



POLICY	
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Orientation Package for Contractors	

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## **Introduction**

Attention Contractor:

Congratulations on your awarded / tendered contract and activity with the Town of Kirkland Lake (the Corporation).

Please note that in addition to documentation that is required to be completed in the Contractor Process, the Town has set out a policy on Contractor Compliance to ensure that all Contractors adhere to the Corporation's Health and Safety Policies and Procedures and ensure that they are in compliance under Provincial Legislation, Regulations, the Occupational Health and Safety Act (OHSA) to satisfy that any work or service being performed while engaged by the Corporation is done with the highest regard to Health and Safety.

### **1. Policy Statement**

The Corporation's Occupational Health & Safety Policy is reviewed by the Joint Health and Safety Committee and endorsed by the CAO annually. It states the Corporation's commitment to provide a healthy and safe work environment for all staff. The policy is posted on all health and safety notice boards.

### **2. Purpose**

This **Health & Safety Orientation Package for Contractors** is an overview of the Health and Safety policies, programs and procedures in place with the Town of Kirkland Lake. It also outlines pertinent health & safety legislation and the responsibilities of the various workplace parties. It will assist you in fulfilling these obligations and serves as a safety orientation document to supplement other materials required for completion by contractors engaged in activity or a contractual arrangement with the Corporation.

### **3. Scope**

As per our Contractor Safety Policy, please note that all Contractors are expected to be in compliance with the **Occupational Health and Safety Act (OHSA)** and any related regulation that is in relation to the work or activity that your firm has been awarded/tendered for by the Town.

The Occupational Health and Safety Act (OHSA) came into force on October 1, 1979. The Act provides the basic framework for making Ontario's workplaces safe and healthy. The Act:

- ✓ Fosters the internal responsibility system in several ways: by requiring a Joint Health and Safety Committee or worker representatives; by requiring employers to have a Health & Safety policy and program; and by making contractors directly responsible for health and safety;
- ✓ Imposes both general and specific duties on the workplace parties to protect health and safety;
- ✓ Gives workers three basic rights: the right to know and receive training about potential hazards; the right to participate in resolving health and safety concerns; and the right to refuse unsafe work;
- ✓ Sets out penalties for contraventions and provides inspectors with broad powers to inspect workplaces, investigate accidents and complaints, and issue orders for compliance.

#### **4. Definitions**

Not Applicable

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

##### **Designated Responsibilities**

A constructor shall ensure, on a project undertaken by the constructor that,

- ✓ The measures and procedures prescribed by OHSA and the Regulations are carried out on the project;
- ✓ Every employer and every worker performing work on the project complies
- ✓ with the OHSA and Regulations; and
- ✓ The Health and Safety of workers on the project are protected.

##### **Notice of Project**

Where so prescribed, a constructor shall, before commencing any work or project, give to a Director (Ministry of Labour) a notice in writing of the project containing such information as may be prescribed.

In addition to the requirements under the OHSA and provincial regulations, all contractors who submit proposals to complete work required by the Town must:

- ✓ Review and understand the Town's Health and Safety Policies and Procedures.

- ✓ Provide satisfactory evidence, i.e. Certificate of clearance showing good standing with the Workplace Safety & Insurance Board of Ontario (as requested, every six months).

Perform duties in compliance with applicable Legislation(s). e.g. Occupational Health and Safety Act & Regulations, and the Workplace Safety & Insurance Act.

- ✓ Work cooperatively with the Corporation to ensure minimal risk of injury to employees and visitors.
- ✓ Submit a copy of their Health and Safety Policy and Program if they employ more than five workers as required by the Occupational Health and Safety Act.
- ✓ Submit copies training records for employees to the identified hazards identified for the work and work area they are to be performing.
- ✓ Ensure that employees are properly licensed, qualified as required by contract, and trained for their duties.
- ✓ Provide and maintain necessary safety equipment for employees.
- ✓ Take every precaution reasonable for the protection of the worker.

During the course of the contract, as required, the Corporation shall monitor the contractor's performance for Occupational Health and Safety compliance.

