



City of Belleville

City of Belleville Health & Safety Standard

Subject: Contractor Safety

Date: October, 2005

Supersedes: September, 2003

POLICY STATEMENT

The City of Belleville is aware of its responsibility as an employer to provide a safe and healthy workplace for all workers, including contract workers. The intent of this policy and procedure is to provide guidelines to be followed when an outside service provider is hired to perform work for the City of Belleville.

SCOPE

This standard applies whenever a contractor is hired by the City of Belleville to perform work or provide services on City premises. It includes on site service providers and construction contractors and subcontractors but generally does not include delivery and pick up personnel unless the scope of their service goes beyond the routine delivery/pickup of commodities at approved points within the City of Belleville.

DEFINITIONS:

Construction: includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project.

Project: means a construction project, whether public or private, including:

- the construction of a building, bridge, structure, industrial establishment, mining plant, shaft tunnel, caisson, sewer, water main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
- the moving of a building or structure, and
- any work or undertaking, or any lands appurtenances used in connection with construction.

Constructor: a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

Contractor: an individual or company who agrees to perform work or provide a service for a specified price but is not an employee of the City.

GUIDELINES

- 1) The management staff person hiring an outside contractor is responsible for ensuring that the contractor provides all necessary Health and Safety information to the City of Belleville prior to beginning the work.
- 2) Where a tender is required for the provision of services by an outside contractor, the staff member responsible for the contract will ensure that the Health and Safety Program Requirements for Contractors, as outlined in this policy, are included in the tender document.
- 3) When the job is a “construction project” as defined by the Occupational Health and Safety Act, the responsible staff member will determine who is to act as the “constructor” for the project. A Notice of Project must be completed by the constructor and submitted to the Ministry of Labour if the total cost of materials and labour for the project is expected to exceed \$50,000 and/or as prescribed by Section 6 of the Regulations for Construction Projects.
- 4) Whether or not the job is a construction job, the staff member hiring the contractor is responsible for providing appropriate information to the contractor regarding any designated substances, WHMIS controlled substances, or hazards specific to the worksite.

Note: The substances which are designated in Ontario as requiring special precautions to control worker exposure are: asbestos, acrylonitrile, arsenic, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica, vinyl chloride, and x-rays.

5) **Pre-Job Health and Safety Meeting**

When the job is a “construction project” or if there are significant health and safety risks involved, a pre-job Health and Safety meeting will be held. Depending on the scope of the job, the meeting may involve, but is not limited to: contractor representatives/supervisors, the department head and/or supervisor, the Health and Safety Coordinator, and the department safety committee representative.

Topics for the meeting will include, but are not limited to, the following:

- An overview of the scope of the work
- A review of known hazards in that work area
- A review of the WHMIS controlled and/or designated substances present at the worksite and those to be brought by the contractor to the worksite. The contractor must provide copies of the appropriate Material Safety Data Sheets at this time.
- Confirmation that contractor workers have required licences, certificates and/or training
- Review of worksite emergency procedures, including notifying the contractor of all alarms and what to do when the alarms are activated
- Confirmation that the contractor will comply with the Health and Safety Requirements for Contractors and completion of Appendix 1, Contractors Confirmation of Favourable Health and Safety Practice.

HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTORS

The following are requirements of all contractors and should be included in the tender document when applicable:

- The Contractor is responsible for the Health and Safety of all of its employees, sub-contractors, visitors and business associates on the worksite. The Contractor agrees to comply with the Occupational Health and Safety Act and its Regulations, as well as any other applicable legislation, regulations and industry standards. The Contractor will provide appropriate training and instruction to its employees working on the job, as required by the Occupational Health and Safety Act and its regulations, and ensure the same has been provided to its sub-contractors on the job.
- The Contractor will notify the Ministry of Labour and the Workers Safety and Insurance Board of any reportable injuries, as required by the applicable legislation.
- A valid Certificate of Clearance from the Workplace Safety and Insurance Board must be part of the tender document. It is the contractor's responsibility to ensure that the Certificate of Clearance is valid and remains current throughout the project;
- If the contractor is a single owner-operator without WSIB coverage, s/he must provide proof to the City that s/he is insured for \$5,000,000. against any work related injury and/or illness;
- It is the responsibility of the contractor to provide any personal protective equipment for their own workers and to ensure that it is worn when required by the Occupational Health and Safety Act and its regulations. The Contractor must also supply their own tools and equipment, all of which must be properly maintained and in good repair;
- The City has the right to issue a warning and/or order to stop work if there are serious violations by the contractor(s) of the Occupational Health and Safety Act, or City Health and Safety programs, policies and rules.
- Before being awarded the contract, the successful bidder will be required to provide information that it has a Health and Safety program compliant with the Occupational Health and Safety Act. This would include a Health and Safety Policy and a Health and Safety Representative or Committee as appropriate.
- For all construction projects, a Notice of Project form must be completed and submitted to the Ministry of Labour by the constructor if the total cost of labour and materials for the project is expected to exceed \$50,000 and/or as prescribed by Section 6 of the Regulations for Construction Projects;
- For all construction projects, the constructor will post the name of their company, address and telephone number, and the address and phone number of the nearest Ministry of Labour office, as required by section thirteen (13) of the Regulations for Construction Projects.
- The Contractor must provide a list of any designated substances and/or WHMIS controlled materials that will be brought onto the worksite, as well as material safety data sheets for same;
- The Contractor must notify the City staff member in charge of the contract of any sub-contractors they hire. The Contractor assumes responsibility for ensuring that their sub-contractors comply with applicable Health and Safety regulations;

Appendix 1

**CITY OF BELLEVILLE
CONTRACTOR CONFIRMATION OF FAVOURABLE
HEALTH AND SAFETY PRACTICE**

This form has been developed to assist staff in evaluating the health and safety practices of potential contractors to be hired by the City of Belleville.

To Contractor(s):

The City of Belleville is committed to the Health and Safety of all workers at City locations. To ensure that City workplaces are healthy and safe work environments, contractors, constructors and subcontractors must have knowledge of and operate in compliance with the Occupational Health and Safety Act and its regulations and any other legislation pertaining to employee health and safety.

In order to evaluate your company’s health and safety experience and qualifications, we require the following information, where applicable. Please complete below and/or attach documentation as indicated and return the signed form to the City staff member in charge of the contract.

- Copies of, or evidence of, appropriate licences, certificates and/or training for employees who will be working for City of Belleville, as required by Health and Safety or other legislation (a list of registration/certificate #'s and effective dates is sufficient).

- Current W.S.I.B. Certificate of Clearance.
- Evidence of insurance coverage in the amount of \$5,000,000., including general liability and personal injury. Please attach a copy of the appropriate sections of the policy.
- Company Health and Safety Policy
- Health and Safety Representative (if 5 or more employees), Health and Safety Committee (if more than 20 employees)

