



<b>Title:</b>	<b>Contractor Safety Program</b>		
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## 1.0 PURPOSE

The Corporation of the Town of Grimsby will take all reasonable precautions to protect all employees including employees of contractors and self-employed contractors, as prescribed by legislation.

The Contractor Safety Program described in this procedure has been established to ensure contractors employed by the Town of Grimsby are responsible for taking all necessary steps to protect persons, including workers, visitors, and the public, and property from any harm during the contract.

## 2.0 SCOPE

The Contractor Safety program described in this procedure applies to all work and services contracted by the Town of Grimsby as classified into the following groups:

- **Service Contractors:** Includes services provided under contract such as maintenance contractors, custodial services, mechanical, electrical, heating, ventilation and air condition specialists and others as determined by each respective Department. These contractors are usually employed for set periods of time as determined by the terms and conditions of their respective agreements.
- **Ad Hoc Services:** Includes services provided on an ad hoc basis including plumbers, appliance repair, carpenters and others who are employed periodically for short term assignments.
- **Project Contractors:** Includes general contractors and construction companies considered to be a constructor on a construction project such as building construction projects and watermain, sanitary sewer, storm sewer construction, rehabilitation or replacement projects.

## 3.0 DEFINITIONS

### Competent Person

Means a person who:

- a) Is qualified because of knowledge, training and experience to organize 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.



<b>Construction</b>	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.
<b>Constructor</b>	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.
<b>Designated Substance</b>	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.
<b>Employer</b>	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.
<b>MLTSD</b>	Ministry of Labour, Immigration, Training and Skills Development (MLTSD)
<b>OHSA</b>	Occupational Health and Safety Act, RSO 1990
<b>Owner</b>	Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any land 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.
<b>Prescribed</b>	Means prescribed by regulation made under the Act.
<b>Project</b>	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, pipeline, 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.
<b>WSIB</b>	Workplace Safety and Insurance Board

#### 4.0 RESPONSIBILITIES

<b>Senior Management</b>	<ul style="list-style-type: none"><li>• Ensure that the requirements of this program are carried out with respect to contracted work performed under their authority or control.</li><li>• Determine if Contractor performance evaluations (as described in <b>Section 5.4</b> of this procedure) are to be completed for contacts or services provided within their department.</li></ul>
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### **Managers / Supervisors**

- Ensure that any contracted work performed under their authority or control conforms with the requirements of this program.
- Ensure the requirements of this program are communicated to contractors during the bidding/tending process and/or prior to the commencement of any work.
- Ensure the **Contractor Health & Safety Program Summary Checklist (CO-GEN-OHS-FRM-010-001)** is provided to, completed by and reviewed with the contractor as part of pre-commencement activities (e.g. pre-construction meeting, etc.).
- Ensure **Contractor Safety - Pre-Commencement Checklist (CO-GEN-OHS-FRM-010-002)** form is reviewed with the contractor as part of pre-commencement activities (e.g. pre-construction meeting, etc.).
- Complete **Contractor Notice of Safety Infraction (CO-GEN-OHS-FRM-010-003)** form when required to record and communicate health and safety issues to the Contractor.
- Complete **Contractor Safety Evaluation - Post-Performance (CO-GEN-OHS-FRM-010-004)** forms following completion of works, where directed by the Senior Manager.
- Maintain appropriate records in accordance with **OHS Control of Records (CO-GEN-OHS-PRO-003-001)**.

### **Contractor**

- Comply with the requirements of this program.
- Ensure employees comply with the requirements of this program.

### **EHS Compliance Advisor**

- Act as a resource to all departments and management regarding all elements of the Contractor Safety Program.

## **5.0 PROCEDURE**

### **5.1 Contractor Health & Safety Program Summary**

5.1.1 The Contractor is required to complete and sign the **Contractor Health & Safety Program Summary Checklist (CO-GEN-OHS-FRM-010-001)** and provide it to the Town prior to commencement of any works. On this form the Contractor is required to identify the following information:

- The total number of people they employ;
- The types of health and safety documents (e.g. policies, procedure or guidelines) they have in place where applicable to the work or service being provided;
- The types of training programs they have in place, where applicable to the work or services being provided;
- The types of personal protective equipment that will be provided to their employees for the work or services being provided;
- Any specific certificates or licenses required for the work or services being provided; and
- Any works or services that will be sub-contracted.

