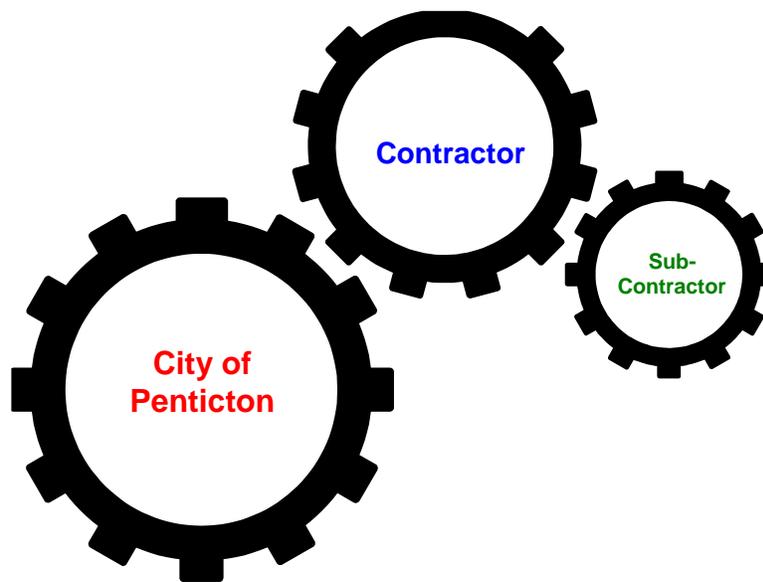


# City of Penticton

## Contractor Coordination





# Contractor Coordination

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# Contractor Coordination

## 1. Purpose

To ensure that workers of other employers who are working on the City of Penticton workplaces are not placed at risk because of a lack of knowledge of workplace hazards or a lack of coordination of workplace safety.

## 2. Policy

The City of Penticton will ensure that all employers and workers on City of Penticton workplaces are aware of any pre-existing workplace hazards.

The City of Penticton will ensure coordination of occupational health and safety activities on all multiple employer workplaces or ensure that a prime contractor does so.

The City of Penticton will ensure compliance with WCB OHS Regulations on all workplaces.

## 3. Scope

This program applies in every situation where workers, other than the City of Penticton workers, are performing their job duties at a City of Penticton workplace.

### Exception for Short Term Workplace Visits

The WCB Prevention Manual offers the following guidance on workplace visits:

*"Virtually all workplaces will be visited by workers of other employers. For example, workers may deliver or pick up mail, goods and materials or enter to inspect premises. Short term visits of this type, even if regular, do not make the workplace a "multiple-employer workplace" for the purposes of section 118(1)", note other persons per Workers Compensation safety and health regulations."*

## 4. Definitions

- **Construction Project** Any erection, alteration, repair, dismantling, demolition, structural or routine maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concreting, the installation of any machinery or any other work deemed to be construction by the WCB. (WCB OHS Regulation Section 20.1)

- **Contractor** Includes a contractor, subcontractor, utility company, government agency or a service company providing/assigning workers and/or services/equipment within the workplace.
- **Contractor Safety Program** A contractor's Occupational Health and Safety program as required by WCB OHS Regulation.
- **Multiple Employer Workplace** Multiple employer workplaces are created when workers of two or more employers are working at the same location.

In this type of workplace, workers of one employer do not actually have to come into contact with the workers of the other employer but they must communicate to coordinate their activities. They do not even have to be in the same place at the same time. What is important is whether or not the workers' activities could affect the health and safety of another employer's workers. This is true even if the workers on the workplace are workers of the City of Penticton and a contractor.

Short-term visits by couriers, inspectors and suppliers etc. are not regarded as workers on the workplace.
- **Notice of Project** The Notice of Construction Project given by the prime contractor, or Owner, to the Workers' Compensation Board as defined in and required by Section 20.2 (2) and (3) of the WCB OHS Regulation.
- **Prime Contractor** In relation to a multiple-employer municipal workplace, the contractor, employer or other person who enters into a written agreement with the City of Penticton is to be the prime contractor
- **Practicable** Means that which is reasonably capable of being done
- **Qualified** Means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof
- **Qualified Coordinator** On a construction workplace, means the person appointed by a prime contractor to coordinate occupational health and safety activities within the workplace.
- **Qualified Person** On a construction workplace, means a person designated by a contractor (other than the prime contractor) to be responsible for that employer's health and safety activities and responsibilities.

