



**Waterloo Catholic
District School Board**

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CONTRACTOR SAFETY DOCUMENT

May 4, 2004

PREAMBLE

This document has been developed in order to identify our commitment to, and requirements for, Safety at our school sites. It's purpose is to assist our Contractors in understanding the actions and procedures necessary to reduce incidents/accidents, control cost and ensure that all necessary precautions have been taken to ensure the Health & Safety of **all** workers on-site.

Health and Safety on our projects is of the utmost concern and we consider Health & Safety legislation to be the **minimum** requirement.

All contractors to be performing work for **Waterloo Catholic District School Board** will receive this document and this will become part of their contract. The Acknowledgment sign-off sheet must be returned to our representative, with the signed contract prior to the Contractor beginning work of the project.

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INTRODUCTION

It is the responsibility of the CONTRACTOR to review and abide by the *Contractor Safety Document* at all times, while on the project or on site. Additional guidelines and requirements may be necessary depending on specific Site Requirements. They may be added as an addendum to the Contractor Safety Program or contract as necessary.

The CONTRACTOR is also responsible to ensure that any sub-contractors, suppliers or persons bidding on their behalf or working on their behalf, are provided with a copy of the *Contractor Safety Document* prior to commencing work.

CONTRACTORS' RESPONSIBILITIES:

Prior to and during the commencement of work onsite, the CONTRACTOR shall;

Ensure the appointment of a competent¹ onsite supervisor to oversee Health & Safety responsibilities. This person must complete *the "Contractor/Supplier Orientation Checklist"* form in conjunction with WCDSB representative.

Ensure all applicable legislation and Site Policies/Safety Requirements, as a minimum standard, are complied with and posted in their work areas, and undertake every reasonable precaution to ensure the health and safety of all workers, persons and property.

Abide by the requests of WCDSB and all Authorities Having Jurisdiction. Ensure that the *Contractor Safety Document* is implemented and enforced by their supervisor and understood by workers.

PRINCIPALS' RESPONSIBILITY:

To advise their school staff, that while construction is underway, access to the site is restricted to authorized staff only.

EMPLOYEES' RESPONSIBILITY:

Employees authorized to enter the construction site are to wear proper personal protective equipment, including safety footwear and head protection as necessary.

TRAINING AND ON-SITE MEETINGS

The CONTRACTOR must ensure that their supervisors and workers have received the appropriate training in Health & Safety to ensure that they are competent to perform all required work in a safe manner.

Health & Safety talks shall be held by the CONTRACTOR, regularly.

HEALTH & SAFETY REPRESENTATIVE

Each trade with greater than five (5) workers on-site is to be represented by a Health & Safety Representative elected by the workers in their trade or selected by their trade union. All CONTRACTORS shall co-operate and facilitate the selection of this representative. This

representative must be working on-site and may be required to participate in the site Joint Health & Safety Committee or Workers Trade Committee (where applicable).

HEALTH and SAFETY COMMITTEES (J.H.S.C.)

Joint Health and Safety Committee (J.H.S.C.) and Worker Trades Committee is required where there are twenty (20) or more workers on site. At least two (2) persons, one (1) being a worker representative, the other a management representative selected by the Contractor.

A CONTRACTOR's worker representative may be elected by the workers or appointed by the trade union as a member of the J.H.S.C., in accordance with the Occupational Health and Safety Act (OHSA). The CONTRACTOR must provide training for this representative as required, to meet "*Certified Member*" standards (when & where applicable).

The CONTRACTOR must ensure their Health & Safety Representative is familiar with *their* Safety Policies & Program and the *Contractor Safety Document*.

PROVISION OF DOCUMENTS

Maintain a copy of all documentation required to be kept on the worksite, according to applicable legislation prior to the work commencing and/or material arriving on the worksite. This includes, but is not limited to, Health & Safety Policy, Equipment Operators Manuals, Log Books, Material Safety Data Sheets (MSDS) as required by WHMIS legislation, Engineers Drawings & where required, authorizations, Notice of Projects, Building Permits, etc.

NOTIFICATION OF NEAR MISSES/INCIDENTS/ACCIDENTS

Immediately report **ALL** accidents, incidents and near misses to School Board representative (578-3660 ext 226).

Submit documentation as required by - Sections 25 and 26 of the Occupational Health and Safety Act and section 121 of any occurrence.

INVESTIGATION and REPORTING FORMS

Conduct a full investigation regarding any loss-causing situation. Identify events and causes, provide information pertaining to the incident, recommendations and steps to be taken to prevent recurrence.

