

**The Corporation of the
City of Timmins**



Policies and Procedures

CONTRACTOR POLICY

Health and Safety

Policy No: COT-HS-002-v12

PURPOSE

The purpose of this policy is to ensure that Contractors are made aware of and comply fully with the Corporation's Health and Safety Program, all Health and Safety requirements of the Ontario Health and Safety Act (OHSA) and the Contractors' Health and Safety Program.

DEFINITIONS

Owner:

Refers to a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used, or to be used, as a workplace and a person who acts for, or on behalf of, an owner as an agent or delegate.

Constructor:

Refers to 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:

Refers to an individual or business entity with a contract for service with the Corporation to provide goods and/or services.

Sub-Contractor:

Refers to an individual or business entity that has contracted with the Contractor to provide goods and/or services and may not be directly contracted by the Corporation.

SCOPE

This policy applies to all contractors who perform work for the Corporation.

RESPONSIBILITIES

The Contractor is responsible for taking all reasonable precautions for the Health and Safety of their employees and the employees of their Sub-Contractors.

The Supervisors/Managers/Department Heads are responsible for adhering to this policy with all contractors.

The Purchasing Department is responsible to ensure Contractors are in compliance with this policy prior to issuing Purchase Orders.

The Health and Safety Department is responsible to ensure Contractor database is current and to ensure Contractors meet the training requirements of this policy.

The Chief Administrative Officer's responsibility is to ensure this policy is adhered to at all times.

PROCEDURE

Contracting and Use of Service Providers Selection and Use Criteria

Supervisor/Manager/Department Head will adhere to the process outlined below when seeking the use of service providers or contracting from outside services.

1. Consult internally for the provision of service with appropriate departments. If unable, begin with contractor/service provider selection.
2. Follow purchasing guidelines for appropriate proposal/quotation/tender.
3. Once prices are received, consult with the contractor database (follow link on the Intranet site) to ensure contractor selected meets with the criteria for contractor selection. This criteria includes WSIB Clearance Certificate, Liability Insurance and Contractor Orientation (see Pre-Start section for more information).
4. All criteria identified above must be obtained prior to the commencement of any work.

Pre Start

1. All Contractors and their employees must be trained on the City of Timmins Contractor Orientation prior to commencing the work. All contractors will receive a City of Timmins Contractor Orientation Card and **Hard Hat Sticker** as proof of completion of training. **Contractor employees must carry their orientation card on their person and have their Hard Hat Sticker on their hard hat when working for the City.** If an employee of a contractor is removed from a City of Timmins site due to safety violations, the contractor will return their Contractor Orientation Card. The contractor must inform the Corporation of any new or additional employees working on Corporation project and these employees must be orientated prior to beginning work. It is the supervisor's responsibility to contact the Health and Safety Department to schedule contractor orientation training.
2. All Contractors will provide a Certificate of Insurance and to add, as a named insured, The Corporation of the City of Timmins (minimum liability will cover the cost of the project if greater than \$5 million or \$5 million of coverage and a confirmation that a 30-day notice of policy cancellation will be provided to the Corporation of the City of Timmins), WSIB Clearance Certificate, Independent Operator with Coverage Clearance Certificate. This

shall be provided prior to the commencement of work through the completion of form COT-HS-002(F1).