**With respect to our contractors working with the Town of Kirkland Lake, please do not hesitate to contact the Contract Administrator, should you have any safety questions or concerns with respect to any Town employee engaged or working in direct relation to your activity/contract/project.**

### **Workplace Hazardous Materials Information System**

WHMIS is a Canada wide information system created through the collective efforts of industry, labour and government at the Federal, Provincial and Municipal levels. The purpose is to provide knowledge for the protection of workers Health & Safety and this is known as the "Right To Know" legislation. The 3 main parts of WHMIS are: Labels, MSDS, and Education/Training

### **Hazard Management**

The responsibility for resolving Health & Safety issues lies with all workplace parties. This concept is referred to as the Internal Responsibility System and is built upon the principle that the workplace parties are in the best position to identify and control Health & Safety issues cooperatively.

**Employees and Supervisors are strongly encouraged to refer to Part V, Section 43 “Right to Refuse or Stop Work” of the Occupational Health and Safety Act to ensure a clear understanding of your rights and responsibilities.**

### **Injury and Incident Reporting and Accident Investigations**

With respect to the issues of Incident & Accident Investigation and Injury Reporting, all Contractors are responsible for their own employees and equipment. The Contract Administrator shall be notified and copied immediately on any Health and Safety or related issue (by copy of a Contractor Incidents, Accidents and Injuries in the workplace).

#### ***Injury and Incident Reporting***

Awareness regarding Incident and Accident trends allows for the opportunity to implement measures to prevent or minimize the possibility of those incidents from happening again. In addition to prevention, more serious injuries requiring healthcare treatment or lost time away from work will require the filing of a compensation claim (Form 7) with the Workplace Safety & Insurance Board.

**Where a person is killed or critically injured from any cause at a workplace immediate reporting is a requirement under the Occupational Health and Safety Act Section 51.**

#### ***Contract Worker Injury Reporting Steps***

1. Promptly obtain first aid/medical aid, if required.
2. Immediately notify your direct supervisor and provide him/her with details of the occurrence.
3. The supervisor will complete the incident report, have the worker sign it and provide the worker with a copy. The supervisor will also provide the worker with paperwork to be completed by the attending healthcare professional to help in early and safe return to work.
4. The supervisor shall investigate the incident and take preventative actions to prevent a reoccurrence.
5. The supervisor shall notify the contract administrator immediately in the case of critical injuries and within 24hrs of any other injuries sustained by their employees.

### ***Incident & Accident Investigation***

All incidents that cause or have the potential (near-miss) to cause workplace injuries, occupational illnesses and/or property damage shall be investigated. The Contract Administrator shall be notified within 24 hours.

### **Early and Safe Return to Work**

Contractors are expected and required to manage their own Return to Work Processes, procedures and matters relating to Modified Duties in accordance with the Workplace Safety and Insurance Act.

The goal of the Return to Work (RTW) program is to help workers return to work as soon as it is medically possible following an injury or illness. Returning to daily work and life activities can actually help in recovery and reduce the chance of long term disability.

Contractors are expected to have their own staff appropriately trained and equipped to handle First Aid matters in accordance with Regulation 1101, pursuant to the Occupational Health and Safety Act and under Section 3 of the Workplace Safety and Insurance Act.

### **General Safety Rules, all employees working for a Contractor should:**

1. Report to work well-rested and give your full attention to your job tasks. Distraction or lack of focus is a major contributor to workplace accidents.
2. Never report to work under the influence of alcohol, drugs (prescription or non-prescription) or other substances that will impair your abilities and endanger your Health or Safety or that of any other person. No person shall be permitted to remain on the premises while under the influence.
3. Never engage in inappropriate behavior, such as horseplay, fighting and/or practical jokes that could create an unsafe condition.
4. Do not wear loose or ragged clothing, dangling neckwear or bracelets near moving parts of machinery or electrically energized equipment.
5. Report all unsafe acts to your immediate supervisor.
6. Report all unsafe conditions that are encountered to your immediate supervisor.
7. Do not operate any machinery or equipment if it is known to be in an unsafe condition.

