	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	Contractor and Sub-contractor Safety	Section H04	Policy #04
	Effective Date:	March 1, 2007	Approved By: C.A.O. General Managers	
	Revision Date:	January, 2017		

PURPOSE

To ensure that Contractors and Sub-contractors who perform work on County property perform that work in a healthy and safe manner.

POLICY

The Corporation of the County of Lambton requires that every Contractor or Sub-contractor shall adhere to the requirements of this Contractor Safety Program.

RESPONSIBILITIES

Managers and Supervisors

Managers and Supervisors who engage the services of a Contractor shall ensure that the Contractor complies with the County's Health and Safety management system and all its Policies and Procedures. This Manager or Supervisor shall be the County Contact. Their responsibilities shall include, but are not limited to, the following:

- meet with the Contractor prior to entering into a contractual arrangement;
- provide the Contractor with a copy of **H04.04.003 Contractor Safety Questionnaire** and ask that it be returned with all of the required information prior to the commencement of the work;
- review the completed Contractor Safety Questionnaire ensuring that the responses meet the minimum County requirements;
- maintain contractor files and provide to Procurement and Project Administration;
- ensure the Contractor has received, read and understands this Contractor Safety Policy;
- provide a plan of the buildings and grounds that identify the location of designated substances, fire pull stations, fire exits, first aid station(s), nursing stations and offices, if work is being conducted inside buildings;
- provide a copy of the County Health and Safety Policy;
- request from the Contractor a current, valid Workplace Safety and Insurance Board (WSIB) Clearance Certificate before starting work and maintain a current, valid certificate on file. Contractors who do not have WSIB Clearance Certificate will not be permitted to work on County property. Clearance Certificates are required to be updated every 60 days;

- request a copy of the Contractor’s Liability Insurance Certificate (minimum of \$2 million, \$5 million for work on road allowances). The certificate must clearly show that The Corporation of the County of Lambton is listed as an additional insured party;
- prepare a “project package”, describing the scope of work to be performed;
- forward a copy of the completed **H04.04.003 Contractor Safety Questionnaire**, WSIB Clearance certificate, Certificate of Liability Insurance and **H04.04.004 Contractor Sign-off Sheet** to Procurement and Project Administration for addition to the Master Contractor list;
- ensure the Contractor Sign-Off Sheet is complete before commencement of work;
- provide a Safety Orientation to all new Contractors and update all long term Contractors as arranged by the County Contact;
- ensure copies of all work permits necessary for the job (e.g. confined space, hot work etc.), are obtained from the Contractor;
- ensure the Contractor knows location of First Aid station and that all injuries must be reported;
- be responsible for the Contractor while at the workplace;
- originate a **H04.04.001 Contractor Health and Safety Evaluation** upon completion of the job, and obtain input from the Health and Safety Coordinator for the purpose of evaluating safety performance while in the workplace. Provide a copy of this evaluation to Procurement and Project Administration to keep on file;
- obtain from the Contractor a copy of all Material Safety Data Sheets (MSDS) of chemicals and control programs for any designated substances being brought into the workplace and;
- ensure the Contractor removes or secures all chemicals and designated substances from the job site either at the end of the day or when the job is completed.

Contractors and Sub-contractors

Contractors and Sub-contractors shall comply with the County’s Health and Safety program and all of its Policies and Procedures, and specifically form **H04.04.002 Contractor Health and Safety Guidelines**. Their responsibilities shall include, but are not limited to, the following:

- complete form **H04.04.003 Contractor Safety Questionnaire** and return it to the County Contact with:
 - a current WSIB Clearance Certificate for the Contractor and all Sub-contractors; and
 - Liability Insurance Certificate in the amount required clearly indicating that the Corporation of the County of Lambton is an addition insured party to the policy
- organize and attend a pre-start meeting, to discuss and answer any questions and any non-obvious risks around the task to be performed. All affected Managers and Supervisors are to be invited to attend;

- notifying the County Contact of all reportable occurrences of illness and injury, investigating them and providing a copy to the County Contact;
- respect the County's Workplace Violence Prevention program;
- provide MSDS for any chemicals or materials brought into the workplace to the County Contact, as well as a control program for any designated substances; and
- not sub-contract any part of the services without written approval of the County.