3. The supervisor will ensure that all required documentation is received from any contractor before contract work begins. This information can be found in the contractor database. If the information is outdated, an updated copy will be requested from the contractor. Upon receipt of the updated information contract work will proceed and the information received will be forwarded to the Health and Safety Department.
4. When the Supervisor/Manager/Department Head requests a purchase order (P.O.) for work to be performed by a Contractor. The Purchasing Department will verify that a current WSIB Clearance certificate and current liability insurance policy is in the Contractor Database. No purchase order will be issued if these documents are not up to date.
5. Should the Contractor Database not be up to date, it will be responsibility of the Supervisor/Manager/Department Head obtain a current WSIB clearance and proof of liability Insurance from the Contractor in question.
6. The Supervisor/Manager/Department Head will forward copies of the up to date documents to the Purchasing Department at which time a purchase order (P.O.) will be released. It will be the responsibility of the Purchasing Department to forward the documentation received to the Health and Safety Department so that the Contractor Database can be updated.
7. All Contractors shall provide the Corporation with documentation to certify that all employees working on the Corporation contract have been trained on WHMIS and all other Legislative requirements that relate to the work being done.
8. All Contractors shall provide to the Supervisor/Manager who has hired the contractor a list of all hazardous material and controlled substances that the Contractor will be introducing into the workplace and material safety data sheets on those substances at least one week prior to the work beginning. Substances not on that list are not to be brought onto City property.
9. The Contractor and Corporation Representative will have a pre-start meeting to review all safety requirements. The supervisor shall also coordinate a pre-start meeting to review safety requirements prior to the commencement of work.
10. The Contractor must supply all of their own equipment unless previously agreed upon with the Corporation prior to commencement of the contract (there will be no agreements with respect to personal protective equipment).
11. An audit shall be performed at regular intervals to ensure that all contractors working for the Corporation have provided current liability insurance and have a valid WSIB clearance certificate.

Onsite

1. Contractors must announce their presence to the contracting supervisor when arriving to site **and a General Safety Work Permit must be completed prior to commencing work.**
2. The supervisor will monitor the Contractor on the worksite for compliance with the Corporation's Health and Safety Program and all applicable Health and Safety Legislation and follow-up on all contraventions.
3. The Contractor shall comply with the Corporation's Health and Safety Policies and all applicable Legislation, Regulations and Standards.
4. The Contractor shall comply with all relevant Health and Safety Legislation and Regulations. The Corporation reserves the right to remove any Contractor or Sub-Contractor from its property or it may immediately terminate a contract for violation of Health and Safety Legislation, Regulations or the Corporation's Health and Safety program, without incurring any additional charges.
5. The Supervisor/Manager/Department Head shall ensure that a Pre-Start Health and Safety Review is performed for the work completed according to Section 7 of the Regulations for Industrial Establishments.
6. All Ministry of Labour field visits shall be provided to the Health and Safety Department.

A summary of all updates to our Health and Safety Policies applicable to our contractors shall be forwarded to all contractors who have attended our training session. This summary shall be sent annually following our Policy and Procedure review.

DOCUMENTS

References

Occupational Health and Safety Act and Regulations

Related Procedures

City of Timmins Health and Safety Policy Manual

FORMS

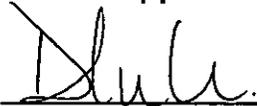
City of Timmins General Safety Work Permit

COT-HS-002(F01)

SUMMARY INFORMATION

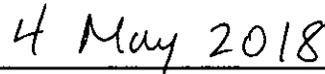
Policy Name: Contractor Policy
Issue Date: February, 2013
Last Revision Date: April 26, 2018
Next Review Date: January 2019

Approved by:



Chief Administrative Officer

Approval Date:





**CITY OF TIMMINS
General Safety Work Permit
Contractor/Contract Employee Safety Orientation Program**



Dear Contractor:

To ensure compliance with the City of Timmins Health and Safety Program, please find enclosed a copy of the Contractor Policy and Health and Safety Policy Statement. Please ensure that all aspects of the City's Health and Safety Program are fully complied with by your Employees and Sub-Contractors.

Please contact the City of Timmins for further details and clarification of your safety requirements.

Failure to comply with the City's Health and Safety Program may result in the immediate termination of our contract and relationship with you and your organization.

Thank you for your cooperation and assistance.

Yours truly,

Name & Title Date

Please sign and return immediately to your City of Timmins contact to confirm your contract. Please retain a copy for your records.

This is to certify that the undersigned has read and understood and agreed to comply with the attached City of Timmins Health and Safety Program and will comply with all Health and Safety Legislation, Regulations and Standards while working at the City of Timmins.

