# Contractor/Subcontractor Policy

All contractors and subcontractors shall be made aware of our Occupational Health and Safety (OHS) program and workplace rules. The contractor/subcontractor supervisors and foreman shall be responsible for the direct supervision and safety of their workers. They are accountable to their company contact for the performance of personnel through the safe work practices and procedures as well as any other applicable acts and regulations. Contractors/subcontractors are responsible for working in compliance with our requirements and other applicable legislation.

Contractors/subcontractors are required to act as the “employer” on **[Company Name]** behalf as identified in the *Workers Compensation Act,* Part 3, Division 3, Section 115: General Duties of Employers; or as the *prime contractor* as identified in Part 3, Division 3, Part 118: Coordination at Multiple-Employer Workplaces.

Any infractions not immediately corrected as directed by **[Company Name]** will result in the contractors/subcontractors being advised of the breach of contract and the action that will be taken as a result of the breach according to company policy. It must be firmly established that our safety program protects all workers on the job, including all contractor/subcontractor employees. All contractors/subcontractors must agree to and sign our contractor service agreement before starting the job.

## Responsibilities

All contractors/subcontractors must:

* Review our OHS program Manual and workplace safety rules.
* Be knowledgeable of and comply with all regulations, laws and codes.
* Ensure all employees complete a [contractor safety orientation](file:///C%3A%5CUsers%5CKevin%5CDocuments%5CWork%20-%20go2%20SECOR%5CForm%20templates%202018-01-02%5CContractor-Policy.docx#_Contractor_Orientation) before starting work.
* Enforce all established safety regulations and work methods. Take disciplinary action necessary to ensure compliance with the rules.
* Conduct a job hazard analysis for all tasks where moderate- to high-risk activities are prevalent within the scope of work.
* Ensure that a trade safety representative will attend regular site safety meetings.
* Hold regular “safety talk” meetings with crew, record the meetings and submit a copy to their company contact for review.
* Conduct regular inspections for unsafe practices and conditions, and ensure prompt corrective action to eliminate causes of incidents.
* Complete an incident report ensuring all incidents are investigated and corrective action is taken to prevent recurrence. Copies of the report are given to their company contact.
* Inform employees of the hazards associated with their jobs and provide training in the safe work practices required to perform the job safely.
* Make employees understand that a violation of established safety rules will not be tolerated.
* Ensure that required safety equipment and PPE are provided and used for each job.

# Contractor Selection

|  |  |
| --- | --- |
| Contract/Job: |  |
| Name of Contractor: |  |
| Address: |  |
| Phone: |  | Fax: |  |
| WorkSafeBC Registration #: |  |
| WorkSafeBC current standing (attach clearance letter): |  |
| WorkSafeBC assessment rate (industry average or lower): |  |
| Description of written WorkSafeBC orders in past 24 months: |  |
| References: |  |
| Previous work history: |  |

Using the previous year’s experience, complete the following:

Number of first aid cases: Number of recordable incidents:

Number of lost time cases: Number of lost days:

Severity Rate (# of days lost X 200,000):

##  *Total hours worked*

## Exposure Hours

Medical Incident Rate (MIR= # of recordable incidents X 200,000):

##  *Total hours worked*

## Exposure Hours

Number of fatalities in the last five years:

How often are safety meetings held with employees:

Are worksite inspections held: if yes, How often:

## Attach a copy of written health and safety program. Included within the program should be a list of key personnel and supervisors (including qualifications).

Other procedures you need to be aware of if you are awarded this contract include:

* periodic audits by the company.
* contractors and any subcontractors must review the incident investigation & reporting requirements, policies and procedures with all of their employees at least annually.
* contractors must comply with all applicable government regulations and legislation.
* contractors must be certified for any job tasks that require regulatory certification.
* contractors must have a process for investigating incidents.
* contractors must provide training to all their employees on the hazards associated with the job they are being directed to do.
* contractor safety performance will be monitored for continual improvement.

Contractor Signature: Date:

# Contractor Safety Checklist

To be completed at the commencement of activities at the start of the year and then on a quarterly basis thereafter.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor:** |  | **Contractor Contact:** |  |
| **Location:** |  | **Date:** |  |

| **Item** | **Yes** | **No** | **Comments** |
| --- | --- | --- | --- |
| Will a qualified supervisor who meets the criteria below be onsite at all times?*Qualified Supervision* means a person who instructs, directs and controls workers in the performance of their duties and who is knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof. |  |  |  |
| How is your organization identifying and communicating hazards in the workplace - documentation required |  |  |  |
| What does your organization pre-work planning process look like and what does your ongoing block hazard assessment process look like — documentation required  |  |  |  |
| When do you intend to start operations in the following blocks? |  |  |  |
| What does your pre-work meeting look like does it include all subs — are potential hazards identified prior to activities occurring. — occupation |  |  |  |
| What does the firm’s orientation process look like for new workers/contractors/subcontractors including service providers arriving at the worksite. |  |  |  |
| Defined Area Safety Orientation reviewed with all contractors / subcontractors at the Defined Workplace prior to commencing work activities. |  |  |  |
| Do all contractors / subcontractors, in the workplace provide a list of their designated supervisors? Documentation |  |  |  |
| How does the operation coordinate the activities of all permitted persons including contractors / subcontractors at the Workplace to ensure the Health and Safety of all workers is maintained. |  |  |  |
| What are your procedures in the workplace to ensure safe access? documentation |  |  |  |
| What is the process for assessing the workplace first aid needs? documentation |  |  |  |
| How are you conducting regular inspections of the Workplace, work methods and practices, including worker inspections? |  |  |  |
| OHS site safety plan is in place and available to all persons. contractors and subcontractors at the worksite. |  |  |  |
| What is your safety meeting process? Do all persons / contractors / subcontractors at the workplace included in the your OHS program and safety meetings. |  |  |  |
| Are all safety incidents reported and investigated. |  |  |  |
| What does your hazard reporting and follow up process look like?  |  |  |  |
| What does your ERP look like and how communicated when was last tested? |  |  |  |
| Do you have safe work procedures for all activities being carried out? |  |  |  |

|  |  |
| --- | --- |
| **Signed off on behalf of company:** |  |
| **Signed off by the contractor:** |  |
| **Dated:** |  |