



Municipal District of  
**GREENVIEW**

# **GREENVIEW'S CONTRACTOR HANDBOOK**

Updated January 2025



# Municipal District of **GREENVIEW**

## Table of Contents

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TABLE OF CONTENTS	2
EMERGENCY CONTACTS	3
DEFINITIONS	4
INTRODUCTION	5
PRE-QUALIFICATION – GENERAL	5
MANAGERS & SUPERVISORS (ACTING AS GREENVIEW CONTRACTOR REPRESENTATIVE) AND PRIME CONTRACTOR	6
PERFORMANCE EVALUATIONS	6
DOCUMENTATION	7
CONTRACTOR DOCUMENTATION REQUIREMENTS	7
INCIDENT REPORTING	7
GREENVIEW CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM REVIEW	8
SAFETY INFRACTIONS	9
REFERENCES	9
GREENVIEW POLICIES	10
• GREENVIEW HEALTH AND SAFETY POLICY	
• GREENVIEW SAFETY RULES	
• CONTRACTOR SAFETY POLICY	
APPENDIX I – PRIME CONTRACTOR AGREEMENT (if designated)	25
APPENDIX II – PRE-QUALIFICATION FORM	25
APPENDIX III – CONTRACTOR SAFETY ORIENTATION QUESTIONNAIRE ( <i>HAND INTO GREENVIEW</i> )	30
APPENDIX IV – GREENVIEW CONTRACTOR SAFETY ORIENTATION - ACKNOWLEDGEMENT	31



# Municipal District of **GREENVIEW**

## 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
	Grande Cache	911 780-827-3344
HOSPITAL	Valleyview	911 780-524-3356
	Grande Prairie	911 825-412-4000
	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
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
HEALTH AND SAFETY ADVISOR	Trina Hutchinson	1-780-552-4404
HEALTH AND SAFETY ADVISOR	Lori Monette	1-780-552-4253



# Municipal District of **GREENVIEW**

## DEFINITIONS

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**OHS** means Occupational Health and Safety

**Competent person** 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.

**Contracting Employer (hereafter named as Contractor)** 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.

**EOI** means Expression of Interest.

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

**Hazard Assessment** means the process used to identify, assess, and control workplace hazards and the risks to worker health and safety.

**HSE** means 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** means 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 or may be carried out, or the person enters into an agreement with the owner to be responsible for meeting the owner's obligations under the OHS Act, the Regulations and Code, but does not include a person who occupies land or premises used as a private residence unless a business, trade or profession is carried on in that premises.

**Prime Contractor** means a person/organization with the role of coordinating, organizing, and overseeing the health and safety activities of multiple contractors 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.

**Service provider** means a person who provides training, consultation, testing, program development, or other services in respect of any occupation or work site.

**SMS** means Safety Management System.



# Municipal District of **GREENVIEW**

## INTRODUCTION

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Achieving successful Health, Safety and Environmental (HSE) outcomes across the organization is fundamental to all Greenview operations. Unwanted HSE outcomes are unacceptable and could lead to major cost and unnecessary risks to Greenview's workers, communities and reputation. To successfully achieve Greenview's vision of a healthy and safe working environment, it is necessary that the minimum standards for compliance are clearly outlined.

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

## CONTRACTOR ORIENTATIONS – GENERAL

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This handbook is a guide and 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 nor is it intended as an authoritative source or as a substitute for applicable legislation. The purpose is to summarize the policies, procedures, and rules of Greenview regarding each hired Contractor and the Contractor's responsibility for reviewing, understanding, and acknowledging the Health, Safety and Environmental requirements of Greenview and for ensuring that all workers under their direction understand the policies and procedures as they apply to them.

In reviewing this handbook, please note that the general safety requirements are applicable to all Contractors. With specific safety requirements that may be applicable depending on the scope of work being performed. 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 for identifying and complying with all OHS legislation applicable to their scope of work.