Date: _____

Company Name: _____

Contractor's Name: _____

Contractor's Signature: _____

Contractor's Position/Title: _____

WSIB Account Number: _____ WSIB Firm Number: _____

Copy of Clearance Certification Provided: Yes No

Copy of Owner/Operator Certification Provided: Yes No

Distribution: City of Timmins Contractor _____ Health and Safety Department _____

Date received: _____ Department Signature: _____



CITY OF TIMMINS
General Safety Work Permit
Contractor/Contract Employee Safety Orientation Program



GENERAL INFORMATION					
Contractor/Company				Location	
Contractor Supervisor				Department	
Contract Start Date					
Contract Completion Date				City Supervisor	
Training Checklist					
Item			Item		
EMERGENCY PROCEDURES			VEHICLE OPERATION		
<input type="checkbox"/> Tour of Facility/ Work Area			<input type="checkbox"/> Only Qualified/Trained Personnel Are to Operate Vehicles		
<input type="checkbox"/> First Aid Kit/Station Location			<input type="checkbox"/> Vehicles Meet All Manufacturers Safety Requirements		
<input type="checkbox"/> Eye Wash Station Locations			<input type="checkbox"/> Use of City Vehicles Prohibited Unless Authorized		
<input type="checkbox"/> Accident/Incident Reporting (review reporting procedures)			<input type="checkbox"/> Traffic Safety Procedures In Work Area		
<input type="checkbox"/> Other:			<input type="checkbox"/> Seat Belts		
FIRE SAFETY			<input type="checkbox"/> Back-Up Procedures – Require Spotter on City Property		
<input type="checkbox"/> Fire Route			<input type="checkbox"/> Other:		
<input type="checkbox"/> Building Fire Evacuation Procedures/Designated Fire Marshall			WHMIS		
<input type="checkbox"/> Portable Fire Extinguishers and Fire Alarm Pull Stations			<input type="checkbox"/> Requirements for Having WHMIS Certification		
<input type="checkbox"/> Other:			<input type="checkbox"/> Review of MSDS Sheets for All Products in Work Area		
HOUSEKEEPING			<input type="checkbox"/> Labels (Supplier and Workplace)		
<input type="checkbox"/> Keep Work Area Clean At All Times			<input type="checkbox"/> Location of MSDS Binder and Products		
<input type="checkbox"/> Clean Up Hazards			<input type="checkbox"/> Emergency Procedures		
<input type="checkbox"/> Report All Hazards to Your Supervisor or City Contact Person			<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:			WORKPLACE AND JOB HAZARDS		
PERSONAL PROTECTIVE EQUIPMENT			<input type="checkbox"/> Review of Hazards Associated with Job		
<input type="checkbox"/> Review PPE Requirements and Responsibility of Providing It			<input type="checkbox"/> Hazard Recognition		
<input type="checkbox"/> Review MSDS for Required PPE			<input type="checkbox"/> Report Hazards to Supervisor/City Contact		
<input type="checkbox"/> Check Condition of PPE Before Use			<input type="checkbox"/> Other:		
<input type="checkbox"/> Instruction of Proper Fit and Wear of PPE			WORK PROCEDURES		
<input type="checkbox"/> PPE Required (Unless Specified Contractor to Supply All PPE)			<input type="checkbox"/> Lock Out/ Tag Out Procedures		
<input type="checkbox"/> Clothing (Suitable for All Weather Conditions)			<input type="checkbox"/> Other:		
<input type="checkbox"/> Eye Protection			<input type="checkbox"/> Other:		
<input type="checkbox"/> Hard Hats			TOOLS AND EQUIPMENT		
<input type="checkbox"/> Work Boots			<input type="checkbox"/> Unless Specified, Contractor to Supply All Tools/Equipment		
<input type="checkbox"/> Gloves			<input type="checkbox"/> Contractor Responsible for Proper Maintenance and Use		
<input type="checkbox"/> Safety Vests			<input type="checkbox"/> Contractor Required to Ensure Guards and Safety Devices Are Operational and Used		
<input type="checkbox"/> Other			<input type="checkbox"/> Other:		
Check Off Boxes To Indicate Safety Items Covered During Contractor Orientation Training					
CERTIFICATION OF COMPLETION OF TRAINING					
City of Timmins Personnel			Contractor / Contractor's Employee		
Name (Print)	Signature	Date (dd/mm/yyyy)	Name (Print)	Signature	Date (dd/mm/yyyy)