PROCEDURES

Contractors shall carefully note the following:

1. Stop Work Orders

If, in the judgment of the Joint Health & Safety Committee or the County Contact, the Contractor fails to adhere to workplace requirements, the Contractor's entire work force may be asked to stop work and can be removed from the workplace under the direction of the Manager or Supervisor pending investigation of the circumstances. Follow-up actions may include the cancellation of the job or of the contract.

2. Compliance Costs

All costs and expenses necessary for complying with health and safety requirements to complete the scope of work in a safe manner are to be included in the proposal or bid submitted by the Contractor. Any specialized personal protective equipment (PPE) required to do the job must be supplied by the Contractor.

3. Past Safety Performance and Evaluation

In the final evaluation of bids submitted for contracted work and before the contract is awarded, consideration shall be given to the evaluation of the past safety performance of the Contractor. In the cases of open-ended service contracts, this evaluation will be completed by the Manager/Supervisor prior to the contract being renewed, or at least annually, in order to evaluate the safety performance of the Contractor.

TRAINING

All Managers and Supervisors shall be trained on this Policy and Procedure. All Contractors and Sub-contractors shall participate in a Safety Orientation.

DOCUMENTATION

All completed forms and certificates, along with any supporting documentation, shall be forwarded to Procurement and Project Administration to be kept in their files.


With respect to contractors performing construction work, a valid WSIB Clearance Certificate is required.

ASSOCIATED DOCUMENTS

- H04.04.001 Contractor Health & Safety Evaluation
- H04.04.002 Contractor Health and Safety Guidelines
- H04.04.003 Contractor Safety Questionnaire
- H04.04.004 Contractor Sign Off

POLICY HISTORY

REVISION	DATE	PREPARED BY
Policy reviewed and Policy History section added.	November 23, 2010	Human Resources
Policy reviewed and the following revisions were made: <ul style="list-style-type: none">• Policy numbering system changed• Policy format made AODA compliant• Wording changes made• Requirement added to provide notice of reportable occurrences and investigation reports• Requirement added to respect the County's Workplace Violence Prevention program• Revisions to the Contractor Health & Safety Guidelines• Policy Reference section added	November 18, 2013	Human Resources
Policy reviewed and the following revisions made: <ul style="list-style-type: none">• Policy template updated and formatted for accessibility compliance.	January, 2017	Human Resources

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL		
	Section H04	Policy #04	Document #001
	Document Title: Contractor Health and Safety Evaluation		

Contractor: _____

P.O. Number: _____

Job Description: _____

Date Started: _____


Dated Completed: _____

Was a Safety Orientation package provided prior to start of the project?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did the Contractor understand and comply with all the Safety Rules and Regulations as per Policy & Procedure Contractor Guidelines, Responsibility and Procedures?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		
Did the Contractor violate any Safety Rules and Regulations during the project?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		
Was the Contractor's activity well planned and organized, clean and hazards well controlled?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		
Did the Contractor provide copies of all required certificates and permits?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		

County Contact: _____

Signature: _____

Date: _____

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL		
	Section H04	Policy #04	Document #002
	Document Title: Contractor Health and Safety Guidelines		

Prior to the start of work, provide copies of current Workplace Safety & Insurance Clearance Certificate and Liability Insurance Policy to the County Contact.

GENERAL

Read and communicate contents of these Contractor Health and Safety Guidelines to ensure all of the Contractor and sub-contractor’s staff know and understand workplace health, safety and security requirements.

Employ only qualified sub-contractors and personnel; trades peoples are required to have appropriate tickets; occasionally a helper may work under a ticket. Ensure that a valid WSIB clearance certificate for all sub-contractors has been provided to the County. Only sub-contractors that have been approved by the County in writing shall be employed.

On arrival at the workplace, inform the County Contact and follow the sign-in procedure and all posted instructions. Sign-in at entrance in the morning and out in afternoon and use visitor’s badge while in the facility, as applicable.

Work only in areas you are authorized to work in. Do not enter other areas of the building without authorization.

Contractor’s employees are not permitted in any other area other than the “worksite”; if they must leave to use toilettes etc. they must stay within the public area of the facility and take the most direct route.

