

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used “as-is”, but must be adapted to reflect your company needs and processes.

[Insert company here]

CONTRACTOR MANAGEMENT PROGRAM

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

[Insert company's here] contractor management program will ensure contractors, management and workers take all reasonable precautions for the health & safety of persons, including: workers, visitors and the general public; and for the protection of property.

SCOPE

This procedure applies to all workers/employees, contractors and subcontractors on site.

RELATED DOCUMENTATION

Internal

Hazard Identification & Risk Assessment Policy
Incident Reporting Policy
Emergency Response Policy and Plan
Health & Safety Training Policy
Accident/Incident Investigation Policy
Workplace Inspection Policy
Designated Substance Policy
Personal Protective Equipment (PPE) Policy
Contractor Approval Process
{Other relevant docs. etc.}

External

Occupational Health & Safety Act and Regulations
Technical Standards and Safety Act and Regulations
CSA Standard Z1000-14: Occupational health & safety management
{Other relevant legislation, codes, standards, guidelines, industry best practices etc.}

1. DEFINITIONS:

“Competent person” means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with this Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace;

“Construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine.

“Constructor” means 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. The Constructor is the person with overall authority for health & safety matters on a project and takes on the responsibility of managing health & safety. A Constructor is also Contractor.

“Contractor” means a person or company or subcontractor who performs work or supplies goods or services for monetary compensation (see definition of “Worker”, “Employer” and “Constructor”), but who is not continuously employed as an “employee” of ACME Corp. A contractor may also be referred to as an “independent contractor”. A Constructor is also Contractor. e.g. for construction work done by other than an owner or employer, the Constructor is also the Contractor. For non-construction work, the company providing service to ACME Corp. is the contractor/subcontractor.

“Designated substance” means a biological, chemical, or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled.

“Incident” means an occurrence arising in the course of work that resulted in or could have resulted (near miss) in an injury, illness, adverse effect to health, or fatality.

“Employer” means a person who employs one or more workers or contracts for the services of one or more workers and *includes a contractor or subcontractor* who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

“Owner” includes 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

“Prescribed” means prescribed by regulation made under the Act (Occupational Health & Safety Act).

“Project” means a **construction** project, whether public or private, including,

- a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
- b) the moving of a building or structure, and
- c) any work or undertaking, or any lands or appurtenances used in connection with construction.

“Project Manager” means an ACME Corp. employee (Manager) who is responsible for contracting the work and oversees the contract.

“Worker” means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

2. ROLES and RESPONSIBILITIES

All workers, management, contractor/subcontractor, constructor, owner and employer collectively share health & safety responsibilities. However, in any work, there will be one person with overall authority for health & safety matters and takes on the responsibility of managing health & safety. Depending on the nature of the work, the type of workers present (ACME Corp. Workers or contractor employees), the timing of various work and the structure of the contract; the person with overall authority for health & safety matters could be the owner, employer or the contractor. If the contracted work involves construction then it becomes a “project” and a “constructor” is established. The constructor has specific duties under the Occupational Health & Safety Act and Regulations.

Owner/Employer

- a) Develop health and safety criteria for selecting contractors
- b) Ensure contractors have a good health and safety program, WSIB coverage and meet organizational standards
- c) Conduct hazard risk assessments associated with contractual work and create controls
- d) Identify hazards, risks and competency and ability of the contractor to control risks to the contractor and their workers from the contracted work
- e) Create protocols for communicating organizational procedures, emergency plans, health and safety notifications and changes affecting employer’s workplace to the contractor
- f) Monitor and evaluate contractor safety performance, build accountabilities (performance rating system, contract incentives)
- g) Document consequences and communicate unsafe behaviours / non-compliance with OHSA
- h) Ensure that the requirements of this Contractor Management Program and all relevant legislated obligations are carried out with respect to the contracted work and including provision of required resources.
- i) Ensure for every construction project that the “constructor” is clearly identified (either the owner/employer or contractor) and the overall authority and responsibility for health & safety matters is established in that person. This will be recorded in the written contract and other relevant documentation.
- j) Ensure for every construction project that a Joint Health & Safety Committee (JHSC) and/or Health & Safety Rep. (HSR) is established as required by the Occupational Health & Safety Act and Regulations.
- k) Ensure for every construction project that the Ministry of Labour is notified as required by the Occupational Health & Safety Act and Regulations.
- l) Ensure for every construction project that the prospective contractors and subcontractors obtain a list of designated substances as required by the Occupational Health & Safety Act and Regulations, prior to entering into a binding contract.
- m) Ensure for every construction project that emergency procedures are established, communicated and posted.

