



Municipal District of  
**GREENVIEW**

# **GREENVIEW'S CONTRACTOR HANDBOOK**

Updated January 2026



# Municipal District of **GREENVIEW**

## Table of Contents

---

TABLE OF CONTENTS	2
EMERGENCY CONTACTS	3
DEFINITIONS	4
INTRODUCTION	6
PRE-QUALIFICATION – GENERAL	6
MANAGERS & SUPERVISORS (ACTING AS GREENVIEW CONTRACTOR REPRESENTATIVE) AND PRIME CONTRACTOR	6
PERFORMANCE EVALUATIONS	7
DOCUMENTATION	8
CONTRACTOR DOCUMENTATION REQUIREMENTS	8
INCIDENT REPORTING	8
GREENVIEW CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM REVIEW	9
SAFETY INFRACTIONS	9
REFERENCES	10
GREENVIEW POLICIES	11
• GREENVIEW HEALTH AND SAFETY POLICY	
• GREENVIEW SAFETY RULES	
• CONTRACTOR SAFETY POLICY	
APPENDIX I – PRIME CONTRACTOR AGREEMENT (if designated)	23
APPENDIX II – PRE-QUALIFICATION FORM	24
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
HEALTH AND SAFETY ADVISOR	Trina Haskell	1-780-783-0151



# Municipal District of **GREENVIEW**

## DEFINITIONS

---

**Contractor** means 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.

**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.

**Construction Site** means a work area where activities like building, demolition, excavation, site development, or repairs are conducted, and for which OHS regulations apply to ensure the health and safety of workers.

**EOI** means Expression of Interest.

**Greenview** means the Municipal District of Greenview No. 16.

**Greenview Representative** means the Greenview worker, supervisor or manager that has been tasked with overseeing the tasks/job of the contractors.

**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.

**OHS** means Occupational Health and Safety.

**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 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.



## Municipal District of **GREENVIEW**

**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 all applicable Alberta 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.

**WCB** means Worker's Compensation Board.



# Municipal District of **GREENVIEW**

## INTRODUCTION

---

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

---

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 Alberta OHS Legislation applicable to their scope of work.

## PRE-QUALIFICATION – GENERAL

---

Greenview uses a pre-qualification process as a screening method for Contractors. The pre-qualification process applies to all General Contractors, EOI 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 satisfactory performance standing with Greenview shall include an Occupational Health and Safety Management System (SMS). **It is recommended** (but not required) to hold and provide proof of your Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or an active Health and Safety Program. Contractors may be asked to provide a current Table of contents of their SMS, any safe



# Municipal District of **GREENVIEW**

work procedures and Job hazard assessments for all tasks being performed for Greenview. Contractors with no COR, SECOR or SMS will be orientated on Greenview's SMS and will be required to comply in accordance with Greenview's Policies, procedures and rules.

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

- Pre-Qualification Form and all applicable documentation (see page 6).
- Table of Content for current SMS.
- Contractor Safety Orientation Questionnaire (see page 31).
- 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 25) accompanied by Current WCB Premium Rates and Clearance Letters.
- Recommended Training Certifications for each worker on site.
  - Standard First Aid, CPR & AED
  - Any job specific training requirements (fall protection, ground disturbance, etc.)
  - Workplace Hazardous Materials Information System (WHMIS)

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

---

### **Greenview Representative must ensure:**

1. Every Contractor and any worker(s) under their direction must complete a site-specific orientation and Hazard Assessment.
2. The Contractor has obtained necessary permits (excavation, hot work, electrical, etc.).
3. All required Greenview safety forms will be available upon request on site and completed copies are to be handed in to the Health and Safety Department after completion of each individual job.
4. 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**

---

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



# Municipal District of **GREENVIEW**

- Review of Contractor Requirements.
- Review of Hazard Assessments and implemented controls.
- Review of any applicable Inspections.
- 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**

---

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 Health and Safety Department as well as copies of completed safety documents at the end of each job for record retention.

## **CONTRACTOR DOCUMENTATION REQUIREMENTS**

---

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) Commercial Vehicle Inspection Program 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**

---

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.





## Municipal District of **GREENVIEW**

- 6) Any applicable Contractor 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, 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 Health and Safety Department at [safety@mdgreenview.ab.ca](mailto:safety@mdgreenview.ab.ca).

### **GREENVIEW CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM REVIEW**

---

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**

---

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.



## 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 Health and 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. A Supervisor, Manager, Director, or the CAO may discipline the contractor to a greater degree if the unsafe condition or act is severe nature.

### REFERENCES

---

Occupational Health and Safety Act, Regulation and Code.

[Search OHS Legislation | Occupational Health and Safety Legislation](#)

[General Obligations | Occupational Health and Safety Legislation](#)

Greenview's Bylaws & Policies

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



Municipal District of  
**GREENVIEW**

# GREENVIEW POLICES

**Title:** Corporate Health & 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

MAR 26, 2015  
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 Safety Policy**

**Policy No: 3014**

**Supersedes: NONE**

**Effective Date: January 21, 2020**

**Approved by: CAO**

**Review Date: January 21, 2023**



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

## DEFINITIONS

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

**EOI** means expression of interest.

**WCB** means Workers Compensation Board.

**JHA** means job hazard assessment.

**PPE** means personal protective equipment.

**ERP** means emergency response plan.

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

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

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

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

## ROLES AND RESPONSIBILITIES

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

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

## POLICY

### **1. Pre-Qualify Contractors:**

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

Before any contractor is hired to work for Greenview, the above criteria will be used for selecting Contractors. All the above documents must be submitted and meet Greenview's minimum standards.