- **Single Employer Workplace** A defined area in which there are workers of only one employer
- **Workplace Safety Co-ordinator** The person designated in writing by the City of Penticton to coordinate workplace safety on multiple employer workplaces if there is no prime contractor, and to receive/review a contractor's safety program, records, documentation and safety performance.

## 5. Overview Regulation

### Responsibility of Owner

Part 3 Section 118 and 119 of the Workers' Compensation Act and Part 20 of the WCB OHS Regulation also applies and includes responsibilities on construction workplaces.

The Workers' Compensation Act requires the City of Penticton as owner of the workplace, to maintain the workplace in a safe manner. It requires the City of Penticton to give any other employers on the workplace all information about the workplace hazards, and it requires the City of Penticton to give other employers on the workplace the information they need to eliminate or control those hazards.

The Workers' Compensation Act also sets out the responsibilities when the City of Penticton has a multiple employer workplace. On multi-employer workplaces, there is a responsibility to coordinate the activities of the employers, workers and other persons at the workplace. There is also a responsibility to do everything that is practicable to establish and maintain a system or process to ensure that everyone on the workplace complies with the WCB OHS Regulation.

### Co-ordination - Overview

*The City of Penticton can decide either to perform the duties of safety coordination on a multiple employer workplace or designate, must agree in writing, a prime contractor to perform the duties of coordination.*

### Construction Workplaces

If there is no prime contractor, and there are more than 5 workers on the workplace, the City of Penticton must designate a coordinator to coordinate workplace safety.

The coordinator is responsible for submitting the notice of project to the Workers' Compensation Board where a Notice of Project is required. (See WCB OHS Regulation 20.2 for the general requirements of a Notice of Project.

### On a multiple employer workplace:

The coordinator must also ensure that all of the workers on the workplace are aware of any pre-existing hazards on the workplace.

The coordinator must also identify any hazards on the workplace that are created by the work.

The coordinator must also have a workplace drawing. It will show where the various employers are working, where first aid is located, the emergency transportation system for injured workers, and the evacuation marshalling points.

The coordinator must also have the written procedures to protect the health and safety of the workers on the workplace.

If the City of Penticton does not want to take on these responsibilities, the City of Penticton can also designate, in writing, a prime contractor on the construction workplace.

If the City of Penticton does designate a prime contractor, the prime contractor must designate a qualified coordinator.

The City of Penticton must inform the prime contractor of pre-existing workplace hazards and the information on how to eliminate or control them.

The prime contractor's qualified coordinator must then ensure that all of the delegates are informed; the delegates must inform all workers of these hazards, and of any hazards on the workplace that are created by the work.

The prime contractor's qualified coordinator must also have the written procedures to protect the health and safety of the workers on the workplace, ensuring that the hazards are addressed throughout the duration of the work activity.

The prime contractor's designated qualified coordinator must also have a workplace drawing. It will show where the various employers are working, where first aid is located, the emergency transportation system for injured workers, and the evacuation marshalling points.

### **Non-construction workplaces:**

The City of Penticton must act as the prime contractor on a single employer workplace that involves workers of another employer, if there is no prime contractor designated in writing.

The City of Penticton must act as the prime contractor and must ensure that occupational health and safety activities are coordinated on multiple employer workplaces, if there is no prime contractor designated in writing.

The City of Penticton must establish and maintain a system to ensure compliance with the WCB OHS Regulation.

The City of Penticton must ensure that it has the names of the persons who will supervise workers at the workplace.

The City of Penticton has responsibility, as an owner, on non-construction workplaces if a prime contractor has been designated in writing.

The City of Penticton must give the prime contractor at the workplace any available information that is necessary to identify and eliminate or to control hazards at the workplace.

## 6. Responsibilities

The City of Penticton is responsible to determine by definition of regulation (118) that the workplace includes the workers of other employers and whether this is a multiple employer workplace or a single employer workplace. The City of Penticton is also responsible for determining if the workplace is a construction workplace as outlined in the definition section.

Note: For ease of reading, the rest of the responsibilities will be separated into the following three categories:

- i. Single Employer Workplace
- ii. Multiple Employer Workplace with a prime contractor
- iii. Multiple Employer Workplace Without a prime contractor.

### i. Responsibilities on a Single Employer Workplace

#### **The City of Penticton:**

The City of Penticton is responsible to ensure that the contractor on the workplace is aware of all pre-existing workplace hazards and has the information on how to eliminate or control the hazards.

On a construction workplace, if the work requires a Notice of Project, the City of Penticton must submit the Notice of Project to the WCB or ensure that the prime contractor does so.