8. Never use unfamiliar machinery, equipment or tools without proper instruction and authorization. Always use the correct tool for the job, do not improvise.
9. Do not engage in tasks or other activities (e.g. talk on cell phone) when conducting tasks or operating equipment or vehicles where full attention is required.
10. Always wear the seat belts in mobile equipment or vehicles that are equipped with them. The operator and passengers shall use the belts whenever the equipment or vehicle is moving.
11. Wear and maintain all required personal protective equipment (PPE) that is required for the specific work being performed.
12. All injuries, no matter how minor, must be reported immediately.
13. Report any significant allergies or other medical conditions which might be encountered while at work (e.g. bee stings). Take all the necessary steps to manage this issue in case of exposure (e.g. Epi-pen).
14. Refrain from parking, even temporarily, in designated fire lanes.
15. Obey all warning signs, signals and alarms.
16. Understand the principles of the Workplace Hazardous Materials Information System (WHMIS) and know where the Material Safety Data Sheets (MSDS) are located in your workplace for the products you may work with.
17. Only store and handle flammable liquids in approved safety containers. Proper lids and caps must always be used on storage containers.
18. Do not dispose of any flammable liquids or other hazardous materials by pouring them down a sewer or drain. Ask your supervisor for information regarding the proper disposal of hazardous materials.
19. Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to your immediate supervisor. Electrical can only be repaired or serviced by a qualified person.
20. Whenever completing work at a height ensure you use the appropriate ladder. Faulty or makeshift ladders must not be used. When working at a height at or above 3 meters proper fall arrest equipment must be worn.
21. Use proper lifting techniques when lifting. Have a secure footing, bend your knees, keep your back straight, take a firm hold of the object being lifted,

ensure your view is not obstructed and slowly straighten your legs. Avoid twisting, over reaching or other awkward positions that will likely contribute to an injury.

22. Avoid manual lifting of materials, articles or objects that are too heavy. Wherever possible, use mechanical lifting devices to lift and move heavy objects or ask for assistance from others.

## 6. **Summary**

### **Related Regulations**

In addition to the OHSA, there are a number of related regulations that provide more specific information for certain types of work activities. Some of these regulations that apply to work conducted by the Town of Kirkland Lake employees and/or contractors include but not limited to:

- Workplace Hazardous Materials Information System (O.Reg. 860)
- Control of Exposure to Biological and Chemical Agents (O.Reg. 833)
- First Aid Requirements (O.Reg. 1101)
- Industrial Establishments (O.Reg. 851)
- Construction Projects (O.Reg. 213/91)
- Confined Spaces (O.Reg. 632/05)
- Firefighters Protective Equipment (O.Reg. 714/94)
- Roll-over Protective Structures (O.Reg. 856/90)
- Training Programs (O.Reg. 780/94)
- Window Cleaning (O.Reg. 859/90)
- Designated Substances (O.Reg. 835-846)

### **Town of Kirkland Lake Health and Safety Policies**

In reference to Contractor Health and Safety Compliance, note the:

- Health and Safety Policy
- Lockout / Tagout Policy
- Hazard Reporting Policy
- Confined Spaces Policy
- Accident Investigation Policy
- WHMIS Program Policy
- Workplace Violence Policy
- Contractors Health and Safety Policy



## **Contractor Orientation Checklist**

The checklist is to be completed by all Contractors in accordance with the attached Safety Orientation Package. Each line must be answered and the completed form signed by both the Contractor and the Contract Administrator. All checklist answers indicated with a NO response must be explained on the following page. The Contract Administrator will maintain the completed checklist on the Contractors file.

1. I have read and understand the Town of Kirkland Lake Health & Safety Orientation Package.

Yes  No

2. I understand the requirements and responsibilities of the Corporation and mine as the Contractor.

Yes  No

3. I have read and understand the Town of Kirkland Lake Health & Safety Policy.

Yes  No

4. I understand my responsibilities as a Contractor regarding Safety Compliance.

Yes  No

5. The Contractor is in compliance with the Provincial Legislation and Regulations in, but not limited to the Occupational Health and Safety Act, The Workplace Safety and Insurance Act, Regulation 560 (WHMIS) and Regulation 1101 (First Aid Requirements).

Yes  No

6. The Contractor has an existing Health and Safety Policy and Safety Program and is available for review upon request (if greater than five employees).

Yes  No

7. The Contractor is aware of the Corporation's workplace's safety policies, procedures and guidelines.

Yes  No

8. The Contractor provides and maintains its own personal protective equipment (e.g. safety goggles, gloves, respirator, protective clothing etc.) required for work.

Yes  No

9. The Contractor has its own list/binder for WHMIS and Material Safety Data sheets (MSDSs) for the hazardous materials that may be used for the project/contract/work.

Yes  No

10. The Contractor shall conduct their accident, injury and incident investigations and will advise the Contract Administrator immediately by notice.

Yes  No

***ALL CHECKLIST ANSWERS INDICATED WITH A NO RESPONSE MUST BE EXPLAINED***

**Contractor:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Contract Administrator:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copies: 1. Contract Administrator (retains original) 2. Contractor