

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>CONTRACTOR HEALTH AND SAFETY</u> <u>POLICY</u>	REVISED August 2004
Resolution No. 317 (consent) 08/09	Supercedes Resolution No.
Policy Number 5.9	PAGE 1 of 4

1. PURPOSE:

To ensure that contractors and subcontractors retained to perform services for the Town of Fort Frances are knowledgeable of and understand their obligations under all applicable health and safety and environmental legislation and that they understand the Town will insist on strict compliance with such legislation.

2. RESPONSIBILITY:

- A. The contractor or subcontractor is responsible for ensuring proper application of the Occupational Health and Safety Act, Town of Fort Frances Policies and Procedures, and any other applicable legislation.
- B. Division Managers, Supervisors, and/or their designates shall ensure compliance.
- C. Contractors and subcontractors shall ensure employees receive proper training and instructions prior to commencement of work.
- D. Contractors and subcontractors shall be responsible for issuing personal protective equipment to their employees. (See Town of Fort Frances Personal Protective Equipment Policy and Procedure attached).
- E. The contractor is responsible for filing the "Notice of Project" with the Ministry of Labour.
- F. The contractor will establish a Joint Health and Safety Committee or appoint a Health and Safety Representative as outlined in the Occupational Health and Safety Act.

3. PROCEDURE:

- A. All contracts shall contain clauses to ensure that the contractor and its subcontractors perform the work in compliance with all applicable health and safety and environmental legislation and Town of Fort Frances Policies and.
- B. All contractors will be required to sign an Undertaking to Comply (Appendix A) that acknowledges their awareness and responsibilities under the Occupational

Health and Safety Act and other legislation. It also confirms the procedure the Town will follow in cases of non-compliance by the contractor.

- C. Contracts entered into between the Town and a contractor shall contain a provision which gives the Town the right to terminate a contract for non-compliance with health and safety or environmental legislation on the part of a contractor, subcontractor, or the workers of either.
- D. The contracts shall include a clause that holds the Town harmless from any and all costs associated with any charges or actions resulting from the contractors' or subcontractors' work which the Town must defend against.
- E. Meetings will be scheduled before and after the start of the contract to review the health and safety components on site with the Town, Contractor, Health and Safety Co-ordinator, and Ministry of Labour, i.e. signage, barricades, PPE, etc.
- F. Where a Town employee observes an act or condition which the employee believes may endanger the well being of a person on the project site, the employee will notify his/her supervisor of the hazard.
- G. The Supervisor will then investigate the report and take the action it deems appropriate in order to ensure that the workplace is safe.
- H. The Town shall document all reports of contractor and subcontractor non-compliance as well as all actions, which were taken to investigate and correct all hazards, and potential hazards resulting from non-compliance in accordance with established policies and procedures.
- I. The Town reserves the right to audit contractors and their subcontractor's health and safety performances during the term of the contract.
- J. Evaluation of performance will be based upon accident/injury data and adherence to the Town's Health and Safety Policies, applicable legislation, and periodic inspections. Such information may be used for future reference.

3. TENDERING / SELECTION:

As part of the tendering and/or pre-qualification process, the Town will include a copy of its Health & Safety policies and procedures relating to the employment of contractors and the bidders will be advised that compliance with health and safety and environmental legislation will be a condition of any contract.

The Town shall request all applicable information to assist in evaluating the tenders:

- A. Proof of current WSIB coverage
- B. Proof of current liability insurance coverage
- C. WSIB Clearance Certificate
- D. The name of the person responsible for administering the contractor's health and safety program
- E. Proof of appropriate staff training where required, i.e. Transportation of Dangerous Goods, OHS, WHMIS, etc.
- F. Proof of equipment certification where required, i.e. trench boxes, boom cranes, underwater diving, etc.
- G. Copy of the contractor's health and safety policies and procedures
- H. Particulars of any convictions or orders imposed under health and safety or environmental legislation
- I. When considering tenders, reference will be made to previous audits conducted by the Town. If unsatisfactory performance has been identified, this may affect the awarding of the contract.