#### **Workplace Safety Coordinator:**

The Contract Administrator is responsible:

- To determine the boundaries of the workplace, and to ensure that only workers of one employer perform duties within those boundaries.
- To ensure all relevant information on workplace hazards is provided to the employer.
- To decide whether the contractor should be designated, in writing, as a prime contractor and to designate the prime contractor.

#### **Contractor:**

Note: Applies to a contractor to the City of Penticton and to service providers such as West Kootney Power.

The contractor is responsible for obtaining information on workplace hazards from the City of Penticton and informing its workers on the workplace. The contractor is also responsible for ensuring compliance with the WCB OHS Regulation.

If designated as the prime contractor, the contractor is responsible to ensure that all workers on the workplace, as well as its own workers, are aware of the pre-existing workplace hazards. The contractor is responsible to ensure that all work is performed without unnecessary risk and in compliance with the WCB OHS Regulation.

#### **The City of Penticton Supervisors:**

Supervisors must ensure that all workers know that a single employer workplace has been designated. They must ensure that they do not assign duties, which take the City of Penticton workers into the single employer workplace. If any worker reports that they must enter the single

employer workplace to do their job, the supervisor will contact the Division supervisor to determine if the work should go ahead.

**The City of Penticton Workers:**

All workers are responsible to ensure that their duties do not take them into the single employer workplace. If they must enter the workplace, they must inform their supervisor.

**ii. Responsibilities on a Multiple Employer Workplace without Prime Contractor**

**The City of Penticton:**

The City of Penticton is responsible to designate the Division Supervisor to be responsible for coordinating workplace safety and ensure that all health and safety activities are coordinated and that all employers are in compliance with the WCB OHS Regulation.

**Workplace Safety Coordinator:**

The Division Supervisor or designate must ensure that all employers on the workplace are aware of pre-existing workplace hazards, that workplace safety meetings are held and documented, and all occupational health and safety activities are co-ordinated.

If the workplace is a construction workplace and a Notice of Project is required, the Division Supervisor or designate is responsible to ensure that the Notice of Project is submitted to the Workers' Compensation Board.

On construction workplaces, the Division Supervisor or designate must have the written procedures to protect the health and safety of all workers on the workplace. The Division Supervisor or designate must maintain a workplace map that shows where various employers are working, occupational first aid is located, and the evacuation marshalling points are located. It must also show the emergency transportation system for injured workers.

**Contractors:**

Contractors are responsible to comply with their contracted safety requirements and the directives of the Division Supervisor or designate regarding co-ordination of activities. They must tell the Division Supervisor or designate the name of the individual who supervises their workers.

On a construction workplace they must give the Division Supervisor or designate the name of a Qualified Person who is responsible for their health and safety activities.

**Supervisors:**

All supervisors are responsible to check with the Division Supervisor or designate to ensure that the duties that they are assigning do not cause hazards for the workers of other employers on the workplace.

**Workers:**

All workers are responsible to follow safe work procedures and to alert their supervisor if the duties that they are performing will create a hazard to other workers.

**iii. Responsibilities on a Multiple Employer Workplace with a Prime Contractor**

**The City of Penticton:**

The City of Penticton is responsible to identify workplace hazards for the prime contractor and also to give the prime contractor information on how to eliminate or control the workplace hazards.

**Workplace Safety Coordinator:**

The Contract Administrator is responsible for designating a prime contractor, based on the complexity and risk of the work being performed. If a prime contractor is designated, the Contract Administrator is responsible to inform all other employers of the designation of prime contractor.

**Prime Contractor:**

The prime contractor must ensure that all occupational health and safety activities are co-ordinated, and that all employers on the workplace comply with the WCB OHS Regulation.

If the workplace is a construction workplace, the prime contractor must, if the combined workforce is more than 5 workers, identify a qualified co-ordinator who must co-ordinate health and safety activities on the workplace.

**Prime Contractor's Qualified Coordinator on Construction Workplaces:**

The qualified co-ordinator must:

- ensure that all employers on the workplace are aware of pre-existing workplace hazards
- ensure that workplace safety meetings are held and documented
- co-ordinate all health and safety activities
- complete a Notice of Project and submit it to the Workers' Compensation Board
- maintain a workplace map that shows where various employers are working, where first aid is located, the emergency transportation system for injured workers, and the evacuation marshalling points
- have the written procedures to protect the health and safety of the workers on the workplace, ensuring that the hazards are addressed throughout the duration of the work activity
- Knowledgeable of Part (3) of Workers Compensation Occupational Health and Safety Regulations.