Submit copies of the investigative report to WCDSB and all Authorities Having Jurisdiction, within the time restraints required by the Authorities.

FOLLOW UP PROCEDURE

Ensure that preventive measures are implemented to prevent a recurrence, and ensure that notices of accident/occurrence have been received by all Authorities Having Jurisdiction and WCDSB.

ENFORCEMENT

Ensure the Contractor Safety Document , all requirements of all Authorities Having Jurisdiction, and Statutory Regulations are enforced with all employees, sub-contractors, suppliers or visitors, and immediate corrective action is taken to eliminate any hazardous conditions, violations, or other non-compliance. Notify WCDSB in writing of any such action.

NON-COMPLIANCE PENALTIES

The CONTRACTOR shall be responsible, financially and otherwise for the non-compliance of his employees, sub-contractors, suppliers or other person on the job site for any reason relating to the CONTRACTOR.

The following penalties may be applied for non-compliance:

- termination of the contract where CONTRACTOR refuses and/or fails to fulfill their duties and responsibilities.
- immediate ejection from the site, temporarily or permanently.

The CONTRACTOR shall be responsible for and shall fully indemnify the Owner and/or WCDSB for:

1. Any and all costs, charges, fines and convictions created as a result of the activities of the CONTRACTOR or sub-contractor any and all costs of defending any action which results from the CONTRACTOR's or sub-contractor activities.
2. Any and all costs due to delays in the progress of work resulting from the CONTRACTOR's or sub-contractor non-compliance with:
 - requirements of all Authorities Having Jurisdiction
 - the requirements of the Contractor Safety Document

Where the responsibilities of the CONTRACTOR or sub-contractors are carried out by WCDSB, for any reason, all costs shall be back charged to the CONTRACTOR.

CONTRACTOR SAFETY DOCUMENT

The CONTRACTOR will ensure that all applicable Health & Safety requirements are provided, reviewed and "*acknowledged*" by their sub-contractors performing work on their behalf on the project.

PUBLIC & OCCUPANT SAFETY

Signage:

- Appropriate project signage will be provided by the Contractor, as required, to ensure the appropriate identification of construction areas, access routes, parking areas, overhead dangers, electrical conductors and the boundaries of the project. Please note that in the absence of signage, the "YELLOW" or "ORANGE" snow fence or hoarding signifies the project boundaries and should not be crossed by unauthorized non-construction personnel or the general public.

- Signage must also be supplied by the Contractor to identify specific work area hazards to workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.

Fencing, Hoarding & Other Precautions:

- Unless noted otherwise in the specifications or scope of work, appropriate fencing, hoarding, covered ways and other precautions (ie. fire routes/escapes) will be provided by the Contractor, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the project (if necessary) for the general public or occupants.
- Fencing, hoarding, covered ways and other precautions (ie. fire routes/escapes) may only be altered or removed with the expressed authorization of WCDSB, or all Authorities Having Jurisdiction (ie. Ministry of Labour, Fire Marshall, etc.).

Additional precautions must be taken by the Contractor to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factor provided by existing precautions. (ie. removal of windows, work performed outside project boundaries, etc.)

Construction Access & Parking:

All construction personnel must use “*designated*” construction access routes and parking areas.

Driveways, laneways, walkways or emergency vehicle routes must not be blocked or restricted at any time by construction vehicles, machinery, equipment or materials.

Overnight parking of equipment or vehicles must be done with the permission of WCDSB. The security of equipment or vehicles must be ensured by the Contractor. No vehicle is to be left without appropriate brakes/blocking, unlocked or with keys in place.

Construction equipment such as zoom booms, scissors lifts, bulldozers, forklifts, etc. must have all moveable parts kept in their lowered positions when left unattended.

Incidents Involving Occupants or General Public:

Contact by construction personnel with the general public and/or occupants of existing buildings must be limited and must not be confrontational. All Contractors must advise employees of this requirement and to report any adverse contact with the general public or occupants to their supervisor and in turn, WCDSB or its representative.

All incidents, accidents or near-miss occurrences must be reported immediately to the Board Construction Manager.

Contractors must make WCDSB aware of any change in process, which may cause unforeseen hazards or concerns by occupants. Where required, “*Information Notices*” will be supplied to Occupants regarding hazards.

Hazardous Materials used for Construction:

All hazardous materials used for construction purposes must be used, handled, stored, and disposed of in such a manner that they will not create a hazard to workers, occupants or the general public.

Material Safety Data Sheets must be maintained on site, readily available to all workers and at the request of Authorities Having Jurisdiction, occupants or the general public.

