

	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:	September 30, 2022		

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 Management (PPM);
- 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 **H04.01 Health and Safety Policy Statement**;
- 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 PPM 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 Consultant for the purpose of evaluating safety performance while in the workplace. Provide a copy of this evaluation to PPM to keep on file;
- obtain from the Contractor a copy of all Safety Data Sheets (SDS) 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 as set out in **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 SDS 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 PPM 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

QUESTIONS

Should you have any questions or concerns about this Policy or any compliments or complaints regarding any matter addressed in this Policy, you are encouraged to contact David Cummings at ext. 5380 in the Human Resources Department.

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
Policy reviewed and the following revisions made: <ul style="list-style-type: none">• Policy revised to reflect position title change (H&S Consultant) and change in terminology (e.g. MSDS to SDS).• H04.04.002 Contractor Health and Safety Guidelines revised to include IPAC	October, 2021	Human Resources
Policy reviewed and the following revisions made: <ul style="list-style-type: none">• Department Name updated.• Added Questions section	September 30, 2022	Human Resources