**Other Contractors:**

Other contractors are responsible to deliver to the prime contractor's qualified coordinator the name of the person who supervises their workers.

On a construction workplace, the contractors must designate a Qualified Person to be responsible for the contractor's health and safety activities. The contractor must give the name of this Qualified Person to the prime contractor.

**The City of Penticton Supervisors:**

Supervisors are responsible to know the safety program that the prime contractor has in place to eliminate or control workplace hazards. The supervisors must ensure that all the City of Penticton workers comply with this plan. If supervisors become aware that the program is not controlling workplace hazards, they must remove the workers under their control from any danger and notify the Contract Administrator.

**The City of Penticton Workers:**

Workers must comply with the workplace safety program of the designated prime contractor.

## 7. Program Details

This program is designed to help ensure that when contractors are working on a municipal workplace, the work is performed safely and there is no unnecessary increase in liability for the City of Penticton as a result of their actions.

### **Situation Identification**

There are two types of situations where workers of another employer are performing duties on the City of Penticton workplace.

The first of these, and most difficult for the organization to control, are workers who are not performing contract work for the City of Penticton. They may include the workers of a utility company, a government agency or Service Company. The typical example might be workers of a gas utility company who have set up traffic control to do repair work on the gas distribution system. They are on a municipal workplace, and the City of Penticton workers may be working on the same workplace.

It is the responsibility of the City of Penticton to ensure that the workplace is safe and that all workers, including contractors and their employees, are aware of the workplace hazards of which the organization has knowledge as owners of the workplace. As long as there are no interactions, or overlap between workplaces that would create hazards for the workers of the contractor or for the workers of the City of Penticton, there is no further action required.

The second situation is one that the organization is most familiar with. This is a situation where a contractor has come onto a municipal workplace to perform work for the City of Penticton. In this situation, there is still the responsibility to ensure that the workplace is safe, and that the contractor is aware of pre-existing hazards. The regulation (118) determine if this is a single employer workplace or a multiple employer workplace, and to decide whether or not there should be a prime contractor.

### **Pre-contract Hazard Assessment**

Contractors must be made aware of all of the pre-existing workplace hazards that may affect their workers. Often this seems like common sense, but lack of documentation of the process of identifying workplace hazards can create problems.

A workplace hazard identification must be completed prior to putting a project out to tender. This will be performed by the Contract Administrator. Hazard identification should include, but not be limited to, workplace access difficulties, confined spaces, chemical exposures, excavations, work at heights, lockout, electrical hazards, asbestos, temperature extremes, noise, workplace hazardous materials, and traffic. Any other workplace hazards must also be identified.

Providing methods to eliminate or control workplace hazards will include providing the contractor with the City of Penticton safety program and procedures. If the contractor is going to do work that is not covered by the safety program, it is important that once the hazards are identified, the contractor provides the written procedures for the work.

### **Day Labour**

On occasion, a contractor will come onto a municipal workplace and will perform work without subcontractors, in co-operation with workers of the City of Penticton. In the past there have even been some situations where workers of the City of Penticton supervised the contract workers. In other cases a supervisor has been hired on contract to oversee the activities of the

contractor. In both these situations the City of Penticton accepts a significant amount of liability.

As a result of amendments to the WCB OHS Regulation, it is very important to determine whether or not these contractors should be designated as prime contractors. If they are not designated as prime contractors, the City of Penticton may be liable for violations of the WCB OHS Regulation by the contractors. Even if they are designated as prime contractors, supervision of the contract workers by a City of Penticton supervisor can make the City of Penticton liable for any violation of the WCB OHS Regulation.

It is the policy of the City of Penticton that all day labour contracts will be reviewed by the Division Supervisor to determine how they will be supervised.

### **Multiple Employer Workplaces**

Multiple employer workplaces are created when the workers of two or more employers are working at the same location. They do not have to both be working all of the time.

If they are both at the workplace and the activities of either employer can affect the health and safety of workers of the other employer, then the workplace becomes a multiple employer workplace. This is true even if the workers on the workplace are workers of the contractor and the City of Penticton.

When the City of Penticton has contractors on a multiple employer workplace, there is a requirement for coordination of activities.

This coordination role can be fulfilled by the Division Supervisor, or it can be delegated to a contractor, who is designated as prime contractor in writing.

Contractors must give the Division Supervisor or the prime contractor the names of the individuals who will be supervising their workers.