## PRE-QUALIFICATION – GENERAL

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Greenview uses a pre-qualification process as a screening method for Contractors. The pre-qualification process applies to all General Contractors, EOIP Contractors and Service Providers and includes the requirement to provide proof of recommended training certificates for all workers on site, as well as complete a full Greenview Health and Safety Orientation. A good performance standing with Greenview shall include an Occupational Health and Safety Management System (SMS). **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 by a Certifying Partner. Contractors with no COR or SECOR will be required to provide safe work procedures and Job hazard assessments for all tasks and job positions.



# Municipal District of **GREENVIEW**

## All Contractors must complete and submit the following documentation:

- Pre-Qualification Form and all applicable documentation (*see page 25*).
- Table of Content for current SMS.
- Contractor Safety Orientation Questionnaire (*see page 30*).
- Greenview Contractor Orientation Completion Acknowledgment for every worker on site (*see page 31*).
- Current certificate of General Liability Insurance, with a minimum of \$2 million.
- WCB Statistics (*see page 26*) accompanied by Current WCB Premium Rates and Clearance Letters.
- Recommended Training Certifications.
  - Standard First Aid, CPR & AED
  - Any job specific training requirements (fall protection, ground disturbance, etc.)
  - WHMIS

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

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### Greenview Representative must ensure:

1. Every Contractor and any worker(s) under their direction are provided with a site-specific orientation and site-specific Hazard Assessment.
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. All required Greenview safety forms will be available upon request on site and are to be handed into the Safety Department after completion of each individual job. These Greenview safety 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 25*).

## PERFORMANCE EVALUATIONS

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

- Review of Contractor Requirements.
- Review of Hazard Assessments.
- Review of any applicable Inspections.





# Municipal District of **GREENVIEW**

- Review of Toolbox 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 Miss Reports.

## DOCUMENTATION

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Each Greenview department will verify Prequalification and Contractor Handbook submissions for quality, accuracy, and completion. Results will be submitted prior to commencing work to the Safety Department as well as copies of completed safety documents 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 License (if applicable)
- 2) CVIP / registration / insurance (if applicable)
- 3) Safety Fitness certificate (if applicable)
- 4) Pre-trip / pre-use inspection (if applicable)
- 5) Any training tickets 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 or near miss happens or is reported, the Greenview Representative is to complete a Greenview incident investigation, take pictures and obtain the following from the Contractor:

- 1) Contractor Incident/Near Miss report – Contractor to complete.
- 2) Copy of Driver's License, 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/pre-job meeting.
- 6) Any applicable Contractor policies or procedures relevant to the incident.
- 7) Contractor Representative name and contact number.



# Municipal District of **GREENVIEW**

**Note:** Pictures should include:

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

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

- Completed investigation.
- Safe work procedures relevant to the tasks that were performed at time of incident.
- Root cause and corrective actions identified and/or completed.
- 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 Representative 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 the program review is to continually improve the Contractor Health and Safety Program. The Greenview Health and Safety Department will coordinate with the Greenview Health and Safety Committee to review 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 a Greenview Supervisor, or Greenview Representative who in turn will advise their Manager who will then inform the Director of the department involved and the Safety Department in writing.





# Municipal District of **GREENVIEW**

The worker/contractor observing the infraction will immediately report it to a Greenview Supervisor, or Greenview Representative who in turn will advise their Manager who will then inform the Director of the department involved and the Safety Department 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 Representative will discipline the contractor who created the unsafe condition or specific incident in the following manner.

- First Offence – Written warning from Greenview Representative.
- 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.