5.1.2 At the discretion of the Manager/Supervisor, The Town may request applicable documentation or records from the contractor to support the information provided by the Contractor in the **Contractor Health & Safety Summary Checklist** Form.



## 5.2 Pre-Commencement

5.2.1 Prior to the commencement of any works, the **Contractor Safety - Pre-commencement Checklist (CO-GEN-OHS-FRM-010-002)** form will be reviewed between the Town and the Contractor. The following information will be discussed as part of this review:

- The completed **Contractor Health & Safety Program Summary Checklist** form;
- The Town of Grimsby's procedures and/or training programs, if required to supplement the Contractor's health and safety program;
- Health and safety documentation provided by the Contractor, including:
  - WSIB clearance certificate;
  - Ministry of Labour notice of project, where applicable;
  - Traffic control plans, where applicable; and
  - General liability insurance, or other specific type of insurance as required;
- The process for reviewing contractor safety and following up with safety infraction, including:
  - Use of the **Contractor Notice of Safety Infractions (CO-GEN-OHS-FRM-010-003)** form; and
  - Guidelines provided in the **Contractor Safety Infractions - Follow-Up Guidelines (CO-GEN-OHS-LM-010-001)** matrix;
- Worksite requirements/responsibilities for the contractor, including their need to:
  - Maintain Safety Data Sheets (SDS) for any hazardous products brought on site;
  - Remove hazardous products from the worksite upon completion of the work;
  - Follow the requirements of the Town's **Asbestos Management Program (CO-GEN-OHS-PRO-028-001)** where applicable;
  - Complete the asbestos **Contractor Notification and Acknowledgement (CO-GEN-OHS-FRM-026-004)** where applicable;
  - Keep the worksite and work area clean and free of slip, trip and fall hazards, where practicable;
  - Provide warning signs, barricades or other safety measures as required to protect employees or the public from hazards;
  - Obtain hot work permits where required and follow fire safety precautions as described in the **Hot Work Permit - General (CO-GEN-FSP-FRM-002-011)** form;
  - Not use and/or operate any Town of Grimsby tools or equipment;
- Worksite requirements/responsibilities for the Town of Grimsby, including their need to:
  - Provide copies of asbestos assessment reports or designated substance surveys where applicable;
  - At their discretion, review the worksite and where present, bring health and safety concerns to the attention of the Contractor;
  - At their discretion, investigate serious incidents or accidents involving the Contractor;
- Any other specific health and safety or other requirements that may be applicable to the work or service being provided, as determined by the Town Manager/Supervisor overseeing the work or as brought forward by the Contractor performing the work.



### 5.3 Performance Monitoring

- 5.3.1 While performing their regular duties, Town representatives who are overseeing the administration of contracts, should also observe the contractor's general health and safety performance. Typically, this would be done as a component of the Town employee's normal site visits, which would be completed periodically throughout the term of the service/work or the length of the contract.
- 5.3.2 The **Contractor Safety Infractions - Follow-up Guidelines (CO-GEN-OHS-LM-010-001)** matrix should be followed for guidance in resolving any safety infractions observed during the work. Typically, when safety infractions have been observed, the **Contractor Notice of Safety Infraction (CO-GEN-OHS-FRM-010-003)** is to be complete by the Town representative and provided to the Contractor.
- 5.3.3 Copies of completed **Contractor Notice of Safety Infraction** must be forwarded to the appropriate Manger/Supervisor and the EHS Compliance Advisor.
- 5.3.4 The Town of Grimsby retains the right to stop the contractor's work, without penalty to the Town of Grimsby, if the contractor does not comply with the OHSA, the Regulations, all applicable Town policies and industry standards and guidelines, or creates an unacceptable health and safety hazard.

