

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	OHS-5003 Contractor Safety Management Policy April 23, 2018 Community Services

Policy Statement:

The Town of Vegreville is committed to ensuring that employee safety is an integral component of the Town’s activities. In order to meet our loss prevention objectives and to satisfy our legislated responsibilities, a proper Contractor Safety Program that complements the town’s program is essential.

The Town as such, has prepared these guidelines to assist Contractors in establishing and maintaining an acceptable safety program. The guideline is to serve as an example of minimum requirements for a Contractor’s Safety Program.

Contractors shall not assume that these guidelines will address every circumstance or that unusual circumstances will not warrant additional precautions. The Town expects Contractors to adhere to their responsibilities as employers and to exercise sound judgment in the daily administration of its safety procedures.

Reviewed Date:	Reviewed By:	To Be Reviewed: April 2019
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	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	OHS-5003-1.0 Contractor Safety Management Policy April 23, 2018 Community Services

1.0 Reason for Policy

- 1.1 To establish minimum guidelines for Contractors in order to help provide and maintain a safe work environment for all employees of the Town and Contractor, any other person who may access the site (such as other contractors) and the public.
- 1.2 To ensure that Contractors take all reasonable precautions for the protection of their workers during the project.
- 1.3 To ensure that Contractors comply fully with all Health and Safety requirements in Legislation and Regulations.

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2.0 Scope

All Contractors must abide by the requirements of this policy and must be an approved Contractor before the commencement of any work. This policy applies to Contractors who ARE NOT defined as the “constructor”.

This Policy applies to all projects undertaken by the Town or on property owned or controlled by the Town, in which work is undertaken by Contractors.

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3.0 Definitions

- 3.1 **Project Manager:** Means a Town of Vegreville employee or a delegated representative responsible for contracting the work and ensuring ongoing compliance with this policy and applicable legislative requirements.

- 3.2 **Constructor:** Means a person who undertakes a construction project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. Also called the general or prime contractor. The constructor has complete control of the work on behalf of the construction project owner, and would have responsibility for regulatory compliance and safe work procedures on the job site.

- 3.3 **Contractor:** A “Contractor” is defined in the *OH&S Act* and includes a person or business which provides goods or services to another entity under terms specified in a contract, and includes consultants. Unlike an employee, a contractor does not work regularly for a company. Can also be referred to as an independent contractor. All contractors must be pre-approved prior to commencing work in accordance with the Town’s Annual Prequalification Contractor process.

- 3.4 **HSE:** Means the Town of Vegreville Health, Safety & Environment program.

- 3.5 **Prime Contractor:** The Town is the Prime Contractor of its projects unless a contract between the Town and a Contractor expressly states otherwise.

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4.0 Roles and Responsibilities

4.1 The Town of Vegreville Project Manager (or delegate) shall:

- 4.1.1 Ensure all contractors conducting work for the Town are pre-qualified and on the Town of Vegreville Master approved vendor list prior to commencing work.
- 4.1.2 Ensure the contractor and its workers are familiarized with the specific work site and all foreseeable hazards as in any potential health and safety hazards associated with the location where the work is to be carried out.
- 4.1.3 Set up a system for communication and coordination of work with the contractor to ensure the safety of both Town employees and contractor’s employees, and the public at large.
- 4.1.4 Clearly communicate the expectation that the contractor have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
- 4.1.5 Regularly inspect the work site to determine the level of health and safety compliance.
- 4.1.6 Document inspections and initiate follow-up action immediately to rectify any problems.
- 4.1.7 Include health and safety as the first agenda item at any meetings held to review progress on the contract work.
- 4.1.8 Advise the Town of Vegreville HSE department and any employees whose work operations may be affected by the contract work and of any anticipated impacts.
- 4.1.9 Ensure the Contractor acknowledges that he has read and understood the *Occupational Health and Safety Act* together with the Town of Vegreville Health and Safety Policies and Procedures.

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4.0 Roles and Responsibilities Continued

4.2 Contractors

Contractors, including owners/operators, are required to perform their work in a safe manner so as to protect the health and safety of themselves, their employees, the employees of Town of Vegreville, all other individuals on the work site, and the public at large.

Responsibilities include:

- 4.2.1 Abide by the standards and procedures outlined in this policy.
- 4.2.2 In advance of commencing work, provide to the Town a copy of the Contractor’s Health & Safety Program to be used at the worksite, including any updates that may occur during the project.
- 4.2.3 Shall ensure that they have all relevant information to comply with all applicable legislation governing the work site and safe practices including but not limited to the *Occupational Health and Safety Act*, all as may be amended from time to time.
- 4.2.4 To the extent required by the Town or law, establish and participate in a Joint Work Site Health and Safety Committee.
- 4.2.5 Report all incidents, injuries, motor vehicle incidents, and near misses that occurred in the course of conducting work as outlined in the Contract or Service Agreement.

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5.0 Standards

When the Town of Vegreville assumes the role of “constructor”, Supervisors and/or Project Managers need to monitor the activities of the contract workers closely to ensure the appropriate practices are being followed and exercise due diligence for all employees and employees of contractors.