<https://www.alberta.ca/ohs-act-regulation-code>Greenview Bylaws & Policy Manual  
<http://mdgreenview.ab.ca/governance/policies/>



Municipal District of  
**GREENVIEW**

# GREENVIEW POLICIES

**Title: Corporate Health and Safety Policy**

**Policy No: 2500**

**Effective Date: July 11, 2023**

**Motion Number: 23.07.367**

**Supersedes Policy No: 3015**

**Department: Health and Safety**

**Review Date: July, 2026**



**Legal References:**

CSA Standard Z45001-19 Occupational Health and Safety Management Systems

**Cross References:**

Policy 02-115 "Occupational Responsibilities"

**Purpose:** Greenview supports a safe and healthy working environment. The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

## 1. DEFINITIONS

- 1.1. **Chief Administrative Officer** means the Chief Administrative Officer of Greenview or designate.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.

## 2. POLICY STATEMENT

- 2.1. Greenview is committed to the protection of the Health and Safety of each worker.
- 2.2. This policy shall be reviewed annually following the completion of the safety audit.
- 2.3. Greenview is committed to promoting a safe and healthy workplace for all workers, contractors, citizens, and visitors. Council and Management support the implementation of a Health and Safety Program, which:
  - A) Ensures procedures and practices for safe work performance;
  - B) Provides protective equipment as required;
  - C) Is committed to providing training to all workers in safety and health practices; and
  - D) Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.
- 2.4. In pursuit of Greenview's commitment, Greenview will develop, implement, and enforce such policies and procedures which promote and provide a healthy and safe work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in incidents that may cause death, property damage, or personal injury or illness.
- 2.5. Greenview is committed to working closely and proactively with Greenview's Health and Safety Committee with an aim to prevent injuries and incidents within Greenview's facilities and worksites. Greenview recognizes that the responsibilities for health and safety must be

shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for incidents. Safety is the direct responsibility of the CAO, Directors, Managers, Supervisors, workers, and contractors.

- 2.6. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective, and safe manner. All management activities will comply with Greenview's safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established policies and safe work procedures.
  - 2.7. The employer, supervisor and workers at every level are responsible and accountable for health and safety. Active participation by all worksite parties in health and safety excellence includes maintaining the physical, psychological, and social well-being of Greenview workers.
  - 2.8. Please refer to Greenview's Occupational Responsibility Policy 02-115 for guidance on individual work parties' responsibilities.
3. PURPOSE OF THE HEALTH AND SAFETY PROGRAM
- 3.1. Greenview's Health and Safety Program is based on the fundamental concept that a healthy and safe work environment can be achieved through knowledge, cooperation, and adherence to provincial legislation, and incident prevention measures.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
Date

# ADMINISTRATIVE POLICY

## Title: Safety Rules and Disciplinary Policy

**Policy No: 02-113**

**Effective Date: July 20, 2023**

**Responsible Department: Health and Safety**

**Supersedes Policy: 3001 / 3001-01 / 3016**

**Review Date: July 20, 2026**



### Legal References:

Occupational Health and Safety Act, S.A. 2020, c.O-2.2.  
Occupational Health and Safety Code, AR 191/2021.

### Cross References:

Employee Staff Agreement, Article 11 Workplace Discipline.  
2.2 Confined Space Code of Practice.  
Procedure No. 5.33 Ground Disturbance, Excavating, and Trenching.

**Purpose:** The purpose of this policy is to outline the general safety rules and disciplinary guidelines for Greenview workers to review and follow to minimize occupational hazards.

## 1. DEFINITIONS

- 1.1. **CSA** means Canadian Standards Association.
- 1.2. **Competent Worker** means an adequately qualified, suitably trained individual and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
- 1.3. **FLHA** means Field Level Hazard Assessment.
- 1.4. **Greenview** means Municipal District of Greenview No. 16.
- 1.5. **JHA** means Job Hazard Assessment.
- 1.6. **Powered Mobile Equipment** means any equipment that is a self-propelled machine that assists in the movement or transport of a works, worker's material or provides a platform for worker.
- 1.7. **PPE** means Personal Protective Equipment.
- 1.8. **OH&S** means Occupational Health and Safety.
- 1.9. **SDS** means Safety Data sheets.

