



(Company Name Here)

## CONTRACTOR SAFETY POLICY & PROCEDURES

Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_

### 1.0 Purpose

The purpose of this policy is to establish an effective system of responsibility and accountability for controlling safety and health risks in the workplace for outside contracted companies.

### 2.0 Scope

The Health and Safety of our workers comes first here at (*company name*). By having a plan for evaluating, selecting, and monitoring outside companies contracted to do certain jobs in the workplace, incidents, injuries, and illnesses can be easily prevented.

### 3.0 Background

(*company name*)'s goal is to have a well thought out system for outside contacted companies will help to prevent injuries and occupational disease in the workplace.

### 4.0 Definitions

"Accident" any unplanned event that causes injury or death to persons, or, damage to property.

"Contractor" means a person who, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a workplace.

"Employer" is a person who, by himself or his agent or representative employs or engages one or more workers.

"Hazards" any source of potential damage, harm, or adverse health effects on something or someone under certain conditions at work.

"Health" means the condition of being sound in body, mind, and spirit, and shall be interpreted in accordance with the objects and purposes of the *Health and Safety Act W210*.

"Incident" describes both accidents and dangerous occurrences.

"Safety" means the prevention of physical injury to workers and the prevention of physical injury to other persons arising out of or in connection with activities in the workplace.


"Supervisor" means a person who has charge of a workplace or authority over a worker.

"Worker" is any person who is employed by and employer to perform a service whether for gain or reward, or hope or gain or reward.

### 5.0 Legislation

The Manitoba Workplace Safety and Health Act W210 requires a safety and health program to include: "a statement of the procedures to be followed to safeguard safety and health in the workplace when another employer or self-employed persons are involved in work at the workplace that includes:

- (i) *Criteria for evaluating and selecting employers and self-employed persons to be involved in work at the workplace, and*

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- (ii) *Procedures for regularly monitoring employers and self-employed persons involved in work at the workplace,” (Section 7.4 (5) G, W210).*

## 6.0 Policy

*(Company Name)* and its contracted companies or self-employed persons share responsibility for attempting to ensure that people are not injured as a result of construction, maintenance, or related activities on the property. *(company name)* requires that all contactors or self-employed persons operate safely and in accord with any legislation set out by the province of Manitoba and *(company name)*'s Safety and Health Program and Training Guide.

## 7.0 Responsibilities

### 7.1 Employers

- Ensure that reasonable steps are taken by contactors or a self-employed person to make certain work undertaken does not endanger people or property at *(company name)*.

### 7.2 Contractors

- Must conform to all requirements set out by municipal, provincial, and federal by-laws, acts, and regulations in matters of health, safety, and environmental protection.
- Contractor must complete checklist (see Appendix A) before bringing anything onto the property.

## 8.0 Procedures

- Each department that has project contactors working for them is required to coordinate a time for the Pre-Project safety orientation with the Occupational Health and Safety Coordinator.
- The contactor will be required to attend the Pre-Project orientation session which will vary in length based on the project. The contractor can have all of their workers and sub-trades go through the Pre-Project orientation session or just a representative. The contractor is then responsible for forwarding this information to all of their workers and any sub-trades that work on *(company name)*'s properties. The Pre-Project orientation session will be conducted for each project before work commences so all risks and hazards can be reviewed.
- Contractors shall conduct regular (daily) “Toolbox” or “Tailgate” meetings. Upon request, minutes of these meeting shall be forwarded to *(company name)*'s Management and Safety Coordinator. Topics shall include but not limited to any special or specific hazards or procedures that are applicable to the work.
- Good housekeeping is essential for safe work. Contactors shall ensure that the site is properly maintained at all times.
- Contractor is responsible for ensuring that the construction site or area is properly segregated or otherwise made safe so that workers and/or visitors will not come to harm. Fencing, enclosures, or similar devices must be of appropriate construction and design to ensure the safety of all persons. Where fencing and other enclosures are not practical,



contractor shall post adequate notices, guards, or otherwise make the public aware of the hazards. No one is allowed in the contractors work area without proper personal protective equipment. Site foreman will control entry to the work area.

- Contractor is responsible for ensuring that all mobile equipment is in good working condition and designed for the type of work for which it is used. All workers must be trained in the proper operation of the equipment and where applicable have the correct and current type of license and/or certification.
- Contractor is responsible for ensuring that all hand tools and power equipment are of the proper type and in good working condition. All necessary hand tools and power equipment shall be supplied and workers trained in the proper use of these tools.
- Before being awarded a contract for construction and related work, all prospective contractors shall be informed of this policy and provided with a written outline of the safety performance expected of all contractors.
- The safety record of a prospective contractor shall be one of the factors considered in the awarding of a contract for construction or related work.

**9.0 Authorization**

I, (*owners name* \_\_\_\_\_), owner of (*company name* \_\_\_\_\_), authorize this document and approve it for circulation throughout (*company name* \_\_\_\_\_).

\_\_\_\_\_  
CEO/ Owner signature

\_\_\_\_\_  
Date



**Appendix A – Contractor Safety Checklist**

Contractor Company Name: \_\_\_\_\_  
 Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 Contractor Project Supervisor: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Contractor’s Competent Person (responsible for safety on job site): \_\_\_\_\_

| Yes | No | Requirements  | Comments |
|-----|----|---|----------|
|     |    | 1. Certificate of Insurance   |          |
|     |    | 2. Pre-Qualification Form Review  |          |
|     |    | 3. Contractor Check-In Log  |          |
|     |    | 4. Site Access  |          |
|     |    | 5. Parking  |          |
|     |    | 6. Emergency Procedures; signals, evacuation                                    |          |
|     |    | 7. Availability and use of company rest rooms and lunch facilities              |          |
|     |    | 8. Storage facilities, designated areas, and housekeeping                       |          |
|     |    | 9. Employee conduct; smoking  |          |
|     |    | 10. Personal Protective Equipment   |          |
|     |    | 11. Chemical/Health Hazards – MSDS provided                                     |          |
|     |    | 12. Lockout/Tagout Procedures   |          |
|     |    | 13. Confined Space Entry  |          |
|     |    | 14. Construction site protection, barriers, barricades, security, and/or fences |          |
|     |    | 15. Ladder Safety   |          |
|     |    | 16. State notifications, building permits                                       |          |
|     |    | 17. Presence of known site hazards (including asbestos)                         |          |
|     |    | 18. Fall Protection   |          |
|     |    | 19. Equipment use   |          |
|     |    | 20. Cutting, welding, hot work ( <i>see hot work permit</i> )                   |          |
|     |    | 21. Chemical spill control and reporting  |          |
|     |    | 22. Removal and disposal of excess chemicals and hazardous waste                |          |
|     |    | 23. Prior approvals required  |          |

If the contractor violates applicable rules and procedures it is subject to loss of the contract. No (*company name*) equipment may be used by the contractor without prior authorization from the (*company name*) project manager. All work practices must comply with applicable federal, provincial, and local regulations. All information discussed above will be communicated to all contract and subcontract employees by the Contractor Project supervisor prior to the start of work.

Contractor Project Supervisor \_\_\_\_\_  
 Subcontractor Company Supervisor \_\_\_\_\_  
 (*company name*) Project Manager \_\_\_\_\_  
 (*company name*) Safety Coordinator \_\_\_\_\_  
 Date: \_\_/\_\_/\_\_\_\_ (dd/mm/yyyy)