On a construction workplace, contractors must also give the name of the Qualified Person who will be responsible for their health and safety program.

### **Prime Contractor Designation**

In the past contracted work was much simpler than it is today. A project was developed and put out to bid. The successful bidder hired other contractors. These contractors were subcontractors to the successful bidder. In these cases the successful bidder was usually referred to as the principal or prime contractor.

As a result of amendments to the WCB OHS Regulation, it is now very important that the City of Penticton makes a conscious decision whether or not to designate a contractor in writing as the prime contractor. The decision on whether or not to designate a prime contractor rests with the Contract Administrator who will maintain a corporate policy on the issue.

The responsibility for coordination of activities on the workplace, and for ensuring compliance with the WCB OHS Regulation will rest with the prime contractor. Typical contract language to designate a prime contractor is in Appendix "C".

It is also very important that these contractors are made aware of all of the pre-existing workplace hazards that might put their workers at risk. They must also be given the information that they need on how to eliminate or control those hazards.

The City of Penticton may decide, at any time, to appoint a prime contractor on a single employer workplace. The City of Penticton can also appoint one contractor to be the prime contractor on a multiple employer workplace.

If the City of Penticton appoints a prime contractor the affected contractor(s) will be given written notice.

### **Workplace Safety Requirements of the Prime Contractor**

The prime (and other) contractor(s) has the responsibility to reduce incidents within its workplace. There is also a responsibility to make sure that everybody on the workplace obeys WCB OHS Regulations. The prime contractor must direct and co-ordinate the work activities related to the health and safety of all contractors and any other workers on the workplace.

The prime contractor will have a supervisor readily available at the workplace. This supervisor will have the necessary skills, qualifications and experience to co-ordinate the health and safety activities of the workers.

The prime contractor will obtain from the organization written information on hazards and conditions and the methods to address the hazards and conditions and will circulate this information.

The prime contractor is responsible for ensuring first aid facilities are provided and maintained on the workplace in accordance with Part 33 of the WCB OHS Regulation.

The prime contractor will take all reasonable steps to ensure that the occupational health and safety activities of all Contractors and their workers comply with the WCB OHS Regulation.

The prime contractor will immediately give to the Contract Administrator, the name of any contractor who does not co-operate, assist or do what the qualified co-ordinator requires regarding co-ordination of health and safety activities within the workplace.

### **Workplace Safety Requirements of All Contractors**

Prior to starting any work on the workplace, the Contractor must have its own Contractor Safety Program and must make sure the safety program meets the requirements of Part 3 of the Workers' Compensation Act and Part 3 of the WCB OHS Regulation.

On non-construction workplaces, the Contractor will make sure there is a supervisor on the workplace who has the necessary skills and experience to run the Contractor's Safety Program. At the start of work, the Contractor will provide the Contract Administrator in writing, the names of all supervisors. The Contract Administrator or prime contractor must be immediately informed of any changes. They must also be knowledgeable of Part 3 of the Workers Compensation regulations.

The Contractor must:

- Ensure that a Joint Committee is formed for the workplace if required by the WCB OHS Regulation, and that the activities of the Joint Committee meet the requirements of the WCB OHS Regulation.
- Advise the Contractor Administrator or Prime contractor, of any incidents that occur at the workplace that must be reported to the Workers' Compensation Board.
- Inform all persons working on the workplace of the health and safety requirements at the workplace.

At all times the contractor will ensure that its workers and subcontractors, and all other workers coming onto the workplace comply with:

- The WCB OHS Regulation
- The contractor's safety program
- The Contract Administrator (or prime contractor's) safety requirements for the work activities within the workplace.

The contractor will provide occupational health and safety records and documentation to the Contract Administrator or prime contractor.

The contractor will follow the directions of the Contract Administrator or the prime contractor on all matters relating to occupational health and safety.

The contractor will inform the Contract Administrator or the prime contractor of any information that they require to co-ordinate each employer's work activities within the workplace.

**Additional Requirements for Construction Workplaces** *(Required by WCB OHS Regulation Part 20)*

On construction workplaces the prime contractor will notify the Workers' Compensation Board by a Notice of Project that it is the prime contractor.

On construction workplaces, the prime contractor will, at all times, have a qualified co-ordinator readily available at the workplace. This qualified co-ordinator will have the necessary skills, qualifications and experience to co-ordinate the occupational health and safety activities of every employer.

Before the work begins, the prime contractor will provide the Contract Administrator with the following information:

- A copy of the Notice of Project (for construction projects)
- Written confirmation that the prime contractor's safety program is in place
- The name of the qualified co-ordinator
- Any changes of appointment.