## 2. POLICY STATEMENT

- 2.1. Greenview will take every practicable action to assure safe and efficient work operations, and 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 workplace for all.

### 3. PROCEDURE

- 3.1. If a worker observes an unsafe work habit being practiced by another worker or contractor, or an unsafe working condition, the worker will immediately report the infraction to their supervisor. The supervisor will then take the necessary steps to correct the unsafe situation. Where a worker violates the established workplace safety requirements, the supervisor will discipline the worker who created the unsafe condition, or specific incident as outlined in Article 11 Workplace Discipline.
- 3.2. Article 11, Workplace Discipline:
  - A) The Parties to this Agreement agree that the purpose and nature of workplace discipline is to effect a positive change in workplace behaviour.
  - B) Discipline should always be administered fairly and within the parameters of due process. Discipline should follow a progression of actions, each designed to give the worker every opportunity to successfully correct inappropriate behaviour. The progression should normally apply as follows:
    - i. Pre-Discipline: Pre-discipline is a documented coaching and training intervention with the worker to ensure awareness, understanding and capability.
    - ii. Verbal Warning: Verbal warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the worker that failure to correct the behaviour will result in formal discipline.
    - iii. Written Warning: Written warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the worker that failure to correct the behaviour places the employment relationship at risk. It also indicates that the onus of responsibility for change rests with the worker.
    - iv. Suspension: Suspension without pay must be documented and must cite the specific behaviours that have resulted in the suspension, the specific behaviours that must change and must indicate to the worker that failure to correct the behaviour will result in termination at the next occurrence. It reinforces for a final time that the onus of responsibility for change rests with the worker.
    - v. Termination: Termination of employment with cause must cite the specific behaviours that have resulted in the termination. If warranted, due to compelling mitigating factors, the worker may be demoted with the written approval of the Chief Administrative Officer.
  - C) Notwithstanding the provisions of Article 10.2, misconduct of a serious nature that violates the trust of the employment relationship may result in discipline that skips steps in the progression based on the serious nature of the conduct, up to and including the potential for immediate termination with cause. Examples of serious misconduct may include, but are not limited to, theft, fraud, intoxication or impairment (alcohol, legal or illegal substances), physical assault, dishonesty, and unethical behavior, violation of the oath of confidentiality and/or serious breach of health and safety policies.
  - D) All worker disciplinary action shall be conducted with the Human Resources Manager and/or the worker's Manager or Director.

### 4. SAFETY RULES

- 4.1. The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, however 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 workers.

- 4.2. 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 Department and Safety Committee.
- A) No worker shall work unsafely. Greenview workers have the right and the responsibility to refuse unsafe work.
  - B) No worker is to commence work without completing the Greenview worker Orientation.
  - C) 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.
  - D) No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
  - E) No worker will work alone until completion of a detailed hazard assessment and an effective means of communication has been established.
  - F) All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
  - G) All injuries, incidents, and near misses (no matter how slight) will be reported IMMEDIATELY to your supervisor.
  - H) All PPE will be inspected for damage prior to use.
  - I) CSA approved safety glasses will be worn at all times in areas where they are required.
  - J) Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
  - K) Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the JHA for that specific task.
  - L) Long pants and long sleeve shirts will be worn at all times on the job site if the JHA or FLHA deems it necessary.
  - M) High visible vests shall be worn at all times in the work areas excluding office administration.
  - N) Hearing protection devices are available and are to be used when necessary. Decibel limits will be posted along with proper hearing protection required for that area.
  - O) CSA-approved safety footwear will be worn at all times in work areas excluding office administration.
  - P) Respirators will be required for certain tasks will be outlined in the JHA, FLHA, and SDS.
  - Q) All work performed at heights, shall only be performed by a formally trained and competent worker.
  - R) Fall protection system must be in place prior to working at heights in excess of 3 metres/10 feet.
  - S) Harnesses and tie off is mandatory while moving or working inside the basket of any aerial work platform.
  - T) All fall protection equipment will be inspected prior to use.
  - U) No worker shall prepare to enter a confined space without formal training and must follow the procedures as described in Confined Space Code of Practice.
  - V) Lockout tagout shall not be performed without following the procedures described in Lockout tagout Procedure.
  - W) Only ticketed competent workers are permitted to operate any aerial work platform.
  - X) 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.
  - Y) Any excavation greater than 4 feet in depth must have a Ground Disturbance permit in place.

