



Title: Contractor Policy
Policy Number: 068

Resolution Number: 13-391
Date Approved: September 17, 2013

PURPOSE:

The Town of Conception Bay South 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 as well as minimizing corporate and individual liability.

AUTHORITY:

- Newfoundland and Labrador Occupational Health and Safety Act
- Newfoundland and Labrador Occupational Health and Safety Regulations

STATEMENT OF POLICY:

The Town of Conception Bay South 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 the termination of the contract.

1.0 RESPONSIBILITIES

Management:

Management is responsible for ensuring that employees are made aware of any health and safety hazards that 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 that would be required to protect employees from those hazards.

Managers, or his/her designates, are to periodically inspect contractors to ensure compliance and to contact the OHS 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 are responsible for ensuring that 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, WHSCC Certificate of Clearance and 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 OHS 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 also involve a representative from that company.

Directors are responsible for ensuring that periodic inspections of the contractor are conducted to ensure compliance to the Occupational Health and Safety Act and Regulations and any other applicable legislation and industry standards.

OHS Coordinator:

The OHS 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 Contractor Health and Safety Checklist.

The OHS 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 OHS Coordinator will act as a resource for management on health and safety matters and will manage the files on each contractor, ensuring it is 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.



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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 OHS Coordinator in attendance.

Contractors:

Contractors shall take all reasonable precautions to ensure the health and safety of their employees, subcontractors, the 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 that 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 updated copies of training records.

Contractors will notify the Town of any changes in training or insurance requirements.

2.0 PROCEDURE

Part A: Regular Tendered Contracts

1. The department in charge of the Tender will ensure that 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.
3. The appointed Town representative will forward the Contractor Health and Safety Contract and all other health and safety information to the OHS Coordinator to review and maintain.



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4. The Director will set up a meeting with the contractor and OHS Coordinator to review and sign off on the Contractor Health and Safety Checklist.
5. Management and the OHS 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 information with the Contractor Health and Safety Contract, such as updated training, changes in employees and changes to insurance documentation.

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.
2. The external company managing the contract will ensure that all safety documentation is submitted to the OHS Coordinator before the commencement of work and that all contractors and subcontractors are made aware of any safety requirements from the Town.
3. The external company managing the contract will set up a meeting with the applicable Director, contractor and OHS Coordinator to review and sign off on the Contractor Health and Safety Checklist.
4. The contractor will notify the external company managing the contract of any changes to 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 OHS Coordinator of these changes.

ASSOCIATED DOCUMENTS:

Contractor Health and Safety Contract
Certificate of Insurance
Contractor Health and Safety Checklist



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REVISION HISTORY:

Revision:	Sec/Para Changed	Change Made:	Date: