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**511 Business Services AP – Contractor Considerations**

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*Alberta Occupational Health and Safety Act states that:*

*Obligations of employers, workers, etc.*

*2(1) Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,*

- (a) the health and safety of*
  - (i) workers engaged in the work of that employer, and*
  - (ii) those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and*
- (b) that the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act, the regulations and the adopted code.*

*Prime contractor*

*3(1) Every work site must have a prime contractor if there are 2 or more employers involved in work at the work site at the same time.*

*(2) The prime contractor for a work site is*

- (a) the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or*
- (b) if no agreement has been made or if no agreement is in force, the owner of the work site.*

*(3) If a work site is required to have a prime contractor under subsection (1), the prime contractor shall ensure, as far as it is reasonably practicable to do so, that this Act and the regulations are complied with in respect of the work site.*

*(4) One of the ways in which a prime contractor of a work site may meet the obligation under subsection (3) is for the prime contractor to do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Act and the regulations in respect of the work site.*

**1.0 Purpose**

Prairie Rose Public Schools is committed to promoting the health, safety and well-being of its employees, students, visitors and contractors, as well as providing a safe and healthy learning environment. The purpose of this program is to outline responsibilities of the Division as an employer of contractors and subcontractors, and to stipulate safety requirements of those contracted.

**Scope**

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Contractor occupational health and safety performance is a critical factor in the awarding and renewal of Division contracts. The scope of this standard applies to all Prairie Rose Public Schools departments and schools and to all contractors and subcontractors working on Division properties. The following are conditions of employment, they shall apply to all contractor employees when they are on premises owned or operated by the Division.

**2.0 Responsibility**

All contractors to be performing work for Prairie Rose Public Schools will receive this document and this will become part of their contract. The Acknowledgment sign-off sheet must be returned to the Division representative, with the signed contract prior to the Contractor beginning work on the project.

**Management**

- Clearly define and communicate the responsibilities of all workplace parties involved in the development, administration and implementation of contract work.
- Prairie Rose Public Schools' Occupational Health & Safety duties as an employer cannot be delegated or evaded by contracting out the performance of work to independent contractors – *work can be contracted out but responsibility for health and safety cannot.*

**Project Supervisor**

- Before the commencement of the project, convenes a meeting with the contractor, Manager (Principal) and Facilities Manager, if necessary to review the Contractor Safety Management Plan, Division Safety Policies and specific requirements and related information essential for the completion of the project
- Performs periodic documented project work site inspections under their authority and control to ensure that health and safety requirements are adhered to
- Communicates inspection findings that affect the health and safety of any student, staff, worker, contractor or visitor through written and/or verbal correspondence to the appropriate authority
- Communicates to the contractor their health and safety responsibilities and performance accountability
- Immediately communicates all health and safety concerns to the appropriate site supervisor or contractor. If required, the Project Supervisor or Occupational Health & Safety Coordinator has the authority to stop work if conditions or concerns are "Immediately Dangerous to Life or Health".

**Manager (Principal, Administrator, Department Supervisor)**

- Inform their staff of any work project that may affect them in their work area.
- Advise their staff, that while construction is underway, access to the site is restricted to authorized personnel only.

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- Immediately communicates all health and safety concerns to the Project Supervisor or Occupational Health & Safety Coordinator

**Employees**

- Immediately communicate all health and safety concerns to their Supervisor.
- Do not enter any construction site unless authorized. Employees authorized to enter the construction site are to wear proper personal protective equipment, including safety footwear and head protection as necessary.

**4.0 Procedure**

1. Constructors, contractors and subcontractors undertaking work for Prairie Rose Public Schools shall, as part of their contracts, agree to comply with all applicable health and safety legislation, environmental protection regulations, industry standards and Division safety policies.
2. Potential constructors and contractors shall, as part of the tendering process, submit a written project Safety Management Plan that describes compliance strategies for all applicable safety legislation, foreseeable job-site hazards and precautionary measures, prerequisite employee safety training, safe work procedures, standard operating procedures (SOPs), first aid preparedness, stop work procedures, emergency response plans, incident reporting procedures, and the names and contact numbers of the jobsite safety supervisors.
3. Contractors and subcontractors must be in good standing and remain in good standing with the Workers Compensation Board. A WCB Clearance Certificate (valid for 60 days) and proof of third party and liability insurance shall be submitted with the tender documents. Prairie Rose Public Schools reserves the right to request periodic status reports.
4. When contracts are awarded, the Occupational Health and Safety Coordinator shall, for information purposes, be provided copies of all project Safety Management Plans, WCB Clearance Certificates, and “Notices of Project”.
5. The Contractor shall maintain a copy of all documentation required to be kept on the worksite, according to applicable legislation prior to the work commencing and/or material arriving on the worksite. This includes, but is not limited to, Health & Safety Policy, Equipment Operators Manuals, Log Books, Material Safety Data Sheets (MSDS) as required by WHMIS legislation, Engineers Drawings & where required, authorizations, Notice of Projects, Building Permits, etc.