- Z) No worker shall enter an open excavation greater than 4 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or has a proper shoring installed and be without formal ground disturbance training
- AA) Become familiar with the location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- BB) No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- CC) No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- DD) No worker is permitted to operate any powered mobile equipment unless trained and competent to do so.
- EE) All workers must complete a pre-use inspection on any powered mobile equipment before starting.
- FF) Wear seatbelts in all powered mobile equipment and automobiles at all times.
- GG) All incidents involving powered mobile equipment and automobiles must be immediately reported to your supervisor.
- HH) All ladders must be secured against movement and placed on a base that is stable.
- II) All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- JJ) 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.
- KK) Smoking is permitted only in designated areas which are outlined in Greenview smoking policy.
- LL) Safety data sheets for all hazardous materials that you may be using are available from the supervisor, Safety Department or applicable QR code and should be consulted before handling any hazardous material.
- MM) Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- NN) When working on roadways, within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards that are within that work location.
- OO) Workers must participate in all prescribed safety meetings.
- PP) The use or possession of drugs or alcoholic beverages at the worksite will be cause for immediate removal from worksite until an investigation has been completed.
- QQ) If you are currently on or have 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.
- RR) All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site.
- SS) Working safely is a mandatory requirement.
- TT) All volunteers working within the perimeters of Greenview need to also adhere to these safety rules outlined in this document.
- UU) All contractors working within the perimeters of Greenview need to also adhere to the safety rules outlined in this document.
- VV) The above rules and the Occupational Health and Safety Act, Regulations and Code are policy on all Greenview work sites.

*Stacey Wabick*

CHIEF ADMINISTRATIVE OFFICER

## Title: CONTRACTOR HEALTH & SAFETY MANAGEMENT

**Policy No: 3008**

**Approval: 16.04.136**

**Effective Date: April 12, 2016**

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



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

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

### DEFINITIONS

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

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

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

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

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

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

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

### POLICY

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

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

## **PROCEDURE**

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

## **RESPONSIBILITIES**

### **OWNERS shall:**

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

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

**GREENVIEW SAFETY shall:**

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

**PRIME CONTRACTORS shall:**

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

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

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

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



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

**Regulations:**

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



Municipal District of  
**GREENVIEW**

# 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 a person in writing 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.



## Municipal District of **GREENVIEW**

(d) 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.

(8) If a requirement in the Act, the regulations or the OHS Code imposes a duty on an employer with respect to equipment, work site infrastructure or an excavation and the equipment or infrastructure is designed, constructed, erected or installed, or the excavation is conducted by or on behalf of a prime contractor, the prime contractor shall comply with the requirement as if the requirement were directly imposed on the prime contractor.

(9) Subsection (8) does not relieve the employer or prime contractor from fulfilling other responsibilities under this Act, the regulations and the OHS Code.

(10) Every prime contractor shall ensure that the owner and any employer, supplier or service provider on a work site is informed of any existing or potential work site hazards that may affect workers or other persons at the work site.

(11) Every prime contractor shall cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS Code.