- n) Ensure for every construction project that security and site access procedures are established, communicated and posted.
- o) Ensure for every construction project with five or more workers that a competent supervisor is appointed. The supervisor shall be trained in all aspects of health & safety of the work and their roles & responsibilities; and be given the necessary authority to implement and enforce all aspects of health & safety.
- p) Notify the appropriate authorities/persons of any accidents/incidents as required.
- q) Provide a copy of the **Contractor Checklist** (Appendix A) in all bid and pre-qualification contractor documents, as outlined in Stage 1 of the Contractor Management Program.
- r) Keep copies of all completed forms and relevant documentation pertaining to the Contractor Management Program for reference.

Legal Dept. ACME Corp.

- a) Ensure that any contracted work conforms to all relevant laws and regulations.
- b) Ensure that any contracted work minimizes legal risk for ACME Corp.

Project Manager

- a) Ensure that any contracted work performed under their authority or control conforms to the requirements of this policy and program. E.g. conduct training sessions with the contractor as required.
- b) If delegated to project manager, file a **Notice of Project Form** with Ministry of Labour. Share copies with the Employer, Legal Dept. HR Dept., JHSC/HSR and contractor.
- c) Ensure all stages of the Contractor Management Program are completed (see section 4 below)
- d) Conduct regular meetings and communications with contractor to monitor health & safety performance.
- e) Ensure that relevant Contractor safety policies, procedures and plans are implemented and responsibilities delegated. Delegated persons will be a competent person and be suitably trained to carry out their duties.
- f) In conjunction with the contractor, ensure that health & safety risk assessments are conducted, relevant information shared, training provided and corrective actions are taken to protect the health & safety of all workers/employees.
- g) Ensure the pre-commencement meeting and checklist is completed prior to commencing work, as outlined in Stage 2 of the Contractor Management Program.
- h) Monitor contractor performance and use the forms provided in the Contractor Management Program to keep a record, as outlined in Stage 3 and 4 of the program. Report to the Employer any performance issues and concerns as outlined in Stage 3 of this policy.
- i) Notify the appropriate authorities/persons of any accidents/incidents as required. E.g. notify senior management of ACME Corp. of any health & safety incidents using appropriate forms, notify contractor's Employer involved in incident, for serious injuries; notify the spouse/family of ACME Corp. employees (not contractors) involved in incident as required.

- j) In conjunction with a management rep. of Contractor, conduct and/or ensure regular workplace inspections are completed, documented and timely corrective actions are taken.
- k) In conjunction with a management rep. of Contractor, conduct and/or ensure accident/incident investigations are completed, documented and timely corrective actions are taken.
- l) The Project Manager or their delegate shall order workers/employees to stop unsafe work and remove any person from the worksite as required for the protection of health & safety. The Project Manager or their delegate shall notify the contractor and employer immediately. The Project Manager and contractor will discuss and implement appropriate corrective action and discipline as required. Document the events using the appropriate forms as required.
- m) Lead the coordination and integration of multiple contractors with respect to occupational health & safety. Document the procedures for coordination and integration.
- n) Participate in annual continuous improvement of the Contractor Management Program (see section 5 below).
- o) Follow all applicable health & safety policies, procedures and legislated duties as required.

Human Resources or Health & Safety Manager

- a) The human resources or health & safety manager/coordinator/advisor shall be a resource to all management, workers and contractors with regard to all elements of the Contractor Management Program.
- b) Potential contractors will be provided with a copy of this policy during the bidding process.
- c) Obtain where relevant, any health & safety policies and procedures from the contractor. Share these documents with the Employer, Project Manager, Legal Dept. and Joint Health & Safety Committee/Health & Safety Rep. as required.
- d) Obtain an accurate record of a potential contractor's past health & safety performance. Share this record with the Employer, Project Manager, Legal Dept. and Joint Health & Safety Committee/Health & Safety Rep. as required.
- e) Notify the appropriate authorities of any accidents/incidents involving ACME Corp. employees and/or contractor employees as required. E.g. Ministry of Labour (Fatal and Critical injuries, occupational illness etc.), WSIB (lost-time injuries, occupational illness etc.) and other relevant authorities.
- f) Participate in annual continuous improvement of the Contractor Management Program (see section 5 below).
- g) Follow all applicable health & safety policies, procedures and legislated duties as required.

Workers (ACME Corp.)

