



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Contractor Safety

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POLICY

It is the policy of the Community Living Thunder Bay to communicate contractor safety to all contractors before beginning work on the property.

PURPOSE

To ensure the safety of contractors while they are working on any CLTB work site.

RESPONSIBILITY

It is the responsibility of management to appoint a designate to ensure the contractor safety policy and procedure is communicated and understood by contractors.

Contractors will be held accountable for any health and safety infractions. The Joint Occupational Health and Safety Committee will investigate all health and safety infractions. The results of the investigation and the recommendations made by the Joint Occupational Health and Safety Committee will be forwarded to the Executive Director for information and approval, and further action if required.

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PROCEDURE:

1. In order that contractor safety is not jeopardized, prior to any contractor employee beginning work on CLTB facilities or sites, each will receive a Contractor Package for review. This package will include:
 - a copy of the Health & Safety Policy statement
 - affirmation of the H&S Policy statement (to be sent back by fax to the Purchasing Agent after the H&S Policy Statement has been read and signed by the Contractor Administrator)
 - a copy of the Contractor Safety policy and procedure
 - affirmation of the Contractor Safety Policy and Procedure (to be sent back by fax to the Purchasing Agent after the policy and procedure has been read and signed by the Contractor Administrator)
 - fire safety information sheet
 - request for Certificate of Clearance including the WSIB firm number and the account number

2. At the initial visit, the contractor employee(s) will sign in at the Reception Desk and will be met by the Purchasing Agent or by a designated CLTB employee. The Purchasing Agent or designate will be familiar with the emergency procedures and will advise the contractor of the emergency gathering point in the event of an emergency.

3. The employee of the particular site shall meet with the contractor employee(s) and orient them to the rules and regulations that apply to their work activities and access to the work area. Instructions will be given regarding the following:
 - the boundaries of the work areas and areas where contractor employees will be permitted to go
 - the location of specified entrance(s), parking areas, restrooms, eating areas, storage areas, paths of travel to work areas
 - means of identification for contractor employees (if needed) i.e. name tags, company identification
 - access to emergency medical assistance and how to report accidents, injuries or illnesses
 - posted procedures for responding to an emergency such as fire or explosion

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- specific hazards that could arise from the project, including chemicals or mechanical hazards
 - Material Safety Data Sheets (MSDS) for any hazardous materials involved in the project and materials that the contractor will bring to the site will be reviewed by the contractor and the contract administrator along with applicable control measures
 - the responsibility of the contractor to keep the premises free from accumulations of waste and scrap caused by their work
 - the tools, materials and equipment used must not present hazards to CLTB employees by nature of their location or use
 - the responsibility of the contractor to provide their own tools and equipment for use
4. The following safety rules will apply:
- for work done with flammable liquids or with compounds containing flammable materials, such as adhesives or sealers, care will be taken to assure proper ventilation and to restrict or control sources of ignition;
 - flammable liquids will not be stored on the premises;
 - welding flash must be shielded by means of curtains or barriers if done in the vicinity of unprotected employees, visitors or the general public;
 - connections to, use of or shutting off of water lines must not be done without prior authorization;
 - for overhead work which is done and presents hazards for those below, areas will be roped off or barricaded to keep out unauthorized people;
 - barricade elevations and floor openings, and place warning signs and lighting where required;
 - lockout/tagout – the contractor employee(s) must never remove any safety device such as tags, chains or locks on existing plant equipment, or attempt to use the equipment without proper authorization;
 - contractors must abide by the established lockout/tagout procedures (see H & S Lockout 21.0) ;
 - temporary wiring must conform to codes and practices;

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- where CLTB practices, or the OHSA and Regulations require the use of personal protective equipment, it must also be worn by the contractor employees
- contractors must make regular safety inspections of the area where work is being done, and provide copies of inspections for review by the contractor administrator
- the contractor must assume responsibility for sub-contractors and monitor their safety compliance