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 reasonable 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 Prime Contractor shall direct all 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



# Municipal District of **GREENVIEW**

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			



# Municipal District of **GREENVIEW**

Provide the WCB Industry Code(s) and Description of service(s) provided:			
Industry Code	Description of Service		
Self Employed Only?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does your Company use Sub-Contractors?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
If "Yes" do your sub-contractors have their own SMS?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Has your company signed an agreement with Greenview?		No <input type="checkbox"/>	Yes <input type="checkbox"/> Please attach copy.
Does your company hold a current 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 _____
<b>WCB STATISTICS</b>			
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?		No <input type="checkbox"/>	Yes <input type="checkbox"/>





# Municipal District of **GREENVIEW**

If "Yes" <b>Please attach a copy of the Certificate and Table of Contents of the SMS.</b>							
If "No". Does your company have an existing SMS that meets SECOR/COR requirements?						No <input type="checkbox"/>	Yes <input type="checkbox"/>
If "Yes": <b>Please attach a copy of table of contents.</b> A copy of the SMS will be required after approval.							
If "No": Please confirm if you have any parts of a SMS:							
a.	Corporate Safety Policy	No <input type="checkbox"/>	Yes <input type="checkbox"/>	b.	Roles and Responsibilities	No <input type="checkbox"/>	Yes <input type="checkbox"/>
c.	Hazard Assessment Process	No <input type="checkbox"/>	Yes <input type="checkbox"/>	d.	Formal Work Site Inspections	No <input type="checkbox"/>	Yes <input type="checkbox"/>
e.	New Hire Orientation	No <input type="checkbox"/>	Yes <input type="checkbox"/>	f.	Training Program	No <input type="checkbox"/>	Yes <input type="checkbox"/>
g.	Worker Competency Program	No <input type="checkbox"/>	Yes <input type="checkbox"/>	h.	Safe Work Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>
i.	Safe Work Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>	j.	Pre-Job Meetings (safety as a topic)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
k.	Environmental Practices	No <input type="checkbox"/>	Yes <input type="checkbox"/>	l.	Incident Investigation Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>
m.	Emergency Response Planning	No <input type="checkbox"/>	Yes <input type="checkbox"/>	n.	Reference to AB OH&S	No <input type="checkbox"/>	Yes <input type="checkbox"/>
o.	Preventative Maintenance	No <input type="checkbox"/>	Yes <input type="checkbox"/>	p.	Subcontractor Management	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Has your company ever been issued a stop work order by or from a Government Regulatory Agency in the last 5 years? (If "Yes" please provide details)							
<b>PROGRAM VERIFICATION</b>							
If your company has COR, SECOR, an SMS or said yes to parts of SMS (optional):							
<ul style="list-style-type: none"> <li>Attach a copy of <b>formal hazard assessments for any applicable scopes of work.</b> (Not field level hazard assessment)</li> <li>Provide frequency and percentage or compliance for work site safety inspections: Frequency: _____ Compliance: _____ %</li> <li>Provide frequency and percentage of compliance for safety meetings: Frequency: _____ Compliance: _____ %</li> </ul>							
<b>COMPETENCY VERIFICATION (may be required)</b>							



# Municipal District of **GREENVIEW**

Corporate Safety Policy	No <input type="checkbox"/>	Yes <input type="checkbox"/>	b.	Roles and Responsibilities	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Hazard Assessment Process	No <input type="checkbox"/>	Yes <input type="checkbox"/>	d.	Formal Work Site Inspections	No <input type="checkbox"/>	Yes <input type="checkbox"/>
New Hire Orientation	No <input type="checkbox"/>	Yes <input type="checkbox"/>	f.	Training Program	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Worker Competency Program	No <input type="checkbox"/>	Yes <input type="checkbox"/>	h.	Safe Work Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Safe Work Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>	j.	Pre-Job Meetings (safety as a topic)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Environmental Practices	No <input type="checkbox"/>	Yes <input type="checkbox"/>	l.	Incident Investigation Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Emergency Response Planning	No <input type="checkbox"/>	Yes <input type="checkbox"/>	n.	Reference to AB OH&S	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Preventative Maintenance	No <input type="checkbox"/>	Yes <input type="checkbox"/>	p.	Subcontractor Management	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Has your company ever been issued a stop work order by or from a Government Regulatory Agency in the last 5 years? (If "Yes" please provide details)