- a) Report all contractor-related health & safety hazards as soon as practicable to the Contractor site Supervisor and their ACME Corp. Supervisor using the appropriate forms as required.
- b) Following a contractor-related accident/incident, the worker (and/or contract employee) shall as soon as practicable, report to the Contractor site Supervisor and their ACME Corp. Supervisor using the appropriate forms as required.
- c) To the extent that the contracted work falls under their purview, the worker shall as soon as practicable, report to the Contractor site Supervisor and their ACME Corp. Supervisor, any deviation from the Contractor Management Program.
- d) Participate in any health & safety training required by the Employer and/or Contractor/Constructor.
- e) Follow all applicable health & safety policies, procedures and legislated duties as required.

Contractor (Management Lead of the Contractor)

- a) Acceptance/sign-off documentation by contractor to abide by the employer's health and safety program and/or rules and regulations at the worksite
- b) Contractor must communicate relevant health and safety information to the employer
- c) Ensure that any contracted work performed under their authority or control conforms to the requirements of the ACME Corp. Contractor Management Program and all relevant legislated obligations.
- d) If delegated to contractor, file a **Notice of Project Form** with Ministry of Labour. Share copies with the project manager, Legal Dept. HR Dept. and JHSC/HSR.
- e) Ensure that relevant Contractor and/or ACME Corp. safety policies, procedures and plans are implemented and responsibilities delegated. Delegated persons will be a competent person and be suitably trained to carry out their duties.
- f) Notify the Project Manager immediately when any change in the work occurs or is proposed.
- g) Participate in employer training sessions with the project manager or delegate as required.
- h) In conjunction with the Employer (ACME Corp.), ensure that health & safety risk assessments are conducted, relevant information shared with workers, training provided and corrective actions are taken to protect the health & safety of all workers/employees. Share copies of risk assessments with the project manager, HR Dept. and JHSC/HSR.
- i) Participate in all Stages of ACME Corp. Contractor Management Program.
- j) Participate in and/or facilitate health & safety meetings, training, enquiries, monitoring, auditing, workplace inspections, accident/incident investigations etc. as required.
- k) Notify the appropriate authorities/persons of any accidents/incidents as required. E.g. notify project manager or delegate of any health & safety accidents/incidents using appropriate forms, notify Ministry of Labour of fatal/critical injuries, for serious injuries notify the spouse/family of contract employees as required.

- l) In conjunction with the project manager or delegate, conduct accident/incident investigation as required.
- m) In conjunction with project manager or delegate, conduct and/or ensure regular workplace inspection are conducted and timely corrective actions are taken.
- n) Report as soon as practicable to project manager or delegate any deviation from the ACME Corp. Contractor Management Program.
- o) The contractor or their delegate shall order workers/employees to stop unsafe work and remove any person from the worksite as required for the protection of health & safety. The contractor or their delegate shall notify the project manager immediately. The Project Manager and contractor will discuss and implement appropriate corrective action and discipline as required. Document the events using the appropriate forms as required.
- p) Notify the Project Manager immediately when any enforcement agency conduct visits, meetings, inspections or investigations etc.
- q) Follow all applicable health & safety policies, procedures and legislated duties as required.

Contract Employees

- a) Report all health & safety hazards as soon as practicable to the Contractor site Supervisor using the appropriate forms as required.
- b) Participate in all health & safety meetings, training, enquiries, monitoring, auditing, workplace inspections, accident/incident investigations etc. as required.
- c) To the extent that the contracted work falls under their purview, the contract employee shall as soon as practicable, report to the Contractor site Supervisor any deviation from the ACME Corp. Contractor Management Program.
- d) Participate in any health & safety training required by the Employer and/or Contractor/Constructor.
- e) Follow all applicable health & safety policies, procedures and legislated duties as required.

Joint Health & Safety Committee (JHSC) or Health & Safety Rep. (HSR)

- a) Review Contractor Management Program policies, procedures, incident reports, workplace inspection reports, audits, electronic records, continuous improvement action plans or any other relevant document or record; as required, for the purpose of identifying health and safety hazards and program gaps and recommending areas of improvement to management.
- b) In cooperation with the project manager and contractor, conduct monthly workplace inspections, document findings on ***Inspection Checklist*** and produce a ***Workplace Inspection Report***. Share copies of the report with the contractor, employer, project manager, Legal Dept. HR Dept. and JHSC/HSR.
- c) Participate in the annual continuous improvement of the Contractor Management Program (see section 5 below).
- d) Follow all applicable health & safety policies, procedures and legislated duties as required.

