

Revised: March 27, 2025	Description: <u>Contractor Health & Safety Compliance</u>	RHS Policy #18
Supersedes Policy #1 – <u>Individual Responsibilities</u>	Scope: All Departments	# of Pages: 3
Original Effective Date: November 12, 2018	Senior Leadership Team Approval: March 18, 2025 JHSC Review: March 27, 2025	

PURPOSE:

The [Ontario Occupational Health and Safety Act, R.S.O. 1990, c 0.1](#) (hereafter referred to as the Act) imposes a duty on the Corporation of the Corporation of Ramara (hereafter referred to as the Corporation), as Owners, to take reasonable precautions to protect all workers, including contractors and their employees, as well as the general public. The Corporation shall meet this duty to taking steps to ensure that the Contractors it hires are prepared to meet their obligations under the Act.

RESPONSIBILITIES:

- a) Employees who issue tender, select contractors and/or administer contracts on behalf of the Corporation, hereafter referred to as Contract Managers, are responsible to follow the procedures outlined below and for maintaining records demonstrating compliance with this policy according to the Corporation's document retention policies.
- b) Contractors employed by the Corporation are responsible for taking all reasonable precautions to protect the health and safety of all persons (employees, sub-contractors, visitors and the general public) during the course of the contract, and that all work shall be carried out in accordance with the Occupational Health and Safety Act.
- c) The Corporation of the Corporation 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 or is ordered to stop work by a Ministry of Labour, Training and Skills Development Inspector.

PROCEDURE:

Before Awarding a Contract

1. The Contract Manager shall determine whether any designated substances, as defined by [O.Reg. 490/09: Designated Substances](#), are present at the project site. A list of all designated substances that are present shall be included in the tender package that is provided to all contract bidders. If no designated substances are present, this shall be explicitly noted in the tender package.
2. The Contract Manager shall prepare a list of any unique (non-typical) chemical,

physical or biological hazards associated with the project site or the work to be carried out which includes any specific required emergency protocols. This list shall be included in the tender package that is provided to all contract bidders.

3. For contracts which required a Ministry of Labour, Training and Skills Development and Training Notice of project under [section 6\(1\) of the Regulation for Construction Projects, O. Reg 213/91](#), the Contract Manager shall review the health and safety records of the short list of bidders using the [WSIB's Safety Check](#) (click on link to access the website). This site allows the Contract Manager to compare the safety record of the short list of bidders. The results of this review shall be considered in the final Contractor selection and this review shall be documented in the project file as per the Corporations document retention policies.
4. Contractor bidders shall be required to review the information on the Bids and Tenders page of the Corporation's website linked here: [Bids and Tenders](#).
5. The Contract Manager shall ensure that the successful bidder completes the Contractor Health and Safety Sign-off linked on the Corporation's website at this link: [Contractor Health and Safety Sign-off](#). The Contract Manager shall review the Contractor's submission to ensure the documents that are provided are adequate. The Contractor Checklist requires the Contractor to provide the following documents to the Corporation:
 - a) A current WSIB Clearance Certificate or WSIB Independent Operators Certificate demonstrating that the Contractor is in good standing with the WSIB.
 - b) A certificate of Liability Insurance with a minimum coverage of \$2 million.
 - c) A copy of the Contractor's Health and Safety Policy statement and a copy of the Contractor's Workplace Harassment and Violence Policy in compliance with the Occupational Health and Safety Act. This requirement does not apply to self-employed contractor's who do not have employees as confirmed by providing a WSIB Independent Operators Certificate.
 - d) If the total cost of a construction project contract exceeds \$50,000, or if the construction project otherwise meets the requirements under [section 6\(1\) of the Regulation for Construction Projects, O. Reg 213/91](#), the Contractor commits to filing a [Notice of Project](#) with the Ministry of Labour, Training and Skills Development. A copy of the Notice of Project shall be provided to the Contract Manager for retention. In addition, a signed copy of the Notice of Project shall be posted at the project by the Contractor or available at the project for review upon request.
6. The [Contractor Health and Safety Sign-off](#) requires the Contractor to confirm that they will meet the following health and safety requirements for the duration of the contract:
 - a) The Contractor commits to take all reasonable precautions to protect the health and safety of all persons (employees, sub-contractors, visitors and the general public) during the course of the contract