### 5.4 Contractor Performance Evaluation

- 5.4.1 At the discretion of the Senior Manager, the **Contractor Safety Evaluation - Post-Performance (CO-GEN-OHS-FRM-010-004)** form is to be completed by the Manager or Supervisor overseeing the work to formally evaluate the contractor's health and safety. Once completed, the form is to be signed and forwarded to the appropriate Senior Manager for inclusion in the contract file.
- 5.4.2 Documented poor performance may be used in determining if a Contractor is suitable to bid on and/or provide future work/services for the Town of Grimsby.

## 6.0 ASSOCIATED DOCUMENTS

### 6.1 External Documentation

- Asbestos Management Program: **CO-GEN-OHS-PRO-028-001**
- Occupational Health and Safety Act (OHSA): **CO-GEN-OHS-LEG-028-001** (sections 23, 25, 26)
- Construction Projects Regulations, Reg. 213/91: **CO-GEN-OHS-LEG-028-002**
- Industrial Establishments, Reg. 851: **CO-GEN-OHS-LEG-028-006**

### 6.2 Internal Documentation

- Contractor Safety Infractions - Follow-up Guidelines: **CO-GEN-OHS-LM-010-001**
- Contractor Health & Safety Program Summary Checklist: **CO-GEN-OHS-FRM-010-001**
- Contractor Safety - Pre-Commencement Checklist: **CO-GEN-OHS-FRM-010-002**
- Contractor Notice of Safety Infraction: **CO-GEN-OHS-FRM-010-003**
- Contractor Safety Evaluation - Post-Performance: **CO-GEN-OHS-FRM-010-004**
- Contractor Notification and Acknowledgement: **CO-GEN-OHS-FRM-026-004**
- Hot Work Permit - General: **CO-GEN-FSP-FRM-002-011**



## 7.0 REVISION HISTORY

Revision No.	Date	Summary of Changes
3	June 2011	<ul style="list-style-type: none"><li>• Title of document changed from “Contractor Safety” to “Contractor Safety Program”.</li><li>• Moved text previously in Section 2.0 (Scope) to Section 1.0 (Purpose).</li><li>• Updated Section 4.0 as follows:<ul style="list-style-type: none"><li>- Responsibilities noted previously under “Purchasing” moved to “Managers and Supervisors”.</li><li>- “Manager and Supervisor” responsibilities updated.</li><li>- “Contractor” responsibilities added.</li><li>- “Health and Safety Coordinator” changed to “EHS Compliance Advisor”.</li></ul></li><li>• Removed previous Section 5.1 (Policy Rationale), Section 5.2 (Application) and 5.3 (Duties of the Employer).</li><li>• Moved text from previous Section 5.4 (Types of Contractors) to Section 2.0 (Scope) and updated descriptions.</li><li>• Previous Sections 5.5.1 (Stage 1 - Contractor Checklist) and 5.5.2 (Stage 2 Pre-commencement Meeting) removed and new Section 5.1 (Contractor Health and Safety Program Summary) and Section 5.2 (Pre-Commencement) added to correspond with information included in the updated <b>Contractor Health and Safety Program Summary Checklist</b> and <b>Contractor Safety - Pre-Commencement Checklist</b> forms.</li><li>• Revised wording of Section 5.3.2.</li><li>• Revised wording of Section 5.4.1 to allow Senior Manager to use discretion in determining if post-contract safety evaluations will be used within their department.</li><li>• Section 6.0 Associated Documents updated to reflect updated document references including:<ul style="list-style-type: none"><li>- Asbestos Management Program.</li><li>- Contractor Notification and Acknowledgement.</li><li>- Contractor Health and Safety Program Summary Checklist.</li><li>- Contractor Safety - Pre-Commencement Checklist.</li></ul></li><li>• Hot Work Permit - General.</li></ul>
4	June 2025	<ul style="list-style-type: none"><li>• Updated staff position titles throughout document</li><li>• Updated general formatting and grammar throughout the document</li><li>• Updated definition of Construction in Section 3.0 to include “digging”.</li></ul>