No worker is to be on the premises without the supervision of a designated management employee, unless preauthorized.

Complete a workplace health and safety orientation at the beginning of the contract and update as required.

Keep outside doors and designated inside doors secured as required.

Keep work areas clean and orderly at all times.

Obey all posted signs and notices.

Notify the County Contact or designate if you will be doing any work around the staff that

may cause an injury, i.e. overhead crane, man lift, grinding, welding, etc.

Comply with all workplace health and safety requirements and applicable government laws, statutes, ordinances and regulations while on workplace property. Failure to do so will result in the Contractor's immediate removal from the workplace. The Contractor may return only when the County Contact is satisfied compliance will be achieved.

Smoke only in designated areas, as per smoking bylaw.

Follow all Health and Safety Policies and Procedures of the County and the department for which work is being performed.

TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Ensure all tools, power cords, and equipment are in good working order and meet CSA requirements. Also, all tools and equipment shall not be left overhead at any time where there is potential to fall. In addition all tools and equipment shall not be left overnight on County property without written permission of the County.

Provide necessary PPE to contractor employees equal to those specified in workplace standard (e.g. hard hat, safety shoes, flame resistant clothing, eye, hearing and hand protection, lock-out equipment).

Personal protective equipment must be worn as required.

Certified hard hats must be worn in any area that is deemed to be a construction site due to the size or nature of the job.

Hard hats must be in good physical condition.

Electrical hot gloves must be certified as required.

If using respirators, ensure Fit Testing and medical history evaluation are available to the County Contact upon request.

HAZARDOUS MATERIALS

Supply copies of WHMIS and safety training information to County Contact or designate for all controlled products used at the workplace.

No chemicals are to be brought on site without an updated approved MSDS. No Designated Substances are to be brought on site without a control program being in place.

Contractors must not leave any product open or unopened at the workplace.

Ensure all gasoline, diesel, or other combustion engines, portable heaters or any work that creates fumes has exhaust hoses vented outside the building.

ALCOHOL, ILLEGAL DRUGS, AND NARCOTICS

No person who appears to be under the influence of alcohol, illegal drugs, narcotics, or medications that might impair their ability to safely perform their work will be permitted or allowed to work, nor are such substances to be brought in. The possession, use, or sale of alcoholic beverages, illegal drugs, and narcotics on County property is prohibited.

Any contractor's employees found under the influence of alcohol, illegal drugs, narcotics, or with any alcoholic beverage, in his/her possession will be barred from the premises and will not be permitted to return.

FIREARMS, AMMUNITION, FIREWORKS

Firearms, ammunition and fireworks are prohibited on County property.

FIRST AID, REPORTABLE OCCURRENCES AND PROPERTY DAMAGE

The First Aid facilities are available for your use, as posted.

Any incident near miss and all reportable occurrences of illness or injury must be reported to the County Contact immediately. An Incident Report must be filled out with the help of the County Contact.

A thorough investigation will be made by the Contractor with the County Contact.

A report must be submitted in writing, by the Contractor to the County Contact on the day the incident occurred.

Report to the County Contact any property damage regardless of how minor.

UTILITIES (ELECTRIC, WATER, AND NATURAL GAS)

The Contractor shall make no connection, whether temporary or permanent, to any utility line, nor shall he/she operate valves or switches on any such lines without specific authorization by the County Contact.

CLEANING JOB SITE/ROADWAYS AND WALKWAYS

All aisles, passageways, stairs, platforms and ladders must be kept clear of obstructions.

All waste, tools, etc. must be removed each day and at the completion of job.

All roadways and walkways must be maintained by the contractor in a safe, passable condition during the progress of the job.

All Fire Routes must be kept clear at all times.

Vehicles obstructing Fire Routes or in unauthorized areas will be towed away at the owners' expense.

FIRE PREVENTION

Become familiar with the location of the fire alarm "pull stations", fire extinguishers and exits.

Anytime a fire extinguisher is used, report it immediately to the County Contact so it can be refilled.

All flammable liquids used by the contractor must be stored in approved safety containers.

Hot Work Procedures are to be adhered to at all times.

