



<b>Title:</b> Contractor Safety Policy	<b>Internal &amp; External</b>
<b>Department:</b> Corporate Services- Safety and Training	<b>Policy Number:</b> CS-014
<b>Approval Date:</b> July 16, 2015	<b>Implementation Date:</b> July 17, 2015

**BACKGROUND**

The Town of Paradise has established health and safety guidelines for hiring contractors to perform work on its behalf. The Town is committed to maintaining a safe and healthy work environment for its employees, contractors and the public.

**OBJECTIVE / PURPOSE**

The Town of Paradise has obligations, as a principal contractor, to ensure that contractors hired to perform work on behalf of the Town are complying with the Newfoundland and Labrador Occupational Health and Safety Act and Regulations. All contractors shall adhere to the terms of this policy and any other related policies and procedures and shall ensure compliance of the same by any of his or her subcontractors. Failure to comply with the Occupational Health and Safety Act and Regulations and the Town’s policies and procedures may lead to termination of the contract.

**RESPONSIBILITIES**

**Management:**

Management is responsible for ensuring employees are made aware of any health and safety hazards they may be exposed to when working with or in the vicinity of external contractors. It is also the responsibility of Management to ensure that employees have received health and safety training and/or additional personal protective equipment required to protect employees from those hazards.

Managers, or his/her designates, are to periodically inspect contractors to ensure compliance and to contact the Safety and Training Coordinator, Director and contractor when the contractor’s employees or its subcontractors are not in compliance with the Occupational Health and Safety Act and Regulations and any other applicable legislation and industry standards.

**Directors/Management:**

Directors or assigned management is responsible for ensuring Tenders outline the requirement for occupational health and safety information from contractors. Directors or assigned management are responsible for ensuring that the contractor awarded the position completes and submits the Health and Safety Contract, Certificate of Insurance, Workplace Health ,Safety & Compensation Commission (WHSCC) Certificate of Clearance and Newfoundland & Labrador Construction Safety Association (NLCSA) Letter of Good Standing and any other documents requested during tendering. Directors or assigned Management will set up a meeting with the contractor and Safety and Training Coordinator to review the Contractor Health and Safety Checklist before the commencement of work. Where contracts are managed by an outside company, the meeting will organize and directed by a representative of that company. Directors are responsible for ensuring that periodic inspections of the contractor are conducted to ensure compliance with the Occupational Health and Safety Act and Regulations and any other applicable legislation and industry standards.

**Safety and Training Coordinator:**

The Safety and Training Coordinator will meet with each contractor and Director or assigned management before the commencement of work to review and have the contractor sign off on the Health and Safety Documentation requirement checklist. The Safety and Training Coordinator will review all Contractor Health and Safety Contracts and applicable documentation and conduct periodic inspections of contractor's worksites to ensure compliance with the Occupational Health and Safety Act and Regulations and any other applicable legislation and industry standards.

The Safety and Training Coordinator will act as a resource for management on health and safety matters and will manage the files on each contractor, ensuring they are up-to date

**External Company Managing Contract:**

The external company managing the contract is required to have contractors complete and submit the Contractor Health and Safety Contract, Certificate of Insurance, WHSCC Certificate of Clearance and NLCSA Letter of Good Standing. The external company managing the contract will have the contractor review and sign the Contractor Health and Safety Checklist at the pre-construction meeting with the appointed Town representative and Safety and Training Coordinator in attendance. The external company will inspect daily, contractors to ensure compliance and is to contact the Safety and Training Coordinator, Director and contractor, when contractor's employees or its subcontractors are not in compliance with the Occupational Health and Safety Act and Regulations or any other applicable regulations or industry standards.

**Contractors:**

Contractors shall take all reasonable precautions to ensure the health and safety of their employees, subcontractors, Town employees, and the public. Contractors will ensure that their employees and any subcontractors are complying with the Occupational Health and Safety Act

and Regulations and any other applicable legislation or industry standards as well as take appropriate corrective or disciplinary action against those who contravene the Act and/or Regulations. Contractors are to ensure the Town is notified of any directives issued by the OHS Division, Services NL when conducting work on behalf of the Town and that these directives are addressed in a timely manner.

Contractors shall ensure that all employees and subcontractors assigned to the work are trained and competent and that the Town is provided up-to-date copies of training records. Contractors will notify the Town of any changes in training or insurance requirements.

