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## **HEALTH & SAFETY RESPONSIBILITIES WHEN HIRING CONTRACTORS**

The Corporation of the Township of Ramara, in its capacity as the employer, is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals within the corporation.

All individuals in the workplace, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties as outlined within this procedure and policy manual.

### **A. General**

1. "Responsibility" is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act in place of their supervisors.
3. The supervisor remains accountable for ensuring that these responsibilities are carried out.
4. "Prescribed" refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects, etc.

## **B. Workers and Contract Workers**

1. This level of the organization includes all employees in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the Township's payroll on a contract basis.
2. The health and safety responsibilities of workers at this level are to:
  - a) Learn, understand and practice standard operating procedures and safe work practices
  - b) Be familiar with and comply with the Occupational Health and Safety Act, and Regulations and the Township of Ramara's Health and Safety Policies and Procedures
  - c) Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations
  - d) Report unsafe acts or conditions to their supervisor or health and safety committee or health and safety representative
  - e) Report any occupational injury or illness immediately to their supervisor
  - f) Use personal protective equipment where required
  - g) Report any contravention of the Occupational Health and Safety Act, Regulations or Township's Health and Safety policies and procedures to their supervisor or employer
3. Employees who do not abide by the Occupational Health and Safety Act, or the Township of Ramara's Policy and Procedure Manual will be subject to disciplinary action.

## **C. Contractors and Sub Contractors**

1. The Occupational Health and Safety Act imposes a duty on the Corporation to take reasonable precautions to protect all workers including contractors and their employees and self-employed contractors.
2. Contractors employed by the Corporation will be responsible for taking all necessary steps to protect persons (workers, visitors, general public, etc.) and property, from any harm during the course of the contract. All work procedures and equipment will be in accordance with the Occupational Health and Safety Act and Health and Safety Policies and Procedures of the Township.

3. Contractors are classified into two groups as follows:
  - a) Service contractors, such as snow removal services, plumbers, heating and air conditioning specialists, etc. are usually employed periodically for short-term assignments
  - b) Project contractors, such as construction companies, are employed to carry out a project, which is of a fairly lengthy duration
4. The following outlines the steps necessary to minimize the Corporation's liability in the event of an injury to a contractor.

**5. Before Awarding a Contract**

- a) The contractor is to show proof of good standing with the Workplace Safety Insurance Board on a monthly basis either through hard copy or e-clearance by the Township.
- b) A list of all designated substances present at a project site must be included as part of any tendering information. Owners and constructors must ensure that any prospective contractors or sub-contractors have a copy of the designated substance list before any binding contract for work is executed
- c) The contractor is to be advised of the work location's health and safety rules by the department contracting the service
- d) The contractor will be required to provide a copy of their health and safety policy and training program to the department contracting the service
- e) A copy of the Health and Safety Policies and Procedures of the Township is to be made available by the department contracting the service to the successful contract bidder and the contractor shall be required to comply with the health and safety standards of the Corporation
- f) The Corporation of the Township of Ramara retains the right to stop the contractor's work without penalty to the Corporation if the contractor does not comply with the Occupational Health and Safety Act, the Health and Safety Policies and Procedures of the Corporation, or creates an unacceptable health and safety hazard

## **6. Before Work Begins**

- a) **The contractor is to take direction only from the department manager/supervisor or designate.**
- b) The department contracting the service is to advise the contractor and its workers of any special hazards, and advised of emergency procedures
- c) The contractor's workers are to have all necessary personal protective equipment for the work location. Workers not in compliance are to be ordered off the site until they comply
- d) The contractor is to provide the Corporation's work site supervisory staff, or designate, with material safety data sheets (MSDS) for each chemical substance to be used on the site
- e) Project contractors are to meet with the Corporation's work site supervisory staff, or designate, prior to commencement of work, to be informed about the location's specific safety rules and safety contacts at the location
- f) The Corporation's supervisors, or designate(s), are to conduct a safety inspection of the project site at least once per month, and document same for future audit purposes
- g) Where appropriate, the contractor shall post signs at entrances into construction work areas informing visitors and the general public that access is restricted, and directing them to report to the Contractor's Field Office for permission to enter the area
- h) Visitors and the general public are not permitted to travel unescorted in construction work areas. Where a visitor is required by a contractor or sub-contractor to enter a restricted construction area, the contractor's subcontractors will be responsible for ensuring that the visitor is aware of relevant workplace safety rules, is wearing all required personal protective equipment and is escorted at all times by the contractor's appointed representative

## **7. At the Conclusion of the Contract**

- a) The contractor is to remove all chemical and hazardous products from the work site at the end of the project or contract.