Lock-out Procedures are to be adhered to all times.

SPILL RESPONSE

Contractors shall report any spills to the County Contact or designate, the Ministry of the Environment, and any other agency as appropriate as required by regulation.

Contractors dealing with refrigerants must report leaks/spills to the County Contact or designate.

Never attempt to clean a spill if you are unfamiliar with the chemical (refer to the MSDS).

EVACUATION

It is important for all contractors and their employees to sign in and out where applicable.

Should the fire alarm sound all contractors and their employees must report to the designated safety area as per the site emergency plan.


UNDER NO CONDITIONS SHOULD ANYONE TURN BACK OR RE-ENTER AFTER AN ALARM SITUATION.

CONFINED SPACE ENTRY

NO CONTRACTOR WILL PERFORM CONFINED SPACE ENTRY WITHOUT THE WRITTEN APPROVAL OF THE COUNTY AND ONLY AFTER PROVIDING TO THE COUNTY A DETAILED CONFINED SPACE ENTRY PROCEDURE INCLUDING ALL TRAINING RECORDS TO EMPLOYEES OF THE CONTRACTOR THAT ARE TAKING PART IN THE CONFINED SPACE ENTRY.

SIGN OUT POLICY

When vacating the premises, all Contractor's employees must complete the sign-out process to clearly record that the individual has left, where applicable.

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL		
	Section H04	Policy #04	Document #003
	Document Title: Contractor Health and Safety Questionnaire		

This Questionnaire shall be completed and returned to the County Contact or designate prior to any service or work begins

Company Name: _____

Years in Business: _____

Nature of Business: _____


Name: _____

Position Title: _____

PAST SAFETY PERFORMANCE		
NEER Performance for past four (4) years:		
Number of employees for each of last three years:		
Number of Lost Time incidents in the last two years:		
Number of Fatalities in the last five years:		
Has the Ministry of Labour inspected you in the last five years?		
Has the Ministry of Labour inspected you in the last five years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, when:		
Number and Type of Orders issued, if any:		
FORMAL HEALTH AND SAFETY PROGRAM		
Does your Company have a written safety program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your Company have a formal substance abuse program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, does it include:		
Pre-employment drug screening?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Random testing?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your Company have formal programs for the following?		
Incident Reporting and Investigation	<input type="checkbox"/> YES	<input type="checkbox"/> NO

This Questionnaire shall be completed and returned to the County Contact or designate prior to any service or work begins

Hazard Communication	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Joint Health and Safety Committee Meetings	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employee Orientation	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Personal Protective Equipment	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Hearing Conservation	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Hot Work Procedures	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Working at Heights	<input type="checkbox"/> YES	<input type="checkbox"/> NO
First Aid and CPR	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Lockout	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical Safety	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Confined Space Entry	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WSIB AND LIABILITY COVERAGE		
Does your Company have a WSIB account?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES is a copy of the current WSIB Clearance Certificate attached?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your Company have a minimum of 2 million dollars liability insurance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES is a copy of the insurance policy attached?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Note: for work on Road Allowances, a minimum of 5 million dollars liability insurance is required.		

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL		
	Section H04	Policy #04	Document #004
	Document Title: Contractor Sign Off		

I have read and understand the Contractor Health and Safety Guideline & County of Lambton Health and Safety Policy. As a condition of my contract, I agree to abide by all items specified in these documents. In addition, the answers given on the Contractor Safety Questionnaire are correct to the best of my knowledge and authorization is hereby given to the County or its representative to investigate these statements and obtain any verification necessary.

It is further understood, that it is the responsibility of the undersigned company and its Principals to convey and enforce among its employees, all items specified in the afore mentioned documents.

It is also understood that depending upon the type of work to be performed, additional safety and health requirements may be specified by the Department/Facility.

I UNDERSTAND THE ABOVE SAFETY REQUIREMENTS AND WILL PERFORM THE WORK IN ACCORDANCE WITH THESE REGULATIONS AS A MINIMUM REQUIREMENT.

Company Name:
Company Address:
Company Phone:
Company Representative:
Is authorized to bind the Company and sign on its behalf
Company Representative's Signature:
Title:
Date: