

Contractors and Self-Employed Persons Selecting, Evaluating and Monitoring

If you contract with an outside company or self-employed person to do certain work at your workplace, and you direct their activities, you become a 'contractor' under Manitoba's Workplace Safety and Health Act.

Your prevention efforts at the workplace can quickly be undone if you do not have a well thought out system in place to deal with the safety and health risks associated with the work of these outside companies or self-employed person with whom you contract.

Your system should include:

- 1.) Criteria for evaluating and selecting contracted employers or self-employed persons. Your standards should include evidence of good safety and health management and performance.
- 2.) An effective system of communication and information exchange in which you provide contracted employers or self-employed persons with information that they need to do the job safely and they provide similar information to you.
- 3.) A method of clearly stating who is responsible for what.
- 4.) Ensure that relevant safety and health requirements of your company are applied to contracted employers or self-employed persons.
- 5.) A process to monitor contracted employers or self-employed person(s) to ensure they meet the requirements of the contract.

What about 'Construction Projects'?

If you are undertaking a construction project which involves more than one employer or self-employed person, there must be a 'prime contractor' in charge of overseeing all activities undertaken by the contracted employers for the project.

The prime contractor is responsible for:

- Setting up an effective system to ensure everyone involved in work on the project meets their legal safety and health duties.
- Coordinating, organizing and monitoring work on the project to ensure reasonable and practical precautions are in place to control safety and health hazards.
- Coordinating the safety and health systems / programs of contracted employers.
- If you do not designate a prime contractor, you as project owner assume the responsibility of prime contractor.

Contractor Agreement

Company Name: _____

Name: _____ Date: _____

Company: _____ Job Title: _____

Phone: _____ Alternate: _____

Emergency Contact: _____

Licensed: YES ___ NO ___ Permit: YES ___ NO ___ Developed Safety Program: YES ___ NO ___
Number of Workers on Site: _____ WCB: YES ___ NO ___ WHMIS: YES ___ NO ___

COR Certification: YES ___ NO ___ Fall Protection: YES ___ NO ___
First Aid : YES ___ NO ___ Have own approved equipment and materials: YES ___ NO ___

Work being performed: _____

Any chemicals being brought in: YES _____ NO _____

MSDS for all chemical provided: YES _____ NO _____

I have been informed and understand all my rights as a worker. I have been orientated on company safety rules, safety policies and safety procedures relating to my work. I agree to work in compliance with the Manitoba Workplace Safety and Health Act and regulations. I agree to report all safety hazards, incidents or accidents immediately to management.

Signed Manager: _____ Worker: _____