## **PROCEDURE**

### *Part A: Regular Tendered Contracts*

1. The department in charge of the Tender will ensure Occupational Health and Safety requirements are outlined for contractors bidding on the work.
2. Once the contract has been awarded, the contractor is required to submit the Contractor Health and Safety Contract, Certificate of Insurance and all other required documentation to the applicable department contact before the commencement of work. These documents will become part of the contract documents for the project.
3. The appointed Town representative will forward the Contractor Health and Safety Contract and all other health and safety information to the Safety and Training Coordinator to maintain and review.
4. The Director will set up a meeting with the contractor and Safety and Training Coordinator to review and sign off on the Contractor Health and Safety Responsibility Agreement
5. Management and the Safety and Training Coordinator will arrange periodic inspections of the contractor to ensure that they are complying with the Occupational Health and Safety Act and Regulations and any other applicable legislation and industry standards.
6. The contractor will notify the Town of any changes to the information with the Contractor Health and Safety Contract, such as updated training, changes in employees and, insurance must remain as approved for the entire contract period.

### *Part B: External Company Managing Contract*

1. Once the contract has been awarded, the contractor is required to submit the Contractor Health and Safety Contract, Certificate of Insurance and all other required documentation to the external company managing the contract. These documents will become part of the contract documents for the project.
2. The external company managing the contract will ensure all safety documentation is submitted to the Safety and Training Coordinator before the commencement of work and that all contractors and subcontractors are made aware of any safety requirements of the Town.

3. The external company managing the contract will set up a meeting with the applicable Director, contractor and Safety and Training Coordinator to review and sign off on the Contractor Health and Safety Responsibility Agreement

4. The contractor will notify the external company managing the contract of any changes to the information with the Contractor Health and Safety Contract, such as updated training, changes in employees and changes to insurance documentation and a representative with the external company will notify the Safety and Training Coordinator of these changes.

ASSOCIATED DOCUMENTS:

Contractor Health and Safety Responsibility Agreement

Contractor Health and Safety Documentation Requirement

POLICY REVIEW

This policy may be subject to change following new experience or new knowledge.

Chief Administrative Officer:

Date:

*Madison Curran*

*July 16/15*





**Contractor / Subcontractor Health and Safety Responsibility Agreement**

This agreement is made the \_\_\_ day of \_\_\_\_\_, 201\_ between The Contractor / subcontractor:  
\_\_\_\_\_ of \_\_\_\_\_ and the Town of Paradise for the project of  
\_\_\_\_\_

1. The Contractor / subcontractor agrees to abide by the rules and regulations of the Occupational Health and Safety Act of Newfoundland and Labrador and associated regulations and the Work Place Health Safety and Compensation Commission, and other applicable legislation related to project duties.
2. The Contractor / subcontractor agree to abide by established Health and Safety rules, and will ensure that employees under their control will abide by established practices. The Town of Paradise may request best practices that go above minimum standards.
3. The Contractor / subcontractor shall provide proof of Liability Insurance as dictated by tender documentation.
4. The Contractor / subcontractor shall employ only trained, competent and skilled employees to perform awarded work. These employees shall be fully covered by the Work Place Health, Safety and Compensation Commission, Contractor / subcontractor shall provide a current clearance certificate from Work Place Health Safety and Compensation Commission.
5. The Contractor / subcontractors shall maintain in good standing all permits and licenses required by any authorities having jurisdiction over the business of the Contractor/ subcontractor. This shall be completed at the expense of the Contractor/ subcontractor. The Contractor/ subcontractor shall comply with all Federal, Provincial and Municipal Government laws and Regulations which are applicable to the business. The Contractor /subcontractor further agrees and acknowledges that any violation of the Town of Paradise's safety rules or legislated requirements of the Occupational Health and Safety Act or regulations is justification for immediate termination of its contract with the Town of Paradise, without further obligation on the part of the Town of Paradise.
6. The Contractor/ subcontractor shall not employ or retain anyone as a sub-contractor to perform any part of its obligations under this agreement without the written consent of the Town of Paradise.
7. All accidents / incidents during the duration of the project are to be reported immediately to the Town of Paradise, all accidents are to be investigated and the findings and remedial action reported to the Town of Paradise.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_

Contractor / Subcontractor Representative

Town of Paradise Representative

\_\_\_\_\_  
Name of Signing:

\_\_\_\_\_  
Name of Signing:

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

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



**Contractor / Subcontractor Health and Safety Documentation Requirement**

<b>Documents must be provided to demonstrate</b>	<b>Check if Included</b>	<b>Comments</b>
WHSCC Clearance Certificate		
Company Safety Manual		
Safe Work Procedures for work to be performed		
Name and phone numbers of Safety Personnel, site foreman and emergency contacts.		
OHS committee members		
Minutes of three latest Occupational Health and Safety Committee Meetings		
Samples of performed toolbox talks		
Personal Protective Equipment Policy / Requirements		
Personal Protective Equipment Inspection Policy		
Training Records		
MSDS & Chemical listing of all products to be used onsite		
Hazard Reporting system and completed example		
Accident / Incident Reporting Procedure		
Emergency Numbers and Nearest Hospital Route		
Emergency Response Plan		
COR Certification		
Certificate of Insurance		
Trade Licenses		
Performance Bond		
Labor and Materials Bond		