## PROGRAM VERIFICATION

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

- Attach a copy of **formal hazard assessments for any applicable scopes of work.** (Not field level hazard assessment)
- Provide frequency and percentage or compliance for work site safety inspections:  
Frequency: \_\_\_\_\_ Compliance: \_\_\_\_\_ %
- Provide frequency and percentage of compliance for safety meetings:  
Frequency: \_\_\_\_\_ Compliance: \_\_\_\_\_ %

## COMPETENCY VERIFICATION (may be required)

- ☐ Provide business resumes or letters of experience for any project management and supervisors and include documentation to support the following:
- Education and/or certification within occupation or trade(s), and company safety representative. This may include doctorates, degrees, diplomas, trade certifications or records of training in non-certified trades.
    - Supervisor level safety qualifications. This may include courses from a university, college, trade school, or an accredited safety association such as:
      - LSE, AMSA, OH&S Legislation Courses
      - First Aid/CPR
      - Incident Investigation Training
      - WHMIS



# Municipal District of **GREENVIEW**

➤ Worker level safety qualifications:

- First Aid/CPR
- Job Discipline or specific training
- Hazard Awareness Training
- WHMIS 2015

- ☐ Provide General Liability Insurance Certificate with a minimum of \$2M and MD Greenview No. 16 named as additionally insured. Also require # of vehicles that will be on site, along with registration and insurance, names of all personnel that will be on the project along with driver's license.
- ☐ Provide documentation confirming Alcohol and Drug Testing Panel 7 within past 30 days for all personnel who will be on site if/when requested by Greenview.

**By signing this form, I declare that the information provided is complete, correct and that I understand that the Municipal District of Greenview No. 16 maintains the right to verify and periodically audit my safety records for compliance.**

**Signature:**

**Date:**

**MD OF GREENVIEW NO. 16 USE ONLY**  
**REVIEW BY MD OF GREENVIEW NO. 16**

Contractor is:

Acceptable for approved contractor list

Yes ☐

No ☐

Conditionally approved contractor list. The following conditions must be met prior to work commencing:

Contractor if Approved:

- Kickoff Contractor meeting held before going onto site Greenview Representative and Health & Safety.
- Contractor orientation completed.

**List of Attachments:**

- ☐ Current WCB Clearance Letter
- ☐ WCB Premium Rate Statements for current and past two years
- ☐ Copy of COR or SECOR certificate (if applicable)
- ☐ Copy of SMS table of contents (if applicable)
- ☐ Copy of Formal Hazard Assessment & Safe Work Procedure for company scope of work
- ☐ Subcontractor Management Process (if applicable)
- ☐ Copies of task specific competencies
- ☐ Current and valid Certificate of Liability Insurance



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

**Circle your correct answer.**

1. Hazard Identification will be conducted and controlled by means of:
  - a. Field Level Hazard Assessment
  - b. Pre-job Inspections/Meetings
  - c. Formal & Informal Work Site Inspections
  - d. Vehicle & Equipment Inspections
  - e. Near Miss & Hazard ID Reporting
  - f. All of the Above
2. Are all injuries, no matter how minor, to be reported to your Supervisor?
  - a. Yes
  - b. No
3. Is it okay to cut costs and repair or 'temporarily' fix damaged tools?
  - a. Yes
  - b. No
4. Is it proper procedure to carry material up and down a ladder?
  - a. Yes
  - b. No
5. Incidents and Near Misses 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. 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) informs you of 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



# Municipal District of **GREENVIEW**

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 Field Level 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, damage, 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 Contractors' 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 – CONTRACTOR SAFETY ORIENTATION ACKNOWLEDGEMENT

**\*Do not leave blank.**

*Contractor Name (Print):			
*Contractor Signature:			*Date:
Prime Contractor:			
Prime Contractor Contact information: (phone and email)			