3. TYPES OF CONTRACTORS:

The types of contractors employed by ACME Corp. can be classified into two groups:

- a) Maintenance and Service Work
 - 1) Includes services provided under contract such as snow removal services, electricians, custodial services, security, heating & ventilation, professional services (such as accounting, management/business, legal, nursing, physiotherapy, etc.). They are usually employed for set periods of time, as determined by the terms and conditions of the contract; and
 - 2) Services provided on an ad hoc basis, such as plumbers, appliance repair persons, water main breaks, or minor general repair, who are employed periodically for short term assignments.
- b) Construction Project
 - 1) Includes construction contractors and are employed to carry out a specific project. Examples include construction of a building, installation of elevator or replacement of boilers and other major mechanical equipment.

4. CONTRACTOR MANAGEMENT PROGRAM

There are four stages in the Contractor Management Program:

Stage 1 - Contractor Checklist & Pre-Approval

A ***Contractor Checklist***, (Appendix A) will be included with all applicable bids or pre-qualified contractor documents. The checklist is to be completed by the successful contractor ***prior*** to being awarded the contract or approved as a pre-qualified contractor. The contractor checklist will help determine if a contractor is likely to perform the work in accordance with occupational health and safety requirements. Contractors can be pre-approved and will follow ACME Corp.'s "***Contractor Approval Policy***". In that policy it outlines the process for contractors to submit documentation for pre-approval. For construction projects, preference will be given to contractors who have achieved the IHSA "***Certificate of Recognition (COR)***": [IHSA COR Certification](#)

Stage 2 – Pre-commencement Meeting

After a contract has been awarded but prior to the job commencing, the ***Pre-commencement meeting Checklist*** (Appendix B) will be reviewed and completed by the applicable Department Representative with the successful contractor/subcontractor or constructor. Corporate Health and Safety staff may also assist in this regard.

Stage 3 – Performance Monitoring

Contractor Management Program

During the contract, ACME Corp.'s Project Manager or delegate will monitor the contractor's performance on a regular basis, documenting issues and concerns. Health and safety performance and worksite monitoring may consist of any of the following; health & safety audit, workplace inspection or incident/accident investigation. The occupational health and safety performance and practices of a contractor, subcontractor, constructor or any related work; will be monitored in order to confirm that the contractor/subcontractor or constructor has complied with health & safety policies and best practices and complied with the Contractor Management Program requirements. Project manager or delegate will conduct and document the monitoring activities.

The **Incident Reporting Form** (Appendix C) is to be completed for all contractor health & safety incidents or infractions. Copies of all **Incident Reporting Forms** must be retained in the bid file by project manager and copy sent to ACME Corp. Human Resources/Health & Safety Dept.

ACME Corp. retains the right to stop the contractor/constructor work without penalty to ACME Corp. if the contractor/constructor does not comply with the Occupational Health and Safety Act and Regulations, all applicable ACME Corp. and contractor/constructor company policies/procedures, Industry best practices/standards, or creates an unacceptable health and safety condition. Depending on the severity of the risk and prior to stopping work, the project manager or delegate may consult with ACME Corp. Legal Dept. and/or ACME Purchasing Dept.

Stage 4 - Post Contract Performance Evaluation

The **Post Contract Performance Evaluation Form** (Appendix D) is to be filled out, signed and retained in the bid file by the project manager and copy sent to ACME Corp. Human Resources/Health & Safety Dept. As a result of documented poor performance the contractor/constructor may be disqualified from bidding on future work for ACME Corp.

- 1) ACME Corp. reserves the right to:
 - a. disqualify a contractor based on past performance
 - b. obtain documentation and evidence to demonstrate that the contractor/constructor complies with the Contractor Management Program requirements

5. Continuous Improvement

Management/Human Resources/Health & Safety Dept./Procurement will develop an effective and on-going system to identify and track Contractor Management Program gaps and corrective actions. The system will be well-documented and records kept. The Contractor Management Program will be annually reviewed and updated as required by Management/Human Resources/Health & Safety Dept. /Procurement. Representatives from all stakeholders will be consulted during this review. In addition to a thorough program review, past incidents and identified gaps will be reviewed for areas of improvement. Corrective actions will be developed and assigned to appropriate

management. Changes and updates to the Program will be well-documented and records kept. Results of the Program review will be documented and shared with senior management and the JHSC/Health & Safety Rep.

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

BE CAREFUL OF ALL DATES:

DO NOT USE OLD INCORRECTLY DATED DOCUMENTS

ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act

Contractor management program

Prerequisite(s): All level 1 topics and health and safety accountabilities

Summary:

A contractor is a person who, or business that, provides goods or services to your business under terms specified in a written agreement. Contractors include those performing maintenance, renovations or construction, operations security, cleaning and on-site service providers. Examples of contractors include:

- construction/renovations
- snow removal
- utility service and repair
- equipment maintenance, servicing or repair
- janitorial
- pest control
- food services
- information technology
- security services

Having a contractor management program in place enforces the same health and safety standards for everyone performing work in your workplace. It ensures that no one is put at risk by the contractor's activities and that the contractor's employees are not put at risk from your business's activities.