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6. Constructors, contractors, and subcontractors shall be responsible for taking every precaution reasonable at the project to ensure safety for his/her employees, Division employees, students, visitors, and the general public. The Contractor must ensure that their supervisors and workers have received the appropriate training in Health & Safety to ensure that they are competent to perform all required work in a safe manner. Regular site safety meetings shall be required as the project progresses to facilitate safety communication between all workplace parties.
7. The Division will monitor the constructor's or contractor's performance for health and safety compliance.
8. The constructor or the Project Supervisor or Occupational Health & Safety Coordinator shall exercise stop-work authority as required to enforce prescribed requirements and shall authorize the resumption of work by the contractor or subcontractor.
9. The Contractor shall be responsible, financially and otherwise for the non-compliance of his employees, sub-contractors, suppliers or other person on the job site for any reason relating to the Contractor.
  - The following penalties may be applied for non-compliance:
    - Termination of the contract where Contractor refuses and/or fails to fulfill their duties and responsibilities.
    - Immediate ejection from the site, temporarily or permanently.

**5.0 Communication**

Contractor work requirements will be communicated as a component of the process of awarding and renewing Division contracts.

The Contractor will ensure that all applicable Health & Safety requirements are provided, reviewed and acknowledged by their subcontractors performing work on their behalf on the project.

**6.0 Evaluation**

This program will be reviewed subsequent to any incidents, accidents or identified deficiencies. Recommendations will be developed and implemented to ensure continual improvement.

A contractor performance review will be conducted, as needed, by the appropriate stakeholders. The contractor performance review may include:

- Review of contract requirements
- Review of hazard assessments
- Review of inspections
- Review of tool box meeting minutes

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- Review of building inspection reports
- Review of reported unsafe acts or unsafe conditions present while on Division property and confirmation corrective actions were made in a timely manner

**7.0 References**

Alberta Occupational Health & Safety Code 2009  
Safety Bulletin LI018 – The Prime Contractor

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**Contractor Work Rules**

1. Smoking is prohibited in all places on Prairie Rose Public Schools property. Smoking is NOT permitted on roofs, in storage areas, or any other buildings.
2. All contractors and suppliers must supply identification tags to all personnel on the worksite and/or Prairie Rose Public Schools property. ID tags must include the name of the company and be worn by all personnel on PRPS property at all times. ID tags must be worn in a clearly visible manner. Picture ID is not required.
3. No “hot work” (welding, burning, grinding, soldering or other activities that can be an ignition source) may be performed outside of designated shop areas without specific permission from the Project Supervisor or his designated representative.
4. All contractor-owned equipment or tools must be kept in a safe condition. This rule pertains to but is not limited to the following tools:
  - Hand tools
  - Powered hand tools (powered tools must be grounded or double insulated)
  - Extension cords (cords must not be spliced, broken or ungrounded), ground faulted cords would be best
5. Attention must be given to hoisting and rigging procedures when material is lifted in order to safeguard all personnel against injury from slippage or breakage.
6. Personal Protective Equipment (such as gloves, safety glasses, goggles, insulated floor mats or dust respirators) shall be used whenever there is a danger of injury or exposure. The Contractors shall provide and enforce the use of PPE.
7. All hazardous materials used for construction purposes must be used, handled, stored, and disposed of in such a manner that they will not create a hazard to workers, occupants or the general public. Material Safety Data Sheets must be maintained on site, readily available to all workers and at the request of Division officials, occupants or the general public. All workers to be using, handling, storing, or disposing of hazardous materials must have received specific training regarding the nature, hazards and emergency precautions for the material prior to use. Access and storage of hazardous materials must be restricted to construction personnel only. Materials must be secure from the general public or occupants at all times.
8. Appropriate signage will be provided by the Contractor, as required, to ensure the appropriate identification of construction areas, access routes, parking areas, overhead dangers, electrical conductors and the boundaries of the project. In the absence of signage, the “YELLOW” or “ORANGE” snow fence or hoarding signifies project boundaries

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and should not be crossed by unauthorized non-construction personnel or the general public.

9. Signage must also be supplied by the Contractor to identify specific work area hazards to workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.
10. All construction personnel must use “designated” construction access routes and parking areas. Driveways, laneways, walkways or emergency vehicle routes must not be blocked or restricted at any time by construction vehicles, machinery, equipment or materials.
11. Overnight parking of equipment or vehicles must be done with the permission of the Project Supervisor. The security of equipment or vehicles must be ensured by the Contractor. No vehicle is to be left without appropriate brakes/blocking, unlocked or with keys in place.
12. Construction equipment such as zoom booms, scissors lifts, bulldozers, forklifts, etc. must have all moveable parts kept in their lowered positions when left unattended.
13. Good housekeeping practices must be followed at all times, to prevent general public or occupant contact with waste, scrap or other unsafe conditions on public or private ways.
14. Contractors working inside a school building during school hours will sign-in at a designated place (reception desk, department office) prior to working each day and will sign out prior to leaving for the day.
15. A full investigation must be conducted regarding any loss-causing situation. Specific events and causes must be identified; information provided pertaining to the incident, recommendations and steps to be taken to prevent recurrence. Preventive measures must be implemented to prevent a recurrence, and notices of accident/occurrence must be forwarded to all authorities having jurisdiction.

**These procedures are not meant to be all inclusive. Contractors should have policies/procedures in place to meet or exceed these requirements and to address the specific nature of their work.**

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Approved: May 26, 2010