All workers to be using, handling, storing, or disposing of hazardous materials must have received specific training regarding the nature, hazards and emergency precautions for the material prior to use.

Access and storage of hazardous materials must be restricted to construction personnel only. Materials must be secure from the general public or occupants at all times.

Traffic Control & Equipment on Public Ways:

Contractors must ensure that appropriate flag persons, signal persons, barricades or signage is installed on public or private ways on the project workers, the general public, occupants and vehicles on that way. Flag persons or signal persons must be provided with written instructions by their supervisor.

Priority must be given to ensuring that public or private ways are accessible to emergency service vehicles at all times. Where the public or private way is to be blocked, an alternative route must be provided and clearly marked.

Equipment to be used on public or private ways must be barricaded where practical and equipped with a flashing amber light working, at all times.

Where roadwork has been performed, the appropriate barricades and flashing light standards must be installed to prevent hazards to traffic or pedestrians.

Good housekeeping practices must be followed at all times, to prevent general public or occupant contact with waste, scrap or other unsafe conditions on public or private ways.

These procedures are not meant to be all inclusive. Contractors should have policies/procedures in place to meet or exceed these requirements and to address the specific nature of their work.

ACKNOWLEDGMENT SHEET

I have read and received a copy of the "Contractor Safety Program" and agree, on behalf of;

(Name of Contractor)

(Project Name & Number)

to comply with the requirements of this document and all requirements of the Occupational Health & Safety Act and Regulations for Construction Projects. I will also take all necessary precautions to ensure that health & safety of our employees, suppliers and sub-contractors while on the project and ensure that they are provided with and are aware of the preceding requirements.

(Contractor Officer or Director)

(Signature)

Waterloo Catholic District School Board)

(Signature)

Signed in the City of _____ this _____ 20____
(Date)

(Witnessed by)

Note: (The Original copy of this Acknowledgment Sheet is to be returned to WCDSB Administration Office prior to work commencing.)

PRE-PROJECT REQUIREMENTS PROCEDURE

PURPOSE

When acting as the “Constructor” of a project, legislation places certain responsibilities on WCDSB and/or the General Contractor. These include, ensuring that all Contractors and their employees comply with the legislation and that their health and safety is protected.

Therefore, it is essential that there is a clear and documented understanding between WCDSB and any Contractor performing work on a project. To support this documentation, it is necessary to choose contractors who place a high priority on safety and have demonstrated this through past performance.

PROCEDURE

- Step 1: During the tendering stage, all prospective Contractors will be supplied with a copy of any *Designated Substance Assessment* and this *Contractor Safety Document*
- Step 2: Prior to performing work, all Contractors must acknowledge receipt of the Contractor Safety Program. The Contractor’s representative must sign the *Acknowledgment Sheet* and return the original to WCDSB or its representative.
- Step 3: The *Pre-Project Checklist* must be completed prior to the start of work, to determine the appropriate equipment/services are available to the site.

RECORDS

Original records shall be retained on site for the duration of the project and forwarded to WCDSB on completion of the project.

PRE PROJECT CHECKLIST

Project:	Completed By:
Date:	Title:

On site conditions to be met prior to commencement of work

Requirement	Rqm't met; Yes/No	Comments
✓ Post Notice of Project and Building Permit		
✓ Assign a "Competent Supervisor" where five or more workers must work at the same time		
✓ Supervisor or Competent Person appointed to conduct Safety inspections at least once a week.		
✓ Contractor/employer with more than five workers to appoint a supervisor.		
✓ Provide telephone or two-way radio on site.		
✓ Provide a first aid kit (with required content for # of worker) (refer to Workplace Safety and Insurance Board Act, Reg. 1150)		
✓ Provide a means for transportation to medical facilities.		
✓ Ensure that contractors have a reasonable supply of potable drinking water for their workers.		
✓ Arrange for the use of flush toilet and clean up facilities.		
✓ Fire extinguishers meeting UL Regulations 4A40BC rating.		
✓ Designated Substance Assessment by Owner.		
✓ Post copy of OHSAct, Reg. 1150, Form 82, personal protective equipment requirements & other necessary postings.		

ORIENTATION OF CONTRACTOR/SUPPLIERS

PURPOSE

The orientation of Contractors/suppliers to the specific requirements of the site is among the most important aspects of the Contractor Safety Document and the control of loss through accident or injury.

All Contractors/suppliers must understand site policies and provide their own policies and procedures to be followed to protect the safety of their and other workers on the project.

Contractors/suppliers will accept responsibility for the performance of their employees, Sub-contractors, and visitors, and must be aware of the systems for evaluation and non-compliance.