Requirements:

Your business will establish, implement, monitor and maintain a contractor management program. The procedure will include:

- Criteria for selecting contractors that have the capability and capacity to meet the health and safety requirements of your business;
- A plan to monitor and evaluate contractors' health and safety performance;
 - Requirement to communicate your health and safety rules, emergency response procedures and notice of any changes affecting the specific work to contractors. Contractors must also communicate relevant health and safety information to the employer.
 - Requirement to hold contractors accountable for their health and safety responsibilities (e.g., performance rating system and contract incentives)
 - Consequences for unsafe behaviour (i.e., not working in compliance with the Occupational Health and Safety Act and regulations, policy or procedure violation)
 - The identification of hazards and control of risks, and the competency and ability of the contractor to control the risk(s) to the business's workers arising from the contractor's activities and materials

- The identification of hazards, control of risks, and the competency and ability of the contractor to control the risk(s) to the contractor and the contractor's workers arising from the business's activities and materials
- Communication with contractors when there are changes affecting the specific work or circumstances surrounding the work
- Acceptance/sign-off documentation by contractor that they will abide by the employer's (e.g. general contractor) health and safety program and/or rules and regulations at the worksite

There may be circumstances where there is more than one employer or contractor present at a job site. In these situations, your business must establish, implement, monitor and maintain a documented procedure for, and lead the coordination and integration of, relevant portions of the business's occupational health and safety management system with the affected contractors.

Appendix A

Contractor Checklist

TO BE COMPLETED BY SUCCESSFUL BIDDER AND PRE-QUALIFIED CONTRACTOR.

ACME Corp. reserves the right to request documentation to verify contractor checklist content.

CONTRACTOR NAME (CORPORATION):
CONTRACTOR'S REPRESENTATIVE:
NUMBER OF STAFF (FULL & PART TIME):
TENDER/BID/RFP #:

A. WSIB REGISTRATION	YES	NO
i) Proof of current registration and in good standing with WSIB. Enclose a WSIB Certificate of Clearance. (must be renewed every 45 days)		
ii) Self-employed contractors, for non-construction work may have alternative insurance for workplace injury/illness or may fall under ACME Corp's insurance.		

B. INCIDENT STATISTICS/REPORTING	YES	NO	# incidents	Notes
i) Do you maintain files on health & safety incident? How many incidents over the last 3 years?				
ii) Do you file a Form 7 with the WSIB for incidents requiring medical attention or lost time? How many over the last 3 years?				
iii) Has your company experienced any critical injuries or fatalities and, if so, how many over the last 5 years?				
iv) Did you report your critical/fatal injuries to the Ministry of Labour?				
v) Have you incurred any occupational illnesses? How many over the last 5 years?				

C. FIRST AID	YES	NO	#
i) How many trained First Aid Responders will be on site?			
ii) Are up-to-date First Aid Certificates readily available?			n/a
iii) How many First Aid kits will be available at the work site?			
iv) Do you maintain First Aid treatment records?			n/a
v) Do you inspect & record the First Aid kits every 3 months?			

D. HEALTH & SAFETY POLICY AND PROGRAM	YES	NO	N/A
i) If you have more than five employees (full and part-time) do you have a Health & Safety policy statement, and a program in place to implement this policy?			

E. JOINT HEALTH & SAFETY COMMITTEE/HEALTH & SAFETY REP.	YES	NO	N/A	Frequency
i) Do you have a Joint Health and Safety Committee (JHSC) in place? (legislated requirement for employers with 20 or more workers)				
ii) Do you have a Health & Safety Representative in place, rather than a committee? (legislated requirement for employers with 6-19 workers)				
iii) Do you hold JHSC meetings? How often?				
iv) Do you record and maintain minutes?				
v) Do you hold safety meetings or tailgates? How often?				
vi) Do you maintain records of these meetings?				

For next section, indicate each training program conducted by your company, and written policy and procedure that is applicable to the work/services to be performed and indicate how frequently you train your workers. For work over \$10,000 enclose a copy with bid.

