

## **Contractor Health and Safety Procedure**

### **1.0 PURPOSE:**

To ensure the effective application of contractor health and safety requirements to control operational risks, fulfill the OH&S policy and OH&S objectives, and conform to the OHS Act and Regulations.

### **2.0 SCOPE:**

This procedure applies to all contracts for services undertaken for the City on City of Mount Pearl property or authorized by City of Mount Pearl personnel.

### **3.0 RESPONSIBILITIES:**

#### **3.1 Contract Administrator:**

- Advise the Procurement Administrator of safety considerations for the tender documents.
- Notify the OHS Officer when a contract is awarded, advising:
  - Description of the contract
  - Contractor name and contact number
  - Consultant name and contact number
  - Anticipated start date and project duration
- Ensure contractors working for their department comply with the City's Contractor Health Safety and Environment Requirements document.
- Determine the requirement of COR using the attached work categories requiring COR list. If the nature of work is on the attached list then COR will be a requirement of contract. If the nature of the work is not on the COR list contact the OHS Officer to assist in determining if there is a requirement for COR.

#### **If COR is required, the Contract Administrator will:**

- Ensure the contractor submits the following OHS documentation prior to commencing work:
  - A letter from Workplace NL confirming an active Workplace NL account in good standing, including a report of the company's history of workplace accidents and incidents, outlining frequency and type of claim, nature and source of injury and type of accident.
  - Contractor Commitment to Health and Safety Requirements Form.
  - Valid liability insurance where the City of Mount Pearl is added as "additional named insured".
  - Newfoundland Labrador Construction Safety Association (NLCSA) Certificate of Recognition (COR).

- Monitor worksites through inspections and immediately address all OHS concerns
- Provide information to other departments potentially affected by the contract work to allow them to undertake appropriate actions

**If COR is not required, the Contract Administrator will:**

- require the contractor to provide a documented safety program acceptable to the City of Mount Pearl Occupational Health and Safety Officer. This shall include:
  - a clearance letter from Workplace NL confirming an active Workplace NL account in good standing, including a report of the company's history of workplace accidents and incidents, outlining frequency and type of claim, nature and source of injury and type of accident;
  - a letter of compliance from Service NL outlining all past OH&S orders and/or directives;
  - a safety plan including a job site specific hazard assessment, safety procedures and all required training certifications for the scope of work; and
  - copies of previous completed job site inspections, safety talks, and hazard assessments.
- Obtain completion of:
  - Contractor Commitment to Health and Safety Requirements Form;
  - Valid liability insurance in the amount of five million dollars where the City of Mount Pearl is added as "additional named insured".
- Arrange a pre-job OHS orientation meeting with the contractor, contractor administrator, and the OHS Officer if contract is awarded by open call for bids.
- If contract is awarded by quote, the Contract Administrator will meet with the contractor for a pre-job health and safety orientation (toolbox talk) prior to commencing work where they will complete the safety checklist for contractors.
- Where a construction project involves the work of two or more employers or their workers, the contract administrator shall ensure compliance with the regulations and each employer shall notify the contract administrator in advance of any undertaking likely to create a hazard for a worker of another employer.
- Issue Stop Work Orders for health and safety violations that occur.

**3.2 Health and Safety Officer will:**

- Aid departments in developing appropriate specifications and contract documentation.

- Provide approval of contractor safety programs in the absence of the COR certification requirement.
- Facilitate safety component of pre-job orientation meeting with the Contract Administrator and contractor.
- Monitor, through worksite inspections, the contractor's worksites for compliance with the OHS Act and Regulations.
- Deliver and/or coordinate training and instruction for personnel required to prepare, review or enforce contracts.
- Issue Stop Work Orders for health and safety violations that occur.
- Conduct annual pre-job orientation with retainer contractors.

#### **4.0 PROCEDURE:**

- 4.1** A City of Mount Pearl Contract Administrator shall be assigned to every project to ensure compliance with applicable prescribed requirements outlined in the tender, and to ensure the project is completed safely. The City employee arranging for the contractor's services shall assume this responsibility for the contract administration. Appropriate notices shall be sent to residents and City employees affected by the contractor's work.
- 4.2** When contract is awarded, the Health and Safety Officer shall, for record-keeping purposes, be provided with the completed copies of the required Health and Safety documentation.
- 4.3** Once a tender is awarded the Contract Administrator must arrange a preconstruction meeting with the awarded contractor and the City's OHS Officer prior to the commencement of work.
- 4.4** The Contract Administrator and Health and Safety Officer must complete documented safety inspections throughout the construction phase and respond to all safety violations as required. Inspection documents are to be saved in established electronic folders.


#### **5.0 ASSOCIATED DOCUMENTS**

- Contractor Health, Safety, and Environmental Information Package
- Contractor Commitment Form to Health and Safety Requirements
- Contractor OH&S Orientation Form
- Contractor Jobsite Inspection Form
- Work Categories Requiring COR List

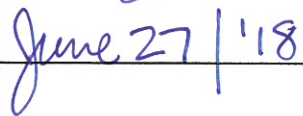
## 6.0 DISTRIBUTION:

CAO/Directors/Managers/Forepersons/Employees  
OH&S Committee/OH&S Officer

## 7.0 APPROVALS

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Steve Kent, Chief Administrative Officer  

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Date