For construction projects, the prime contractor will post a copy of the Notice of Project in prominent locations within the workplace to ensure that all employers know that, as prime contractor, it has responsibility for co-ordinating the work activities related to occupational health and safety matters of all contractors.

### **Prime Contractor's Health and Safety Records**

The prime contractor must maintain all occupational health and safety documentation at one location at or near the workplace and make these documents available to the Contract Administrator. A listing of the required documents is given at Appendix B.

The prime contractor will ensure that its qualified co-ordinator collects records of all Joint Committee proceedings at the workplace and distributes them to other qualified persons working within the workplace and to the WCB.

In the event of an incident that requires notification to the Workers' Compensation Board, the prime contractor will, at the same time, notify the Contract Administrator about the incident. If requested, the prime contractor will provide information on the progress of the investigation and co-ordinate all responses to requests for information with the City of Penticton.

### **Workplace Safety Coordinator**

If a prime contractor must agree in writing, the Contract Administrator will be the City of Penticton workplace representative and have duties and responsibilities that include but are not limited to the following:

- To ensure all contractors are informed of appointment of the prime contractor
- To inform the prime contractor that they must be copied in all communications
- To monitor the prime contractor's compliance with the safety requirements of the contract
- To ensure that the City of Penticton workers do not direct or supervise any contractor's workers on the workplace
- To receive and/or distribute all necessary documentation
- To ensure that all pre-existing hazards of the workplace and procedures for addressing the hazards are conveyed to the prime contractor

If there is no designated prime contractor on a multiple employer workplace the responsibility to coordinate the activities of the various employers lies with the Contract Administrator.

The Contract Administrator will also watch for situations where the work of one contractor or a worker of the City of Penticton could cause a hazard to the workers of another contractor. It is the Contractor Administrator's responsibility to ensure that these situations are controlled.

On construction workplaces, this includes maintaining the location of first aid and evacuation marshalling points. It also includes maintaining the written procedures that will be used to ensure the safety of workers on the workplace.

The Contractor Administrator will ensure that contractors coming onto the workplace bring with them their written procedures. If the contractors do not bring written procedures, the Contract Administrator must develop those procedures.

## **8. Training Requirements**

### **Goal**

No workers will be put at risk, and no liability will accrue to the organization as a result of workers of another employer performing duties on a workplace owned by the organization.

## Objectives

As a result of this training, workers and supervisors will:

- Understand the organization's policy on contractor coordination.
- Understand the difference between a single employer workplace and a multiple employer workplace.
- Know what their responsibilities are, and understand the responsibilities of other people.
- Understand the components of the pre-job hazard assessment.
- Understand the requirements for coordination and supervision on day labor jobs.

## Summary of Training

- Why workplace safety coordination is necessary
- The responsibilities for workplace safety coordination
- How to determine if workplace coordination is required
- The effects of the Workers' Compensation Amendment Act on contractor coordination
- The definitions used in the contractor coordination program
- When to designate a prime contractor
- The differences between construction workplaces and other workplaces for contractor coordination
- Typical hazards that must be addressed
- How to perform pre-job hazard assessment
- Definitions and concerns on day labour jobs
- How to complete forms and documentation
- Correct responses to typical situations

## 9. Program Maintenance

Annual review of this program will focus on the number of situations when other employers were on the organization's workplace, and whether any liability accrued to the organization as a result.

## 10. Documentation

The documentation for this program includes:

- Contract template that includes language concerning prime contractor
- Safety program with names or positions of those responsible for coordination
- Pre-job hazard assessments
- Completed reviews of contractor safety programs
- Documentation of discussions with contractors regarding supervision

## 11. Appendices

(following pages)

**Appendix A OVERVIEW OF OCCUPATIONAL HEALTH AND SAFETY PROGRAM CONTENT**

WCB OHS Regulation 3.3 defines the contents of an Occupational Health and Safety Program. The program must include the following:

- Policy
- Inspection of Premises and Work Practices
- Written Instructions to Supplement the WCB OHS Regulation
- Management meetings
- Investigation of Incidents
- Maintenance of records and statistics
- Joint Committee
- Instruction and Supervision of Workers
- Occupational First Aid services and equipment
- Workplace Hazardous Materials Information System

**Policy**

The policy must define the employer's aims and clearly state the responsibilities of the employer, managers, supervisors and workers.

