

Contractors Health and Safety Procedures

Safety will always be a high priority for Canadian Rockies Public Schools

Canadian Rockies Public Schools (CRPS) is committed to conducting all activities in a manner that will protect students, staff, visitors and contractors. CRPS is committed to its partnership with the Workers Compensation Board (WCB), Alberta Labour (OH&S) and continually enforces safe work practices for their staff and expects that these same high standards be carried out from all contractors performing work in Division facilities and/or grounds. Contractors will follow all applicable health and environment regulations, safety, policies, procedures and standards that are in place within and pertaining to all aspects of Canadian Rockies Public Schools.

These procedures are designed to eliminate and control hazards likely to be encountered by the contractors as well as CRPS staff, students and visitors. Contractor Safety Procedures and legislated requirements, will take precedence.

Objectives

- To provide a safer working environment for staff, students, visitors and contractors.
- To provide a guideline for contractors on the requirements for working safely within CRPS facilities and/or grounds.

General Safety

Contractors are required to comply with the Occupational Health and Safety Act, Regulations and Code, CRPS general safety requirements, and all other applicable Federal, Provincial and/or Municipal Safety requirements. Contractors are responsible for ensuring their employees understand and comply with the same.

Contractors are responsible for conducting a site risk assessment and be knowledgeable with the specific facility emergency evacuation plan, prior to work commencing. The contractor is required to conduct a safety orientation with their staff prior to commencement of work ensuring all appropriate emergency and safety procedures are understood.

All practical steps are to be taken by the contractor and their employees to prevent accidents and/or injury to any person entering a work site within CRPS properties. The contractor is also responsible for providing all required safety equipment to their employees and visitors to ensure a safe work environment and must operate in a safe manner at all times.

Inspections

Safety inspections of the work site may be conducted by CRPS at any time and at their own discretion. Where required, and at their own expense, a contractor may be asked to make improvements to ensure that proper safety procedures are adhered to and shall be carried out without delay by the contractor.

Environmental Issues

Contractors are expected to comply with CRPS Division and Government Legislated procedures to ensure that environmental issues are taken seriously. In the event that a contractor feels there may be an environmental concern, they are to discuss the issue directly with the CRPS Facilities Department, or the designated Facilities liaison and/or the School Principal immediately.

CONTRACTOR SAFETY PROCEDURES

Before allowing any work to be undertaken by a contractor, the Facilities Department will:

1. Ensure that the contractor holds adequate insurance to cover the work to be undertaken and obtain proof of insurance and WCB coverage when necessary.
2. Ensure that the contractors have received and signed the “Contractors Safety Procedures” document.
3. Brief the contractors and school Principal on safe working practices as per the CRPS safety procedures guidelines.
4. Perform regular inspections of the work site to ensure safe working practices are being followed by the contractors. Check that the area is clean and tidy and properly maintained at all times during the work schedule and upon completion of the job. Any discrepancies will be reported and resolved with the contractor immediately. CRPS shall also conduct random site inspections and report any deficiencies to the site supervisor or person in charge.
5. Report any safety concerns, accidents or injury that may occur immediately to the Facilities Department to ensure a full investigation is conducted.
6. Ensure tailgate safety meetings are conducted when required and a copy of the meeting notes sent to CRPS.
7. The Maintenance Department shall maintain a contractor list and keep the Contractor's Statement of Compliance, retained for two years and filed with the contract at the school or Facilities Department.

If there is any doubt regarding the work to be undertaken by the Contractors, this must be clarified before work will be allowed to commence