### **1.3 Contractor's Orientation:**

- 1.3.1 Before starting any work all contractors and their workers must have an orientation covering Greenview's policies including the violence and harassment policy.

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

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

## PROCEDURE

## 2. Procedure Statement:

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

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

## 2.5 Job Hazard Analysis:

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

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

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

## 2.6 Contractors Incident and Near Misses

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

## 2.7 Contractor Emergency Response Plan (ERP)

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

## 2.8 Review of the Response Procedures After an emergency

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

## 2.9 Fire Prevention Plans

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

## 2.10 Contractor Vehicles on Greenview Work Areas

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

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

Print Name	Signature	Date

## References

### 3.1 Contractor Pre-qualification Questionnaire



Municipal District of  
**GREENVIEW**

# APPENDIX





# Municipal District of **GREENVIEW**

## CONTRACTOR IS “PRIME CONTRACTOR” (if designated)

---

Occupational Health & Safety Obligations / Responsibilities:

[General Obligations | Occupational Health and Safety](#)

[Legislation](#)

## APPENDIX I – PRIME CONTRACTOR AGREEMENT

---

**I ACKNOWLEDGE THAT MY COMPANY WILL BE THE “PRIME CONTRACTOR” FOR THE DESIGNATED WORK SITE AT THE:**

CONTRACTOR’S REPRESENTATIVE

DATE

**REVIEWED:**

MUNICIPAL DISTRICT OF GREENVIEW NO. 16  
REPRESENTATIVE

DATE



# Municipal District of **GREENVIEW**

## APPENDIX II – PRE-QUALIFICATION FORM

GENERAL INFORMATION			
Company Name:		Operates as:	
Physical Address (Base of Operations):		Mailing Address:	
City:		City:	
Province:		Province:	
Postal Code:		Postal Code:	
Business Telephone:		Email address:	Fax:
GST Registration Number:			
Contact Information	Name	Phone	Email
Dispatch Contact			
Manager Contact			
H&S Contact			
Other			
ORGANIZATION			
Provide the WCB Industry Code(s) and Description of service(s) provided:			
Industry Code	Description of Service		
Self Employed Only?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does your Company use Sub-Contractors?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
If "Yes" do your sub-contractors have their own SMS?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Has your company signed an agreement with Greenview?		No <input type="checkbox"/>	Yes <input type="checkbox"/> Please attach copy.
Does your company hold a current 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 _____



# 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 ☐ Yes ☐

Does your Company use Sub-Contractors? No ☐ Yes ☐

If "Yes" do your sub-contractors have their own SMS? No ☐ Yes ☐

Has your company signed an agreement with Greenview? No ☐ Yes ☐ Please attach copy.

Does your company hold a current COR/SECOR certification? No ☐ Yes ☐ Other:

Has your company had any vehicle-related incidents? No ☐ Yes ☐  
# in the Past Year \_\_\_\_\_

Has your company had any environmental reportable incidents? No ☐ Yes ☐  
# in the Past Year \_\_\_\_\_

## WCB STATISTICS

Does your company have a WCB account(s) in good standing? No ☐ Yes ☐  
(Please attach a current WCB clearance letter addressed to Municipal District of Greenview No. 16)

WCB Stats for the last 3 years	20_____	20_____	20_____
Employers premium Rate			
Industry Rate			
Rate adjustment, surcharge or discount			
Number of Fatalities			
Number of Lost Time Injuries			

\*On a separate page, briefly explain any fatalities or lost time that may have been listed.

Attach a copy of the current year WCB Employer Premium Rate Statement and two previous years.

## SAFETY MANAGEMENT SYSTEM (SMS)

If "Yes" Please attach a copy of the Certificate and Table of Contents of the SMS. No ☐ Yes ☐



# Municipal District of **GREENVIEW**

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.	Subcontract or 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 scope of work.</b> (Not field level hazard assessment)</li> </ul>							
<b>COMPETENCY VERIFICATION (may be required)</b>							
<input type="checkbox"/> Provide business resumes or letters of experience for any project management and supervisors and include documentation to support the following: <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:</li> </ul> </li> </ul>							



# Municipal District of **GREENVIEW**

- LSE, AMSA, OH&S Legislation Courses
- First Aid/CPR
- Incident Investigation Training
- WHMIS 2015

➤ 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 \$2 Million and Municipal District Greenview No. 16 named as additionally insured. 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:**

**MUNICIPAL DISTRICT OF GREENVIEW NO. 16 USE ONLY**

**REVIEW BY MUNICIPAL DISTRICT 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 (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 Assessments & Safe Work Procedures for scope of work
- ☐ Subcontractor Management Process (if applicable)
- ☐ Copies of task specific competencies/training certificates
- ☐ 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 tended 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)		