**Inspection of Premises and Work Practices**

Direction must be given for the provision regular inspection of the premises, equipment, work methods and work practices, including specific instruction that states the intent of inspections, who is to inspect, what is to be inspected, inspection frequency and who conducts the inspection.

**Written Instructions**

There must be appropriate written instructions to supplement the WCB's Occupational Health and Safety Regulation and copies of the instructions must be made available for reference by all employees.

**Management Meetings**

Provision must be made for holding periodic meetings for the purpose of reviewing safety and health activities and incident trends, and to determine necessary courses of action.

**Investigation of Incidents**

There must be direction for the prompt investigation of incidents. The instructions must state what to report to the WCB, which incidents to investigate, who is to investigate, the intent of the investigation, and the content, distribution and follow-up of reports.

**Maintenance of Records and Statistics**

Instruction must be given to maintain records and statistics that include reports of inspections and incident investigations. Provision must be made for making this information available to the Joint Committee, an officer of the WCB, the union representing the workers or where there are no union, workers at the place of employment.

**Joint Committee**

Provisions must be made for the establishment and maintenance of a committee. The instructions must state committee membership, function and detailed duties.

**Instruction and Supervision of Workers**

Provision must be made for instruction and supervision of workers in the safe performance of their work. Of particular importance is new worker orientation, regular safety talks, addressing specific job/task hazards at all levels and ensuring supervisors are knowledgeable of their safety and health duties and responsibilities.

**Occupational First Aid Services and Equipment**

Written instruction must be provided that direct the occupational first aid services and equipment to be provided, requires a treatment record book to be maintained, and that states how to summon a first aid attendant and how to report injuries.

**Workplace Hazardous Materials Information System**

There must be written instructions that assign responsibility for the program, provide direction on maintaining material safety data sheets and labels, and detail the education and training to be provided.

## Appendix B

**RECORDS TO BE MAINTAINED AND AVAILABLE**

The documents required to be maintained and available by the prime contractor will include, but will not be limited to:

- The prime contractor's safety program
- All notices which the **prime contractor** is required to provide to the Workers' Compensation Board by the WCB OHS Regulation
- Any written summary of remedial actions taken to reduce occupational safety and health hazards within the area of responsibility
- All directives and inspection reports issued by the Workers' Compensation Board
- Reports on incidents occurring within the prime contractor's area of responsibility for which notification to the Worker's Compensation Board is required
- Records of all safety meetings held between contractors and their workers
- Records of workplace safety and health orientation
- Written evidence of inspections within the workplace
- Occupational first aid records
- Worker training records

Appendix C **CONTRACT LANGUAGE FOR HIRING MUNICIPAL CONTRACTORS**

The following checklist should be used when designing contract language that outlines the responsibilities of prime contractors and other contractors on the organization's workplaces:

1. The contractor should be required to perform the services to a standard acceptable to the Municipality.
2. If a notice of project is required, the contractor should be required to send it to the Workers Compensation Board.
3. The contractor should be required to ensure compliance with the WCB OHS Regulation and Workers' Compensation Act.
4. The contract should note that any failure to meet the safety requirements of the contract would result in cancellation of the contract.
5. The contractor must be required to have in place a written safety program and written safe work procedures specific to the work being performed.
6. There should be a requirement that the safety program and all written safe work procedures are available at the workplace prior to the commencement of the work.
7. The contractor must be a registered firm with the WCB and in good standing.
8. The contract should require that the contractor provide occupational first aid services.
9. If a contractor is designated and must agree to be prime contractor, the workplace safety requirements for the prime contractor from this program should be part of the contract.
10. If a contractor is designated prime contractor, the requirements for the designated qualified safety co-ordinator, from this program, should be part of the contract.
11. There should be a requirement that the contractor have toolbox safety meetings at least weekly and formal safety meetings monthly, with minutes forwarded to the Corporation.

Appendix D

**REVIEW OF CONTRACTOR SAFETY PROGRAM**

**Date:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

To comply with WCB OHS Regulation the following elements of a basic Contractor's Safety Program **must be present** and functioning:

- Policy statement
- Inspection of premises
- Supplementary instructions
- Management meetings
- Investigation of incidents
- Records and statistics
- Joint Committee
- Instruction and supervision of workers
- First Aid
- WHMIS