PROCEDURE

WCDSB or its representative will co-ordinate meetings to be held with the Contractors/suppliers Supervisor (competent person). Orientation meetings are to be held prior to work commencing by the Contractors/suppliers.

The sample Orientation Itinerary and Contractor Orientation form should be followed.

DISTRIBUTION

The Contractor Orientation form should be distributed, as follows:

- original to be maintained by WCDSB
- copy to be provided to Contractor/Supplier's Supervisor

RECORDS

Original Orientation records shall be filed in the Site files upon completion of the project.

CONTRACTOR/SUPPLIER ORIENTATION CHECKLIST

Project:	Constructor:
Contractor:	Supervisor:
Site Ph.#: Fax:	Trade:
	Est.# of Employees (Start) (Max)

ORIENTATION TO SITE POLICY & PROCEDURE	Comments	Provided	Discussed	N/A
1. WCDSB Contractor Safety Policy				
2. Contractor Safety Document				
3. Accident Reporting & Investigation/Refusal to Work				
4. Site Inspections				
5. Co-operation with MOL or other <u>Authorities Having Jurisdiction</u>				
6. Housekeeping (Access/Egress, Cleanliness, Guardrails, etc.)				
7. Material Storage Requirements (as per site plan)				
8. Personal Protective Equipment				
9. Equipment & Machinery				
10. Emergency/First Aid (closest hospital directions, numbers)				
11. General Public & Occupant Safety				
12. Joint Health & Safety/Worker Trades Committee				
CONTRACTOR EVALUATION	Comments	Provided	Discussed	N/A
Contractor Evaluation Procedure				
Disciplinary Actions				
Copy - Site Office Copy – Contractor, -Copy- WCDSB Construction Coordinator				

CONTRACTOR/SUPPLIER ORIENTATION CHECKLIST

INFORMATION/DOCUMENTATION PROVIDED BY CONTRACTOR/SUPPLIER	PROVIDED/ DISCUSSED	PENDING	COMMENTS	N/A
1. Contractor/Supplier Safety Policy				
2. Safety Program Outline				
3. Training/Certification Requirements				
✓ WHMIS (all workers)				
✓ Trade Qualifications Act				
✓ Other Training (first aid, boom trucks, signal persons, etc.) _____				
4. Worker Safety Representative Name _____ (include certified member) Union _____				
5. Specific Procedures, Drawings & Specifications				
✓ Machinery/Cranes/Hoisting equipment (engineers drawings, final inspections, swing radius, log books, operator manuals, roll over protection, procedures eg. large lifts/flying forms)				
✓ Scaffold Erection 50ft., Tube & Clamp above 35ft or Suspended (engineers drawings, procedures)				
✓ Fall arrest system, Travel Restraint System (drawings, procedures, etc.)				
✓ Trenches, shafts or caissons (engineers drawings, procedures)				
✓ Material Safety Data Sheets (procedures, waste)				
✓ Form work & false work (inspection procedures, competent worker, engineer's drawings)				
6. Jobs Requiring Procedures				
✓ Lock out (electrical)				
✓ Confined Space (caisson work)				
Copy - Site Office Copy - Contractor Copy - WCDSB Construction Coordinator				

PLANNED INSPECTIONS PROCEDURE

PURPOSE

Site safety inspections will help determine the degree of compliance with applicable legislation and Site Safety Policies. The purposes of site safety inspections are to identify hazards & control/eliminate losses. This desired goal will be achieved through the following means;

- identification of hazardous acts & conditions
- classification of hazards & their potential for injuries or other losses
- advising persons on non-compliance and the requirements for compliance
- following up to ensure compliance has been achieved and the hazard has been eliminated

PROCEDURE

Upon completion of the inspections, a *Safety Inspection/Visit Report* and/or *Violation Follow-Up Form* detailing the findings, will be provided and explained to the Contractor.

The Contractor will then ensure that all unsafe practices and/or conditions are rectified through directives to the responsible supervisor and respond to WCDSB as required.

Violations of a serious nature or those, which are repeated violations, will be dealt with immediately.

DISTRIBUTION

Where non-compliance with legislation or site procedure has occurred as a result of Contractor actions, the following actions will be taken by WCDSB or its representative;

- | | |
|------------------------------|--|
| <i>Any Violation</i> | - immediate rectification on site |
| | - copy of inspection report to the contractor |
| <i>Serious Violation</i> | - all steps indicated above |
| <i>or repeated violation</i> | - violation "Follow-up" form provided to the contractor's supervisor and their head office |
| | - form to be returned as outlined on the form |
| <i>Continued Violation</i> | - all steps listed above |
| | - copy to your head office with a request for follow-up by upper management |

RECORDS

All documents to be maintained on site for the duration of the project and then provided to head office. This documentation will be used for Contractor evaluation.