F. TRAINING POLICY / PROGRAMS *Applicable to work/service to be performed*	Training				Written Procedure	
	Yes	NO	N/A	Frequency	YES	NO
WHMIS – Generic (Legislation Overview)						
WHMIS – Specific Chemical Review						
Designated Substances (provide list)						
Incident/Accident Investigation						
Respiratory Protection						
Workplace Inspections						
Transportation of Dangerous Goods						
Confined Space Entry						
Safe Driving						
Traffic Control						
Housekeeping & Spills						
Fire Protection						
First Aid						
Food Safety						
Emergency Procedures						
Trenching & Excavation						
Lockout / Tag out						
Machine Guarding & Equipment Safety						
Musculoskeletal Disorders						
Ergonomics						
Chainsaw						
Electrical Safety						
Ladder Safety						
Crane/Rigging Safety						
Rescue/Retrieval						
Material Handling e.g. heavy equipment, forklift etc.						
Welding or Cutting						
Demolition						

Slips, Trips and Falls						
Working at Heights (Fall Protection)						
Elevated work platforms & Scaffolding						
Biological Hazards						
Infection Control						
Violence & Harassment						
Wellness Program						
Return to Work						
Radiation						
Extreme Temperature						
Noise						
Mental/Psychological Health						
Working Alone						
Preventative Maintenance						
Personal Protective Equipment						
Other (please list):						

For next section, indicate the PPE that you will be providing for the work to be performed.

G. PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	N/A
Head Protection			
Safety Glasses			
Chemical Goggles			
Face Shields			
Hearing Protection			
Foot Protection			
Gloves			
Working at Heights Equipment e.g. fall arrest harnesses			
Personal Floatation Devices			
Traffic Vests			
Respiratory Protection (specify type):			
Protective Clothing (coveralls, aprons, masks, TYVEX suits etc.)			
Welding PPE			
Other (please list):			

H. HAZARDOUS SUBSTANCES	N/A	Copy Attached	
i) Enclose a list of all chemicals to be used on the site (including designated substances)			
ii) Enclose a copy of all safety data sheets (SDS)			
Hazardous Substances Program	Yes	No	N/A
iv) Are all products appropriately labelled? (WHMIS 2015)			

v) Do you conduct annual training, or review, of the chemicals used by your employees?			
vi) If you use designated substances, do you have a control program for each?			
vii) Are your chemicals stored in adequate storage containers for use on the site?			
viii) Do you have a written policy and procedure for hazardous chemicals?			

For next section, indicate each topic reviewed in orientation of new workers.

I. ORIENTATION	YES	NO	N/A
Overview of Occupational Health & Safety Act & Regs.			
Duties under the Occupational Health & Safety Act			
Worker Health & Safety Rights			
Personal Protective Equipment			
Housekeeping			
Working at Heights (incl. ladders)			
Fire Protection			
First Aid Facilities			
Emergency Procedures (e.g. Fire, Spills)			
Hazardous Substances (WHMIS 2015 and Designated substances)			
Trenching/Evacuation			
Electrical Safety			
Confined Space Entry			
Lock out / Tag out			
Machine Guarding			
Safe Driving			
Traffic Protection			
Musculoskeletal Disorders			
Incident/Accident Reporting			
Other Topics:			

J. EQUIPMENT	YES	NO	N/A
i) Enclose a list of all equipment to be used on site, excluding non-powered hand tools.			
ii) Do you conduct pre-start inspections of vehicles, heavy equipment and other dangerous equipment?			
iii) Do you maintain records of these inspections?			
iv) Do you conduct routine maintenance on all equipment?			
v) How often is the maintenance conducted?			
vi) Do you maintain records of the maintenance?	Frequency:		
vii) Are operational manuals available on site or on the equipment for all large motorized equipment?			

K. EQUIPMENT CERTIFICATION	YES	NO	N/A
i) Do you have all large motorized equipment, such as cranes or forklifts, certified on annual basis?			
ii) Which company performs this certification?			

For next section, indicate whether you use written work permits.

L. WORK PERMITS	YES	NO	N/A
Hot Work			
Confined Space Entry			
Lockout/Tagout			
Other Permits:			

M. SITE SUPERVISION		
Please list the supervisor(s) who will be in attendance/in control of the worksite, how often will supervisor visit the worksite & their contact number (cell phone/pager)		
Name of Supervisor	Frequency of visits	Contact Number

For next section, indicate each category of certification or licensing required to perform the work.

