipment

Equipment Type:

LABOURERS

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Include proof of certifications of all workers

TYPE	√	OTHER	√		√		√		√	Comments
Certified Chainsaw				Fencing						
Certified Brushing										
General Labourer										
Utility Tree Worker (UTW)										

TYPE	√	OTHER	√		√		√		√	Comments
Certified Chainsaw				Fencing						
Certified Brushing										
General Labourer										
Utility Tree Worker (UTW)										





EOI Equipment

Equipment Type: **PACKERS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
DETAILS:	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Drum width inches		Combination Roller									
Vibratory		Dozer									
Padfoot		Tilt Dozer									
Smooth Drum											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
DETAILS:	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Drum width inches		Combination Roller									
Vibratory		Dozer									
Padfoot		Tilt Dozer									
Smooth Drum											



# EOI Equipment

Equipment Type: **SKID STEERS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Post Hole Auger		Stump Mulcher		Roto tiller							
Backhoe		Track Mounted		Piling Head/Post Pounder							
Pallet Forks		Grapple Bucket		Ditch Witch							
Breaker		Clean up bucket		Snow Bucket							
Sweeper		Brush Mower									

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Post Hole Auger		Stump Mulcher		Roto tiller							
Backhoe		Track Mounted		Piling Head/Post Pounder							
Pallet Forks		Grapple Bucket		Ditch Witch							
Breaker		Clean up bucket		Snow Bucket							
Sweeper		Brush Mower									



## EOI Equipment

Equipment Type: **ROCK TRUCKS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Articulating											
Side Boards											
Tailgate											
Wide Tires											
Ejector Box											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Articulating											
Side Boards											
Tailgate											
Wide Tires											
Ejector Box											



## EOI Equipment

Equipment Type: **GRADERS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
V-Plow		All wheel drive									
Snow Wings		Front Dozer									
Rear Ripper		GPS									
Scarifier		Front Angle Blade									

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
V-Plow		All wheel drive									
Snow Wings		Front Dozer									
Rear Ripper		GPS									
Scarifier		Front Angle Blade									



EOI Equipment

Equipment Type: **LOADERS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	Equipment DETAILS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tamper		Backhoe Loader									
Hydraulic Breaker		On-board Scale									
Twister Bucket		Printer									
Frost Bucket		Thumb									
Wheel Loader											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	Equipment DETAILS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tamper		Backhoe Loader									
Hydraulic Breaker		On-board Scale									
Twister Bucket		Printer									
Frost Bucket		Thumb									
Wheel Loader											



## EOI Equipment

Equipment Type: **TRACTORS & MOTOR SCRAPERS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√			DETAILS	√	ATTACHMENTS	√		
Rotary Mower		Disc Plow				Skidder		Subsoiler			
Flailing Mower		Off Set Disc				Processor		Wobbly Packers			
Sickle Mower		Heavy Duty Cultivator				Buncher					
Post Pounder		Harrows- 4 Section				Motor Front & Back					
Weed Sprayer		Rock Picking Device									

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√			DETAILS	√	ATTACHMENTS	√		
Rotary Mower		Disc Plow				Skidder		Subsoiler			
Flailing Mower		Off Set Disc				Processor		Wobbly Packers			
Sickle Mower		Heavy Duty Cultivator				Buncher					
Post Pounder		Harrows- 4 Section				Motor Front & Back					
Weed Sprayer		Rock Picking Device									



EOI Equipment

Equipment Type:

WATER TRUCKS (And Hydro Vacs & Steamers)

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Volume Capacity (m3)		ARHCA Group #	Comments
ATTACHMENTS	√		√			ATTACHMENTS	√	ATTACHMENTS	√		
Spray Bar											
Pressurized Spool											
Water Tank											
Hydro Vac											
Steamer											

Make		Model	Year	Unit #		Serial #		Volume Capacity (m3)		ARHCA Group #	Comments
ATTACHMENTS	√		√			ATTACHMENTS	√	ATTACHMENTS	√		
Spray Bar											
Pressurized Spool											
Water Tank											
Hydro Vac											
Steamer											



EOI Equipment

Equipment Type: **TRUCKS & TRAILERS**

Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	WHEELS	#	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Low Boy		# Wheels									
Winch		# Wheels									
Bed Truck											
Flat Deck											
Tilt Deck											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	WHEELS	#	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Low Boy		# Wheels									
Winch		# Wheels									
Bed Truck											
Flat Deck											
Tilt Deck											





EOI Equipment

Equipment Type: **SMALL EQUIPMENT TRAILERS**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		

Make/Model		Year		Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		



EOI Equipment

Equipment Type: MISCELLANEOUS

Date:\_\_\_\_\_

Contra

Make/Model		Year		Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		

Make/Model		Year		Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		