5.1 Legislation

All contractors who are retained by the Town of Vegreville shall comply with applicable Alberta legislation including, but not limited to, the *Occupational Health and Safety Act*, *Traffic Safety Act*, *Safety Codes Act*, other applicable legislation, bylaws, safe work procedures and work practices pertaining to employee and public safety.

5.2 Commitment to Safety

While engaged in work for the Town or while on Town’s directed or funded projects, the Contractor shall actively promote safe working practices and shall analyze employee activities to identify risk and ensure appropriate precautions are in place to minimize the likelihood of an accident occurring.

- 5.2.1 Monitor and enforce their HSE policies, codes of practice, safe job procedures, and safe work practices.
- 5.2.2 Participate in Town of Vegreville HSE Program including General Safety Orientations, HSE Meetings and Toolbox Meetings, if directed to do so by the Town of Vegreville supervision and/or management.

5.3 Worker’s Compensation and Insurance Coverage

Prior to commencing work for the Town of Vegreville, the contractor will provide proof of:

- 5.3.1 Commercial general liability insurance in the amount of at least TWO MILLION (\$2,000,000) dollars per incident;
- 5.3.2 Automobile liability in the amount of at least TWO MILLION (\$2,000,000) dollars;

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5.0 Standards Continued

- 5.3.3 Current WCB coverage and a current certificate demonstrating that the Contractor is in good standing; and
- 5.3.4 Any other coverage or insurance that would be required by a reasonable and prudent person with comparable risk.

5.4 Enforcement

The Contractor is responsible for ongoing assessment of their employees' competence and attitude for enforcement of safety operating procedures.

The Contractor's employees (including supervisors) who demonstrate a poor attitude toward safe work and safety procedures are not acceptable for work on Town projects, and may be removed from the worksite, temporarily or permanently, at the Contractor's direction or the Town's request. In such case, the Contractor (not the Town) is solely responsible for reassigning or terminating that employee, as the case may be.

5.5 Inspections

Contractors shall use a regular system of safety inspections to detect and correct hazardous conditions, safety violations and unsafe work practices.

Town representatives may periodically participate in and or provide support to contractors in their inspection program.

5.6 Safety Representatives

(Job Duration exceeding 30 days)

Designated Site Safety Representatives of a Contractor on a Town project site shall meet at least once a month to discuss any safety concerns, inspections and exchange information.

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5.0 Standards Continued

5.7 Pre-Job Orientation

Prior to commencement of the project or entry of the Contractor's staff and equipment onto the project site, a pre-job orientation meeting shall be held between the Contractor and the Town's Project Manager (or delegate) responsible for the project.

5.8 Incident Reporting/Investigation

Contractors shall have an effective accident reporting and investigation system established and shall ensure that all staff are advised of the importance of prompt reporting and investigation of incidents.

If an incident or near miss is required to be investigated or reported to OH&S, the Town must also be advised.

Contractors shall provide copies of incident reports to a Town representative upon request.

Further, Contractors shall report to the Town regarding the following additional incidents, regardless of whether they must be reported to OH&S:

- 5.8.1 Personal injury of any kind (medical or disabling);
- 5.8.2 Vehicle accidents or near misses;
- 5.8.3 Spills or accidental release of products that may be potentially harmful to people or the environment;
- 5.8.4 Fires or explosions of any kind; and
- 5.8.5 Near misses having the potential to cause injury and/or damage.

5.9 Emergency Services

Contractors shall conduct a pre-commencement evaluation of the project and ensure that suitable emergency response plans, equipment and trained staff are available to handle emergencies that may arise. Copies of emergency response/ evacuation plans shall be made available to a Town Representative upon request.

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5.0 Standards Continued

5.10 Personal Behavior

Contractors are responsible for ensuring that no employee or employees of any agents or Sub-Contractors are allowed to enter the project site while under the influence of drugs or alcohol.

5.11 Monthly Safety Summary

(Job Duration exceeds one month)

Contractors shall provide a Town Representative with a monthly summary of safety activities and incidents occurring on site.

5.12 Cleanup of Job Site

Clean up of job site (when job is complete and during job duration).

Contractors shall be expected to leave the job site in a safe and acceptable condition when they finish their work daily.

Contractors shall be expected to clean the entire work area after they have finished the contracted work.

5.13 Job Site Visitors

Visitors need to be made aware, by the Contractor, of the dangers on specific job sites and that serious injury could occur.

Contractors and the Town must inform their respective visitors of ALL possible hazards, as well as provide training and proper protective equipment.

*Visitors are prohibited from job sites unless approved by the appointed Supervisor of the site.

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6.0 Communication

This procedure will be communicated by the Project Manager to the Contractor and appropriate Town of Vegreville Staff.

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7.0 Policy Evaluation

Evaluation of this policy will be done on an annual basis.

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8.0 End of Policy



Mayor Tim McPhee



Cliff Craig CLGM, Town Manager