
 Rainy River District Social Services Administration Board	<b>SECTION:</b> Health & Safety
	<b>POLICY TITLE:</b> Contractor Health and Safety Requirements
<b>ORIGINAL DATE:</b> March, 2012	<b>POLICY AREA:</b> Roles and Responsibilities
<b>REVISION DATE:</b> July, 2014	<b>POLICY NO:</b> HS-2.5
<b>NEXT REVIEW DATE:</b> July, 2018	<b>APPROVED BY:</b> 

## Purpose

To ensure that contractors and subcontractors retained to perform services for the Rainy River District Social Services Administration Board (RRDSSAB) are knowledgeable of and understand their obligations under all applicable health and safety and environmental legislation and that they understand that the RRDSSAB will insist on strict compliance with such legislation.

## Responsibility

1. The contractor or subcontractor is responsible for ensuring proper application of the Occupational Health and Safety Act, RRDSSAB Policies and Procedures, and any other applicable legislation;
2. Managers, Supervisors, and/or their designates shall ensure compliance;
3. Contractors and subcontractors shall ensure employees receive proper training and instructions prior to commencement of work;
4. Contractors and subcontractors shall be responsible for issuing personal protective equipment to their employees. (reference RRDSSAB Personal Protective Equipment Policy and Procedure);
5. The contractor is responsible for filing the "Notice of Project" with the Ministry of Labour; and
6. The contractor will establish a Joint Health and Safety Committee or appoint a Health and Safety Representative as outlined in the Occupational Health and Safety Act.

## Procedure

1. The manager in charge of the project will designate the project coordinator in writing prior to the commencement of the project;
2. All contracts shall contain clauses to ensure that the contractor and its subcontractors perform the work in compliance with all applicable health and safety and environmental legislation and RRDSSAB Policies and Procedures;
3. All contractors will be required to sign an Undertaking to Comply (Appendix A) that acknowledges their awareness and responsibilities under the Occupational Health and Safety Act and other legislation as well as consequences for non-compliance;
4. Contracts entered into between the RRDSSAB and the contractor shall contain a provision which gives the RRDSSAB the right to terminate a contract for noncompliance with health and safety or environmental legislation on the part of a contractor, subcontractor, or the workers of either;
5. The contracts shall include a clause that holds the RRDSSAB harmless from any and all costs associated with any charges or actions resulting from the contractors' or subcontractors' work which the RRDSSAB must defend against;
6. Meetings will be scheduled before and after the start of the contract to review the health and safety components on site with the RRDSSAB, Contractor and/or the Health and Safety Coordinator, i.e. signage, barricades, PPE, etc;
7. Where a RRDSSAB employee observes an act or condition which the employee believes may endanger the well being of a person on the project site, the employee will notify his/her supervisor of the hazard;
8. The Supervisor will then investigate the report and take the action it deems appropriate in order to ensure that the workplace is safe;
9. The RRDSSAB will document all reports of contractor and subcontractor noncompliance as well as all actions, which were taken to investigate and correct all hazards, and potential hazards resulting from non-compliance in accordance with established policies and procedures;
10. The RRDSSAB reserves the right to audit contractors and their subcontractor's health and safety performances during the term of the contract; and
11. Evaluation of performance will be based upon accident/injury data and adherence to the RRDSSAB's health and safety policies, applicable legislation, and periodic inspections. Such information may be used for future reference.

## **Tendering/Selection**

As part of the tendering and/or pre-qualification process, the RRDSSAB will include a copy of its health and safety policies and procedures relating to the employment of contractors and the bidders will be advised that compliance with health and safety and environmental legislation will be a condition of any contract.

The RRDSSAB shall request all applicable information to assist in evaluating the tenders:

- a) Proof of current WSIB coverage/WSIB Clearance Certificate;
- b) Proof of current liability insurance coverage minimum \$2 million per occurrence;
- c) The name of the person responsible for administering the contractor's health and safety program;
- d) Proof of appropriate staff training where required, i.e. Transportation of Dangerous Goods, OHS, WHMIS, etc;
- e) Proof of equipment certification where required, i.e. lifting devices, boom cranes, underwater diving, etc;
- f) Copy of the contractor's health and safety policies and procedures;
- g) Particulars of any convictions or orders imposed under health and safety or environmental legislation; and
- h) When considering tenders, reference will be made to previous audits conducted by the RRDSSAB. If unsatisfactory performance has been identified, this may affect the awarding of the contract.

# PRE-JOB BRIEFING CHECKLIST

Name of Person Conducting Briefing: \_\_\_\_\_ Date/Time: \_\_\_\_\_ / \_\_\_\_\_

<b>The objective of a good pre-job briefing is to communicate an understanding of scope, hazards, and mitigation to enable the safe completion of work.</b>	
Initial each box upon completion of the section discussion during the pre-job briefing. Mark N/A in the comment box if this section is not applicable to this job. REMEMBER TO MAKE THIS PRE-JOB BRIEFING AN INTERACTIVE EVENT!	
<b>1. Discuss Scope of Work to be Performed and any Limiting Conditions</b>	
Comments:	
<b>2. Review Job Hazards and Corresponding Controls (Permits, lockout/tagout)</b>	
Comments:	
<b>3. Review Work Procedures and Initial Conditions Involved</b>	
Comments:	
<b>4. Discuss Emergency Actions To Be Taken, Escape Routes, in the Event of Abnormal Conditions</b>	
Comments:	
<b>5. Discuss Job Roles and Responsibilities, Special Training Requirements</b>	
Comments:	
<b>6. Discuss Needed Materials, Tools and Equipment, to Include PPE</b>	
Comments:	
<b>7. Discuss Worker Safety Behavior, Environmental Requirements, Waste Handling</b>	
Comments:	
<b>8. Discuss Error Likely Situations; Think what can go wrong??</b>	
Comments:	





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• Children's Services • Land Ambulance • Ontario Works • Social Housing

The Rainy River District Social Services Administration Board (RRDSSAB) has attached the following policies for your review. This signed *Form* must be returned to the RRDSSAB prior to commencing work.

Policy Name/Number	Contractor's Initials
HS-2.5 Contractor Health & Safety Requirements	
HS-2.7 Right to Refuse Unsafe Work	
HS-6.1 Personal Protective Equipment (PPE)	
HS-6.6 Ladder Safety	
HS-6.9 Extreme Temperatures	
HS-6.10 Hot Work	
HS-6.11 Equipment Inspection	
HS-6.12 Electrical Safety Code Requirements	
HS-6.13 Asbestos Management	
HS-6.14 Respiratory Protective Equipment	
HS-6.15 Lockout/Tagout	
HS-8.0 Repetitive Strain	
HS-8.2 Slips, Trips and Falls	
HS-8.3 Pinches/Lacerations	
HR-33.6 Workplace Hazardous Information System (WHMIS)	

By signing below, I acknowledge that I have received and reviewed the RRDSSAB policies listed above.

I further agree that any and all work completed for RRDSSAB by me or my staff will be in compliance with the above policies and all applicable legislation.

\_\_\_\_\_  
Contractor Name (*print*)

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date