CONTRACTORS SAFETY PROCEDURES

Controls and Actions for Contractors

1. ALL approved contractors will be issued with a copy of the “Contractors Safety Procedures” prior to commencement of work.
2. The acceptance statement of these procedures must be signed and returned to the designated Facilities staff member in charge of the job or school principal before commencement of work.
3. For every project undertaken by contractors, there will be a designated Manager or Supervisor employed by CRPS who will be responsible for job requirements. All consultation with regards to every aspect of the job in relation to tasks, rules and safety of the work site will be directed to the designated person. Manager or Supervisor may appoint an alternate person as their replacement using their own discretion based on the nature of the work or their absence.
4. All contractors will provide names and contact numbers of the employee(s) in charge of the work to the designated Manager or Supervisor prior to commencement of work.
5. All contractors and their employees must report to the appropriate reception areas within division facilities and sign in and out at all times during work schedules. All employees are to wear clearly identified company identification.
6. Complete a Hazard Assessment of the required work area prior to the start of work and submit it to CRPS Facilities department. The use of PPE shall be enforced in accordance with Alberta Labour (OH&S) Act, Regulations and Code and CRPS procedures. If Fall Protection is to be worn, a Fall Protection Plan must be submitted to CRPS Facilities Department.
7. All contractors shall be liable for all damages caused by their employees to division property or equipment and shall provide evidence of valid insurance when requested by Canadian Rockies Public Schools.
8. All contractors will be required to conduct an orientation outlining site rules and safety regulations. Such orientation shall be performed before commencement of work. It is the responsibility of the contractors to ensure that all of their employees working on the site receive the relevant information pertaining to the work required.
9. All contractors will conduct at least twice monthly on site or verbal meetings with the Facilities Department liaison and the School Principal to ensure proper communication methods are in place when required.

10. All contractors will report all accidents or injuries and property damage that may occur on the work site to their employees or any other person(s) immediately to the CRPS Facilities Department.
11. All contractors will report any unsafe conditions and/or safety concerns relating to the work site immediately to the Facilities Department. The contractors will also ensure that their employees are fully aware of these conditions immediately and may cease operations in that area until the matter is resolved.
12. All contractors will ensure that the work site is properly maintained at all times and is clean and free from all recognized hazards and debris and shall pay particular attention to:
 - i. Walkways and walking surfaces are clear of trip and slip hazards.
 - ii. Dust and debris that travels are maintained as much as possible by use of dust barriers.
 - iii. Fire hazards are eliminated or controlled (i.e., welding)
 - iv. Debris and waste are disposed of properly or stored in a safe area to prevent injury to other people.
 - v. Proper signage is in place to make the public aware of any hazards.
13. All contractors shall ensure that their employees are equipped with proper personal protective equipment (PPE) such as hard hats, hearing protection, eyewear, footwear, fall restraints, etc. and that it is being used and worn in the proper manner. The contractors will also ensure that adequate PPE is made available for outside visitors. Training on the use, care and maintenance of such equipment will be performed by the contractor when necessary.
14. All contractors are responsible for ensuring that all power tools are in good working condition to avoid any fire hazards. All tools are to be fully disconnected from a power source when unattended and at the end of the day. Security and liability for all tools on site is the sole responsibility of the appropriate contractors.
15. All contractors are responsible for ensuring that mobile and heavy-duty equipment is in good working condition and designed for the type of work being performed and is inspected in accordance with manufactures' recommendations and Alberta Legislation. Contractor's employees are to be certified on operating such equipment to prevent accidents or injury on CRPS premises. No mobile equipment shall be operated in a manner which places the contractor's employee or others at risk. Keys to all equipment are to be removed at the end of the day and stored in a secure location.
16. All contractors are responsible for ensuring that the work site is left in a safe condition at the end of each working day and obstructions and hazards are clearly marked.

Note: For the purposes of this document, contractors may be considered the Prime Contractor, or a Subcontractor.

**CONTRACTORS SAFETY PROCEDURES
STATEMENT OF ACCEPTANCE**

Name of Contractor: _____

Address of Business: _____

Name of Job Supervisor (s): _____

Contact Number (s): _____

Liability Insurance current and attached: Yes: ____ No _____

WCB Num: _____ **COR Certificate Num:** _____

PLEASE CONFIRM BY SIGNING AND RETURNING THIS FORM THAT:

You have received, read and understood and will implement the Safety Procedures for Contractors and will ensure all your employees and other persons contracted by you will do likewise.

You will submit a site hazard assessment prior to work, and a fall protection plan if required.

All your employees and other persons contracted by you, either directly or indirectly, are properly trained in all aspects of the work they are expected to carry out.

You will comply with all statutory and CRPS requirements for Health and Safety issues.

You will cooperate with local management in maintaining a high standard of health and safety to protect our students, staff and premises from hazards.

Signed: _____

For and on behalf of: _____

Date: _____

This statement must be returned to:

CRPS Facilities department before any work begins.