**Confirmation of elements**

Element	Confirmed
<p><b>Policy</b> The policy clearly states the employer's aims and the responsibilities of the employer, managers, supervisors and workers.</p>	<input type="checkbox"/> present
<p><b>Inspection of Premises</b> Provision for <b>R</b>egular inspection of the premises, equipment, work methods and work practices, including specific instruction that states the intent of inspections, who is to inspect, what is to be inspected and inspection frequency</p>	<input type="checkbox"/> present
<p><b>Written Instructions</b> Appropriate written instructions to <b>supplement</b> the WCB Occupational Health and Safety Regulation. Copies of the instructions must be made available for reference by all employees.</p>	<input type="checkbox"/> present
<p><b>Management Meetings</b> Provision for holding periodic meetings for the purpose of reviewing health and safety activities and accident trends, and for determining necessary action.</p>	<input type="checkbox"/> present
<p><b>Investigation of Incidents</b> Provision for the prompt investigation of accidents including what to report to the WCB, which accidents to investigate, the intent of the investigation, and the content, distribution and follow-up of reports.</p>	<input type="checkbox"/> present

Element	Confirmed
<p><b>Records and Statistics</b>                      Instruction is given to maintain records and statistics that include reports of inspections and incident investigations, and making this information available to the Joint Committee and workers.</p>	<p><input type="checkbox"/> present</p>
<p><b>Joint Committee</b>                      Provisions is made for establishing and maintaining a committee including membership, function and detailed duties</p>	<p><input type="checkbox"/> present</p>
<p><b>Instruction of Workers</b>                      Provision is made for instruction and supervision of workers in the safe performance of their work.</p>	<p><input type="checkbox"/> present</p>
<p><b>Occupational First Aid Services and Equipment</b>                      Written instructions directing the services and equipment to be provided, the maintenance of a treatment record book, the procedure to follow to summon a first aid attendant and the reporting of injuries.</p>	<p><input type="checkbox"/> present</p>
<p><b>Workplace Hazardous Materials Information System</b>                      Written instructions that assign responsibility for the program, provide direction on maintaining material safety data sheets and labels, and detail the education and training.</p>	<p><input type="checkbox"/> present</p>

Notes/Follow-up:

Appendix E

**CONFIRMATION OF RESPONSIBILITIES**

*(Discussion with Contractor Supervisor/Coordinator)*

**Date:** \_\_\_\_\_ **Meeting Location:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contractor Rep.:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**City of Penticton Rep.:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Acknowledges the appointment	<input type="checkbox"/> yes <input type="checkbox"/> no
Understands that in any conflict of directions, WCB OHS Regulation and/or the Act shall prevail	<input type="checkbox"/> yes <input type="checkbox"/> no
Understands and will direct that all supervisors/coordinators must immediately report any apparent conflict as described above	<input type="checkbox"/> yes <input type="checkbox"/> no
The supervisor shall immediately notify the City of Penticton of any reported conflict.	<input type="checkbox"/> yes <input type="checkbox"/> no
Has requested and received information to eliminate or control hazards to the health and safety of persons at the workplace	<input type="checkbox"/> yes <input type="checkbox"/> no
Has conducted an inspection of the workplace to verify the presence of any hazards	<input type="checkbox"/> yes <input type="checkbox"/> no
Will communicate hazards to any persons who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards	<input type="checkbox"/> yes <input type="checkbox"/> no
Accepts that written documentation (e.g. notes, records, inspections, meetings etc.) on all health and safety issues must be available upon request to the City of Penticton and/or to a Board officer at the workplace	<input type="checkbox"/> yes <input type="checkbox"/> no
Will confirm that all workers are suitably trained and competent to perform the duties for which they have been assigned	<input type="checkbox"/> yes <input type="checkbox"/> no
Safety orientation of all new workers will be conducted	<input type="checkbox"/> yes <input type="checkbox"/> no
Contractor's written Safety Program has been provided	<input type="checkbox"/> yes <input type="checkbox"/> no
Meetings to exchange any safety issues, concerns, hazards or safety directives will be conducted weekly (or more often if required)	<input type="checkbox"/> yes <input type="checkbox"/> no
Before the commencement of work, crews will attend a daily crew safety meeting	<input type="checkbox"/> yes <input type="checkbox"/> no
The supervisor has assessed and will coordinate the first aid requirements	<input type="checkbox"/> yes <input type="checkbox"/> no
Transport of Injured Worker procedure is established	<input type="checkbox"/> yes <input type="checkbox"/> no
WCB Clearance Letter required prior to start of work (Good Standing)	<input type="checkbox"/> yes <input type="checkbox"/> no

Notes/Follow-up:

**Contractor Rep.** \_\_\_\_\_ **City of Penticton Rep:** \_\_\_\_\_  
*Signature* *Signature*