N. CERTIFICATION / LICENSING	Yes	No	N/A
Trades Qualification (Trades Qualification Act of Ontario)			
Extermination License			
Hazardous Waste			
Professional license			
Welding			
Electrical			
Plumber			
Forklift			
Chainsaw			
Air Brake "Z" Endorsement			
Asbestos			
Criminal Reference Check			
A specific Class of Driver's License (e.g. AZ, F, G)			
Others:			

O. SUB-CONTRACT WORK	Yes	No	N/A
i) Do you plan to sub-contract any work			
ii) List the work to be subcontracted and indicate whether they completed this "Contractor Checklist"			

The undersigned hereby acknowledges and represents that the information set out in this form is accurate as of the date of signing.

Dated at _____ this _____ day of _____, 20____.

Signature

Witness

Name & Title (please print)

Name

Appendix B

Pre-Commencement Meeting Checklist

Project Name:

Project Number:

Contractor:

Notice of Project

Sections 5 & 6 of the Construction Regulations requires that before beginning work at a project that each constructor and employer engaged in construction shall complete an approved registration form (Form 1000) to be kept at the project and a Notice of Project, to be filed with the Ministry of Labour. The contractor shall provide the project manager with a copy. All parties will review, plan and ensure compliance with project parameters.

Contractor Checklist

All parties will review and comply with the contractor checklist (see appendix A).

Health and Safety Program

The contractor shall be requested to provide a copy of their Health & Safety Program along with one from all subcontractors that will outline the expectations of their employees. It must specify that they will be using only competent persons to supervise and perform the necessary work requirements. It will be the responsibility of the contractor to ensure all health and safety related information is passed on to subcontractors. All parties will review, plan and ensure compliance with ACME Corp.'s Contractor Management Program. The project manager retains the right to require the contractor to implement any ACME Corp. health & safety policy/procedure as a substitute for the contractor's policy/procedure; if the contractor's policy/procedure fails to meet ACME Corp.'s standard.

WHMIS, Designated Substances and TDG

WHMIS requires that all controlled products must be identified with a label, have an SDS sheet and requires that the employer train the workers in the specifics of the products on site regarding hazards and controls. Designated Substance Regulations deal with 12 specific substances that are closely regulated. It establishes exposure limitations, monitoring requirements and controls for those products. Transportation of Dangerous Goods regulations established the requirements for movement of controlled substances, storage and handling requirements and includes placarding of vehicles carrying controlled substances. The contractor is required to comply with all of the regulations and requirements.

Trenching, Excavating and Shoring

The Construction Regulations identify shoring and sloping requirements where there are trenches and excavations. Contractors are expected to comply where applicable. Contractors must have current copies of all required utility locates on-site during excavating operations. Violations of these regulations, specifically entry into a trench or excavation by workers where shoring or sloping is required will not be tolerated.

Overhead Electrical Hazards

The regulations are specific with respect to how close contractors or subcontractors equipment can approach live-electrical lines. This is extremely important when there are concrete pumpers, loaders, backhoes, bucket trucks or stockpiles of gravel or other materials adjacent to overhead power lines. It is the responsibility of the contractor to assess the project for overhead power lines and to implement a policy and safe work procedure to ensure the safety of the workers and compliance with the applicable regulations.

Confined Space Entry

A confined space is defined as a fully or partially enclosed space, that is not both designed and constructed for continuous human occupancy, and in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it. An evaluation must be done by the contractor to determine if a “space” meets the definition of a “confined space” The contractor is expected to comply fully with all applicable regulations where confined space entry is expected.

Working at Heights (Fall Protection)

The Contractor, in accordance with Sections 26-27 of the Construction Regulations (Reg. 213) and/or sections 13-19, 85-86 of the Industrial Establishments Regulations (Reg. 851) will ensure that workers are adequately protected from fall hazards.

Scaffolding

Scaffolding comes in many forms. The contractor must stipulate the scaffolding he will be using and regular inspection and maintenance must be done. It is important that the contractors and subcontractors workers are trained in the use of scaffolding, and particularly where fall protection is required.

Personal Protective Equipment

Every project is considered by the Ministry of Labour to be a worksite where CSA approved hard hats and safety footwear must be worn. The contractor is responsible to ensure that other applicable personal protective equipment, i.e. reflective vests and safety eyewear, is provided and used by their employees and subcontractor employees.

Elevated Work Platforms, Hoists& Rigging

The contractor for many projects will have some form of the above mentioned equipment on site. This equipment must be in safe operating condition and current inspections available. Of concern is the load capabilities of this type of equipment and that are operated by competent persons.

Toilet and Clean-up Facilities

The Contractor must specify how he/she intends to provide his/her workers with the necessary washroom facilities as required by the regulations. A reasonable supply of potable drinking water must be available. The number and type of these facilities must comply with the OHS Regulations for Construction Projects.

