

Passed By Council on: 11/09/2009

Purpose

To ensure that all contractors providing work or services for the City comply with the City's Occupational Health and Safety Program.

Policy Statement

Contractors who perform work for the City shall comply with the City's Occupational Health and Safety Program and the OHS Act and Regulations;

- Contractors working on City property shall take every precaution reasonable to protect their employees, City employees and the general public from any dangers during the course of the contract.

Definitions:

Project/Contract Manager: City representative who is responsible for the completion of the project.

Responsibilities:

Project/Contract Manager shall:

- Ensure contractors working for their Division comply with the Contractor Health and Safety Policy;
- Arrange a pre-job OHS Orientation meeting with the contractor, the consultant and an OHS Officer of the Employee Wellness Division;
- Where the work activities of 2 or more employers create a hazard to workers and the combined work force at the workplace is more than 5 persons, the principal contractor shall:
 - Ensure that an individual is designated at the work location to coordinate communication for the purpose of ensuring health and safety on the worksite; and
 - Where the principal contractor is not at the work location the principal contractor shall designate a person to assume the duty.

Employee Wellness Division shall:

- Attend the pre-job OHS Orientation meeting with the contractor and the consultant;
- Monitor the contractor work sites for compliance with the City's Occupational Health and Safety Program and the OHS Act and Regulations. The OHS Officers shall have the authority to issue OHS directives and Stop Work Orders;
- Provide assistance to departments in identifying health and safety hazards associated with contracts.

Legal Department shall:

- Provide assistance with contractual language for contract documents;
- Provide legal assistance where health and safety issues arise concerning contracts.

Departments engaging contractors shall:

- For contract work with significant health and safety risks which include but are not limited to:
 - Asbestos
 - Confined space entry
 - Demolition
 - Electrical/energized systems
 - Excavation/trenching
 - Explosives
 - Generation of hazardous waste
 - Heights - working more than three (3) meters above ground level
 - Mobile equipment
 - Painting (subject to discussion between Project Manager and Employee Wellness Group)
 - Welding, cutting or hot work
 - WHMIS controlled products
 - Work that generates gases, vapours, mists, fumes or dust
 - Working over/under water

A. Ensure the contractor has completed and submitted the following OHS documentation prior to commencing work. This will include but is not limited to:

- Letter of Good Standing from WHSCC or equivalent;
- Statutory Declaration for Health and Safety;
- NLCSA Certificate of recognition (COR) Certificate or equivalent

B. Monitor the work site for health and safety compliance. OHS concerns will be addressed by the Project/Contract Manager

C. Notify City departments, who may be affected by the contract work, to allow them to take appropriate actions.

D. Ensure that contractors, their supervisors and sub-contractors attend a pre-job health and safety orientation prior to commencing work. The Project/Contract Manager shall also be present at this meeting.

E. Where Capital Works or major maintenance contracts have been inactive for a period of 90 days or more, a new pre-job health and safety orientation shall be required.

- For contract work with minimal health and safety risks which include but are not limited to:
 - Minor equipment servicing or repair (photocopiers);

- Routine janitorial services;

A. Ensure the contractor has completed and submitted the following OHS documentation prior to commencing work. This will include but is not limited to:

- a. Letter of Good Standing from WHSCC or equivalent;
- b. Statutory Declaration for Health and Safety;
- c. Contractor Safety Checklist.

B. Notify City departments, who may be affected by the contract work, to allow them to take appropriate actions.

Guidelines:

- General Manager must notify the Employee Wellness Division when a contract is awarded advising:
 - description of the contract;
 - contractor's name and contact numbers;
 - consultant's name and contact numbers;
 - anticipated start date and project duration.
- The City's OHS Officers shall periodically monitor these contracts for compliance with the OHS Act and Regulations and the City's OHS Program. They have the authority to issue OHS directives and Stop Work Orders;
- The City shall notify contractors of any known health and safety hazards associated with the project;
- This policy applies to work completed on City property but does not apply to work completed on the property of the contractor;
- Contractors working at the Municipal Depot must sign in with security at the gatehouse.

Exceptions

- Contractors retained for routine maintenance that includes several projects over a long period are only required to attend the pre-job OHS Orientation meeting annually;
- Contractors retained on a regular basis for similar projects that include but are not limited to excavator operator and concrete cutting are only required to attend the pre-job OHS Orientation meeting annually.

Application

Responsibilities

All Employees, Contractors

Definition

References/Appendix



03-07-43 Contractor Safety Checklist.pdf [OHS Declaration Form December 2014.pdf](#)

Monitoring and Contravention

Approvals

Finance and Administration Standing committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009. Finance and Administration Standing Committee report - May 17, 2013; Regular Meeting of Council - May 27, 2013.

Review Period

[Back](#)