



POLICY	
Policy Number: HS2020-003	Date Approved: June 2006
Department: Health and Safety	Date Reviewed: October 2020
Contractor Health and Safety Policy	

### 1. Policy Statement

Prior to commencement of any work with the Corporation; all contractors shall agree to the conditions and ensure that all work shall be performed in accordance with governing legislation, regulations and industry standards. Contractors shall be required to understand their responsibilities in the areas of health and safety.

The Corporation will hold contractors and their employees accountable and impose appropriate consequences should violations or concerns arise. Contractors shall comply with the health and safety initiatives of the Corporation and any violations will result in consultation with the Corporation to improve performance or result in the termination of the contract. The Corporation shall ensure the contractor is made aware of health and safety rules specific to the workplace(s) and emergency response and evacuation procedures.

### 2. Purpose

The Town of Kirkland Lake (the Corporation) may use contractors to perform maintenance work, construction work, repairs, specialized job tasks, and other job assignments not performed by the Town of Kirkland Lake employees.

To ensure that all Contractors exercise due diligence and provide a Health and Safety Policy and a Safety Program to identify possible workplace hazards and carry out the appropriate corrective action to prevent accidents or injuries arising from these hazards. To satisfy that any work or service being performed while engaged by the Corporation is done with the highest regard to Health and Safety in accordance with the Occupational Health and Safety Act. .

### 3. Scope

This policy applies to all Contractors who perform work on any of the Corporation's properties as contracted by the Corporation. Exclusions from this policy are groups

that perform daily activities such as delivery and providing of services or goods to the Corporation such as stationary supplies, parcel delivery, etc.

#### **4. Definitions**

Contractor refers to a person or entity external to the Corporation. A Contractor is a third party or retained for the completion of a task, projector construction assignment.

#### **5. Policy & Procedures**

**Prior to retaining the services of a contractor, the contractor shall:**

- Agree to sign and submit to the Corporation's contract administrator a signed Contractor Health & Safety Orientation Package;
- Provide to the Corporation a copy of:
  - The contractor's health and safety policy, if the contractor has 5 or more employees;
  - WSIB Clearance Certificate or letter of good standing, to demonstrate Contractors are insured and in good standing with the Workplace Safety and Insurance Board (WSIB) or have their own coverage for any potential or possible liability, risk or injury. A new WSIB Clearance Certificate may be requested every 6 months. Without such proof of indemnity, no Contractor may engage or proceed in their duties or services with the Corporation;
  - All certificates and proof of competencies as required for the scope of work being performed;
  - General Liability insurance;
  - Training records for employees to the identified hazards identified for the work and work area they are to be performing such as:
    - WHMIS and proof of safety orientation.
    - When the contractor does not have this basic training, they shall be required to have required training completed prior to commencement of work.
    - (M)SDS for any chemicals brought into the work location.
- The Contractor shall understand and follow established rules and procedures for health and safety at the Corporation.

- A copy of all contractor documents will be retained in the contractor's file.

**While any work or services are being performed by the contractor on behalf of the Town of Kirkland Lake:**

- The Contractor shall ensure designated supervisors are competent as defined by the Ontario Occupational Health and Safety Act to manage their employees;
- Shall not be in possession, purchase, transfer of possession, or report to work under the influence of an intoxicating substance such alcohol, illegal drugs or misuse of prescription drugs.
- In the event that a Contractor is required to enter a work area that is normally restricted to employees the Contract Administrator will inform the Department Head or supervisor at that work area to ensure the Contractor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.

***The Contractor shall:***

- Ensure the health and safety of their employees;
- Provide qualified employees for the work being performed;
- Ensure all work performed is in accordance with governing legislation/regulation/Industry Standards and as outlined here within;
- Provide their own Personal Protective Equipment (PPE) or any associated materials, tools, or apparatus with respect to Health and Safety and be recognized in accordance with the Corporation's Health and Safety Policies and Procedures, and the Occupational Health and Safety Act. All PPE or other safety-related materials provided by a third party are the responsibility of the said party and must be in compliance with the Canadian Safety Association Standards (CSA) and Regulations.

***All employees of the contractor shall:***

- Work in compliance within legislation, industry standards and rules specific to the assigned workplace(s);
- Wear the required personal protective equipment and maintain the equipment in good working order;
- Use all safety devices, and guards provided;
- Immediately report to their manager or supervisor any:

- Defects in any personal protective equipment.
  - Defective safety devices, guards, or equipment that they are assigned to use.
  - Defective lighting, equipment, ventilation, floor, railing, guard, or structure.
  - Unsafe condition, unsafe acts, practices or procedures.
  - Injuries or incidents that might have caused any injury.
  - Incident that has caused or might have caused any property damage.
  - Immediate or potential hazards.
- Use tools, equipment, materials, and perform processes that they are trained and have been authorized to use;
  - Use tools, equipment and materials only in the manner intended;
  - Regularly inspect work area, and keep workplace safe and orderly;
  - Maintain good housekeeping at all times in their assigned work areas;
  - Refrain from any horseplay or any other unacceptable or unsafe conduct;
  - Cooperate with the Safety Committee of the Town of Kirkland Lake.
  - Know all emergency procedures applicable in the assigned workplace(s);

The Contract Administrator shall confirm that where a person is killed or critically injured from any cause at a workplace that the Contractor's responsibilities have been met under the Occupational Health and Safety Act, Section 51. All accidents and or near misses are reported by the Contractor to the applicable agency, i.e. WSIB, MOL, etc, and the Contract Administrator by copy immediately.

### **Training**

The contractor shall ensure the required training be completed prior to commencement of contract.

Training requirements shall be established prior to awarding of contract.

## 6. Summary

### **Evaluation**

A performance review will be conducted annually or at the conclusion of services to determine if the contractor will be used again for services after the end of the contract or if the contract will be renewed.

### **LEGISLATION / STANDARDS**

Occupational Health and Safety Act (OHSA)

Canadian Standards Association (CSA)

Workplace Safety and Insurance Act

Town of Kirkland Lake Health and Safety Policies and Procedures