VIOLATION FOLLOW-UP FORM

Constructor:	Project:
Date & Time of Occurrence:	
Issued By:	
Contractor Issued To:	Date Issued:
Persons Issued To:	

Violation Notice:		
Signature:	Title:	Date:

Contractor's Response: (to be completed by contractor representative/officer and returned to the Construction Supervisor within one day)		
Signature:	Title:	Date:

Follow-up:		
Signature:	Title:	Date:
cc WCDSB Health & Safety Officer		

ACCIDENT REPORTING PROCEDURE

PURPOSE

An accident reporting, investigation and follow-up procedure is an essential element of the Contractor Safety Program. While it remains the responsibility of the Contractor to investigate and report all accidents involving their employees, it is necessary for WCDSB, or its representative, to be involved so that causes may be determined, further loss may be prevented and authorities may be notified (where required).

PROCEDURE

This procedure is to include reporting of;

- lost time & critical accidents
- first aid incidents/property damage
- near-misses/work refusals
- notices required by any Authorities Having Jurisdiction
- hazardous material spills, leaks or exposures
- fires

It is the responsibility of the Contractor to modify the following procedure where the requirements of any Authorities Having Jurisdiction vary.

DISTRIBUTION

WCDSB will implement this procedure with all Contractors and ensure that reporting requirements are met.

Forms and Documents enclosed are to be distributed to Contractors during the *Contractor Orientation* meeting. These documents must be maintained, posted or readily available at the Contractor's site office or wherever reasonable on the project.

RECORDS

All records will be maintained by the Contractor on site for the duration of the project.

These records are to be reviewed at the closing of the project to determine the need for on-going file maintenance. (ie. 3rd party liability, pending charges, etc.)

These records will be used to develop statistics through the duration of the project.

REPORTING OF INCIDENTS/ACCIDENTS

DESCRIPTION	CONTRACTOR DUTIES	DUTIES
LOST TIME ACCIDENTS	<ul style="list-style-type: none"> - provide prompt First-Aid treatment and transportation to medical treatment facility - notify WCDSB of accident immediately - investigate the accident and take the necessary steps required to prevent a recurrence - provide a copy of the Accident Investigation Report WCDSB 	<ul style="list-style-type: none"> - review investigation report and log as Lost Time Injury - conduct follow-up investigation - ensure that appropriate measures have been taken to prevent recurrence
CRITICAL INJURY ACCIDENTS	<ul style="list-style-type: none"> - ensure the injured worker receives prompt First Aid treatment & call for an ambulance (if req'd) - inform WCDSB & secure the scene of the accident and do not disturb unless necessary to eliminate danger to other persons - immediately inform the Ministry of Labour, Health & Safety Representative and union if any - conduct an accident investigation after permission has been granted by the Ministry of Labour - complete investigation and provide to WCDSB - workers will not be allowed to perform the same job task or work in the same area until the hazard has been removed or Safe Work Procedure has been implemented to prevent a recurrence. In any case, work will not be allowed to proceed until it is deemed that appropriate steps have been taken to prevent a recurrence 	<ul style="list-style-type: none"> - Construction/Site Supervisor will notify the Ministry of Labour immediately - conduct an Accident investigation - determine if the measures to prevent a recurrence are adequate - request that the Health & Safety representative conduct an investigation and provide a copy to WCDSB

ACCIDENT INVESTIGATION REPORT FORM

Project:	Constructor:
Injured Worker:	Employer:
Address:	Telephone: ()
Location of Occurrence:	Area of Injury:
Date & Time of Occurrence:	Date & Time Reported:
Witness's Name	Employer/Contractor:
Address:	Telephone: ()
Witness's Name	Employer/Contractor:
Address:	Telephone: ()
Attending Physician: Address: Telephone: ()	

Statement of Witness/Employee: (separate sheet for each statement)

Witness's Signature _____ Investigator Signature _____

Date: _____

ACCIDENT INVESTIGATION REPORT FORM (cont'd)

Basic Causes of Occurrence:
Equipment, Machinery or Materials (describe)
Work Habits, Procedures or Direction (describe)
Conditions (describe)

Prevention of Recurrence (actions taken): By:	Date:
List Actions:	

Follow-Up Actions:	By:	Date:
List Actions:		

Copies to:

Investigated By: _____ Date: _____