Tunnels, Shafts, Caissons, Cofferdams

If the work involves the aforementioned, the contractor must specify how he intends to deal with working alone, entry into, fire protection, rescue, facilities, communications and first aid. Lighting, shoring, hoist ways and tunnel equipment requirements are also specified in the Construction Regulations. If explosives are to be used, compliance is also regulated by Federal Regulations.

Electrical Work

On a project, no worker other than an Electrician that is certified under the *Trades Qualifications and Apprenticeship Act* shall perform electrical work. Lockout/Tag out procedures for energized equipment must be identified and followed during maintenance and repair operations.

Welding and Cutting

Where welding or cutting operations take place, measures for fire protection and steps to protect equipment from damage must be taken.

Traffic Control

Traffic control requirements must be specified for dealing with worksite equipment as well as control of pedestrians, cyclists and all vehicle traffic. All signage and traffic control must be in accordance with the *Ontario Traffic Manual- Temporary Conditions Book # 7*, and any additional requirements specified by ACME Corp.

First Aid

The regulation for First Aid requires that a first aid station be in place and that a worker trained in first aid be immediately available. The WSIB First Aid regulation 1101 outlines the requirements for a first aid station and how it must be equipped.

Joint Health & Safety Committee (JHSC) or Health & Safety Rep. (HSR)

The contractor will establish a JHSC or HSR as required under the Occupational Health & Safety Act and under the Construction Regulations (Reg. 213). The contractor will furnish the JHSC/HSR with all resources and assistance required to fulfil their duties. The contractor will develop a written terms of reference for the JHSC/HSR.

Performance Monitoring, Workplace Inspections and Incident/Accident Investigations

The contractor and project manager will develop a process to monitor performance (as per Stage 3 above), conduct regular workplace inspections, incident/accident investigations, site visits, audits as outlined in the Contractor Management Program.

Security and Site Access

The contractor and/or employer will provide site security and limited access to prevent unauthorized entry, as outlined in the contract.

ACME Corp. Property Usage

The contractor will not access or use any of ACME Corp.'s equipment, machines, tools, vehicles, premises, workers, documents, data, property, resources etc. without express permission from ACME Corp.

Communication Plan

The contractor and project manager will develop a process and to mutually communicate. i.e. who communicates to whom, how communicate, when communicate, documentation of communications, communicating with the Employer, Communicating with outside agencies (e.g. enforcement agencies) etc.

Compliance

Compliance with contract specifications is outlined in the contract. The contractor understands that the penalties for non-compliance including work stoppage by ACME Corp. or a Ministry of Labour inspector, shall be at the contractor's expense. Repeated or serious violations may result in cancellation of the contract and refusal to consider the Contractor's tender on future projects. It is important that the Project Manager be the primary contact with the contractor.

Name of Contractor Rep. (please print) _____

Signature of Contractor _____

Date _____

The contractor will be responsible for ensuring that a signed copy of this checklist is received from all applicable subcontractors.

Appendix C

Incident Reporting Form

{Insert ACME Corp.'s Incident Reporting Form}

SAMPLE

Appendix D

Post-Contract Performance Evaluation Form

To be completed for all contracts.

Contractor (Corporation) Name:	File Number/Tender/Bid #:
Contract Description:	
ACME Corp. User Department:	Division:
User Department Contact:	Contact info.

SECTION A: POST PERFORMANCE EVALUATION

EVALUATION CRITEREA	EXCEPTIONAL	SATISFACTORY	UNACCEPTABLE
1 a) Did the work generally get completed on time? b) If not, why?			
2 Adherence to the specifications of the tender document?			
3 Quality of Material/Workmanship?			
4 Compliance with Health, Safety & Environmental standards/requirements?			
5 Overall customer service?			
6 Were specific issues/problems addressed in a timely and acceptable manner?			

Documented unsatisfactory health and safety performance may exclude the contractor from future work with ACME Corp.

SECTION B: HEALTH & SAFETY REVIEW

DESCRIPTION	NUMBER OF OCCURRENCES
Total number of incidents/accidents:	
Total number of critical/fatal injuries reported to Ministry of Labour:	
Property damage incidents:	
Ministry of Labour orders, if applicable:	
Total number of other health & safety violations, policy breeches etc.	

SECTION C: ADMINISTRATION

Performance Record and Evaluation data on this form has been completed by:

Project Manager:

Name Title

Signature: _____ Date: _____

Additional Comments:

SECTION D: CONTRACTOR REVIEW

Review the post-performance evaluation with the Contractor.

Contractor Comments:

Contractor Representative: _____

Name

Date