



Safety Compliance of Contractors

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Signature:  **Policy No:** 17

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Introduction:

Under Section 6 of the Occupational Health and Safety Act, The City of Prince Albert is responsible to ensure that its contractors work in compliance with the Act and Regulations, and to maintain consistency of safety rules and regulations between its contractors and City workers.

The purpose is to ensure that all contractors providing services to The City of Prince Albert establish controls for compliance with the Provincial Occupational Health and Safety Act and Regulations and The City of Prince Albert safety rules and procedures for all their workers and subcontractors.

Responsibilities:

1. **City Manager:**
 - a. Ensure that the provisions of this Policy are implemented in all Departments where contractors are hired as defined in Section 6 of the Occupational Health and Safety Act.

2. **Senior Management:**
 - a. Ensure that occupational health and safety clauses are included in the Standard Contract document and that these requirements are brought to the attention of the contractor.
 - b. Ensure that all legislative requirements with respect to the City's responsibilities, as a principal contractor, are met within their respective Departments.
 - c. Ensure action is taken by the Project Manager to inspect work sites on a regular basis and document any contractor health and safety violations.
 - d. Ensure steps are initiated by the Project Manager to stop any hazardous or non-compliant work practices by a contractor.

- e. Ensure follow-up to verify and document that substandard practices and/or conditions have been corrected or to terminate contracts where flagrant violations or continuous disregard for Provincial Legislation and/or City of Prince Albert Occupational Health and Safety Policy, Procedures or Practices arise at the work site.

3. **Project Manager:**

- a. Ensure contractors are made aware of City of Prince Albert Corporate Safety Standards and the Saskatchewan Occupational Health and Safety Act and Regulations.
- b. Provide work-site orientation to contractors so that hazards at the work site are identified and those hazards associated with work taking place in or around existing City facilities.
- c. Incorporate health and safety considerations into the routine inspection of all work performed by contractors and consultants in situations where the City is either the owner or the prime contractor.
- d. Document violations of City of Prince Albert work policies and procedures and violations of the Occupational Health and Safety Act and Regulations. Bring them to the attention of the contractor involved and follow-up to ensure the substandard practices and/or conditions are corrected.
- e. Bring any unresolved substandard practices and/or conditions to the attention of senior management and to the Corporate Services Department (Coordinator, Health, Safety and Environment) to ensure contractors' non-compliance is documented and further action may be taken until compliance is met.
- f. Identify those projects where pre-qualification of potential contractors should occur and develop criteria for qualification.

4. **Purchasing Department:**

- a. Incorporate occupational health and safety considerations into tender specifications and routine reference checks of contractors.
- b. Ensure that Project Managers' inspection reports are noted when awarding future contracts.

5. **Contractor:**

- a. Comply with The City of Prince Albert Corporate Health and Safety Policy.

- b. Meet or exceed legislation as per the Saskatchewan Occupational Health and Safety Act and Regulations.
- c. Ensure all visitors to the work site report to the work-site supervisor and that all visitors to the site comply with all legislated and corporate safety requirements.

6. **Coordinator Health, Safety and Environment:**

- a. Act as a resource person as part of the project team and provide support to the Project Manager when addressing occupational health and safety issues related to the work of contractors and consultants.
- b. Assist all Departments in the implementation of any required programs.
- c. Address administrative matters concerning occupational health and safety matters affecting the Corporation as a whole.

Performance Standards:

To clarify, contractor services are grouped into three (3) categories:

- a. **Category 1:**
Part-time service contractors (ie. janitorial duties, clerical support, recreational instructors, etc.) with a minimal change of loss to the City and contractor. Risks are controlled through written guidelines and orientation sessions with Project Manager.
- b. **Category 2:**
Contractor on-site for short duration (ie. hours to days) with a moderate to high chance of loss to the City and the contractor. Typical services include short-term maintenance, facility modification, confined space entry, excavations, etc.
- c. **Category 3:**
Contractors on site for moderate to long duration (ie. several days and longer) with a moderate to high chance of loss to the City and contractor. Typical services include long-term maintenance, repair and construction.

Worksite orientation for contractors, which will ensure safe access, exit and emergency evacuation procedures along with potential hazards at the worksite, must be provided for Category 2 and 3 contractors.

Safety inspection must be listed in tenders. Preconstruction meetings held before major contracts shall include Project Manager of designate, Coordinator Occupational Health and Safety, Co-chairs, Contractor, Site Supervisor/Manger and designated Contractor Safety Representative.

Occupational Health and Safety Committee will perform on-site inspections when deemed necessary by the committee or Coordinator Health Safety and Environment.