- b) The Contractor's workers shall have all necessary personal protective equipment provided and be given appropriate health and safety training for the work location and the nature of the work hazards.
- c) Workers not in compliance with the Occupational Health and Safety Act shall be ordered to comply or asked to leave the site until they are able to comply.
- d) The contractor is to provide the Contract Manager with safety data sheets (SDS) for each WHMIS-controlled or designated chemical or substance to be used on the site.
- e) The Corporation's Contract Manager, or designate, reserves the right to conduct a safety inspection of the project site without notice and shall document the results of that inspection for future audit purposes.
- f) Any health and safety non-compliance witnessed by an Employee of the Corporation shall be documented on the Contractor Non-Compliance Form (see Appendix B). A copy of this form shall be provided to the Contract Manager and the Contractor and requires a response from the Contractor outlining the corrective action(s) taken within three (3) business days or immediately if the health and safety infraction presents an immediate risk to worker health and safety.
- 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 direct them to report to the Contractor's Field Office for permission to enter the area. Further, Visitors and the general public shall not be 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.
- h) The Contractor is responsible for obtaining underground utility locates before breaking ground in any and all locations.
- i) The Contractor is responsible for removing all chemical, physical and/or biological hazards from the work site at the end of the project or contract. If any such hazard cannot be removed, the Contractor shall notify the Contract Manager, in writing, so a plan may be developed to address the remaining hazard(s).

Appendix A – Contractor Health and Safety Sign-off

The Corporation of the Township of Ramara, in its capacity as employer and owner, is responsible for carrying out the responsibilities and duties outlined in the Ontario Occupational Health and Safety Act (the Act). This responsibility extends to Contractors hired by the Township to perform work on its behalf.

Therefore, the Township of Ramara is committed to ensure the Contractors it hires share its commitment to health and safety and meeting the requirements of the Act. Contractors who do not abide by the Occupational Health and Safety Act may be asked to stop work until the situation is corrected, may have the contract cancelled and/or may be barred for working for the Township for a period of time until they demonstrate full adherence to the Act.

By signing below, the Contractor agrees to meet the health and safety responsibilities outlined below when working on behalf of the Corporation of the Township of Ramara. If a Contractor is unable to fulfill any of these responsibilities, they shall immediately notify the Corporation in writing:

1. The Contractor commits to take all reasonable precautions to protect the health and safety of all persons (employees, sub-contractors, visitors and the general public) during the course of the contract
2. The Contractor's workers shall have all necessary personal protective equipment provided and be given appropriate health and safety training for the work location and the nature of the work hazards.
3. Workers not in compliance with the Occupational Health and Safety Act shall be ordered to comply or asked to leave the site until they are able to comply.
4. The contractor is to provide the Contract Manager with safety data sheets (SDS) for each WHMIS-controlled or designated chemical or substance to be used on the site.
5. The Corporation's Contract Manager, or designate, reserves the right to conduct a safety inspection of the project site without notice and shall document the results of that inspection for future audit purposes.
6. Any health and safety non-compliance witnessed by an Employee of the Corporation shall be documented on the Contractor Non-Compliance Form. A copy of this form shall be provided to the Contract Manager and the Contractor and requires a response from the Contractor outlining the corrective action(s) taken within three (3) business days or immediately if the health and safety infraction presents an immediate risk to worker health and safety.
7. Where appropriate, the Contractor shall post signs at entrances into construction work areas informing visitors and the general public that access is restricted and direct them to report to the Contractor's Field Office for permission to enter the area. Further, Visitors and the general public shall not be 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.

8. The Contractor is responsible for obtaining underground utility locates before breaking ground in any and all locations.
9. The Contractor is responsible for removing all chemical, physical and/or biological hazards from the work site at the end of the project or contract. If any such hazard cannot be removed, the Contractor shall notify the Contract Manager, in writing, so a plan may be developed to address the remaining hazard(s)

Name of Contractor: _____

Name of Authorized Representative: _____

SIGNED: _____ DATE: _____

The Contractor shall upload the following documents:

- A current WSIB Clearance Certificate or WSIB Independent Operators Certificate.
- A certificate of Liability Insurance with a minimum coverage of \$2 million.
- A copy of the Contractor's Health and Safety Policy statement and a copy of the Contractor's Workplace Harassment and Violence Policy in compliance with the Occupational Health and Safety Act.
- [Notice of Project](#) filed with the Ministry of Labour, Training and Skills Development if the total cost of the construction project contract exceeds \$50,000, or if the construction project otherwise meets the requirements under [section 6\(1\) of the Regulation for Construction Projects, O. Reg 213/91](#)



Appendix B – Contractor Non-Compliance Form

Please complete all relevant information. Include pictures where appropriate.

Name of Contractor: _____

Date and Time of Non-Compliance: _____

Ramara Contract Manager Overseeing Contract: _____

Location of Non-Compliance: _____

Description of Noncompliance:

Witnesses: _____

Other relevant information:

Non-Compliance Form delivered to Contractor:

Contractor Employee Name: _____

Date and Time: _____

Appendix B – Contractor Non-Compliance Form

To be completed by Contractor and returned within three (3) business days, or immediately if stop work order is issued due to health and safety concerns.

Root Cause of Non-Compliance was determined to be:

The following Corrective Action(s) were implemented to prevent reoccurrence of non-compliance.

When will these actions be completed and by whom:

Name of Contractor Management Representative:

Signature: _____ Date: _____