

### 1. Statement

1.1 The Town of Antigonish is committed to providing an environment where all employees and Contractors work safely, are accountable for their actions, and comply with the Occupational Health and Safety Act and the Town's Occupational Health and Safety Program.

### 2. Purpose and Application

2.1 The purpose of this policy is to describe how the Town of Antigonish manages the health and safety aspects of Contractor activities. The management of these activities is necessary in order to limit liability and help to ensure a safe and healthy workplace. This policy applies to all municipal employees who work with Contractors hired by the Town to work on projects on Town job sites or Town property.

### 3. Definitions

3.1 "Alternative Procurement Practices" means the purchase of goods or services without a public tender or other competitive process, as defined in the Town of Antigonish's *Procurement Policy*;

3.2 "Contractor(s)" means the individual(s) or company (or companies) hired to perform construction and/or maintenance work for the Town of Antigonish.

3.3 "Project Manager" means the staff person of the Town of Antigonish who is designated, in writing by their respective Department Director, to be responsible for overseeing the administration of a construction and/or maintenance work project, or their alternate.

### 4. General Responsibilities

#### 4.1 Responsibilities of the Town of Antigonish:

- a. Ensure that the scope of work is clearly articulated, in writing, to Contractors before the start of any project, and signed by both the Project Manager and the Contractor;
- b. Ensure that all necessary safety related documentation is clearly requested in the Tender or Request for Proposals, scope of work, or otherwise communicated to the Contractor, and received prior to the work commencing.

#### 4.2 Responsibilities of Contractors:

- a. Have the training, knowledge and experience to perform the work safely and properly;
- b. Possess, and maintain current, all licenses, permits, registrations and insurance(s) necessary for executing the project; and
- c. Comply with all relevant occupational health and safety laws and environmental laws and regulations, including the Town's Occupational Health and Safety Program.

# Contractor Safety Policy

## 5. Contractor Safety Documentation

5.1 Health and safety performance will be strongly considered by the Town of Antigonish when selecting contractors. Unless otherwise specified, all contractors providing construction and/or maintenance work for the Town of Antigonish shall provide:

- a. A Letter of Good Standing from the Nova Scotia Workers Compensation Board;
- b. Proof of safety certification from a recognized institute; and
- c. Proof of commercial general liability coverage of at least \$2,000,000 per occurrence.

5.2 Depending upon the nature of the project, a Project Manager may also require Contractors to submit:

- a. **A safety plan:** Site safety plans may include, but may not be limited to, such items as traffic control signage, handling chemical spills, working overhead (falling objects), fire safety and evacuation. The plans ought to also detail how emergencies will be handled.
- b. **Details regarding work practices and procedures:** Job-specific safe work practices, standard operating procedures, or other documents, as required by the Project Manager; and
- c. **Proof of training:** Training or competency in specialized areas such as fall arrest, confined space, or other training from a recognized institution, as deemed required by the Project Manager.

5.3 The Contractor shall submit all documentation to the Project Manager. The Project Manager shall then submit copies of all documentation to the Town's Occupational Health and Safety Coordinator, with a completed and signed copy of the **Safety Documentation for Temporary Contractors (See: Appendix A)**.

5.4 The Chief Administrative Officer, or their designate, shall have the discretion to deviate from these requirements in situations which require the Town of Antigonish to undertake alternative procurement practices, or in emergency or other situations where it is not practical or desirable to require a Contractor to provide this information before starting work. (**See: Appendix B**)

## 6. Contractors performing Regular, Non-tendered Work

6.1 The safety documentation provided by Contractors who perform non-tendered work for the Town of Antigonish on a regular basis, as required in Section 5.1 of this Policy, shall be considered valid for twelve (12) months, and shall be reviewed by the Project Manager and the Occupational Health and Safety Coordinator before each project undertaken to ensure it is up to date.

6.2 Contractors who perform non-tendered work for the Town of Antigonish on a regular basis shall submit additional safety documentation outlined Section 5.2 of this Policy, as required by the Project Manager, for each individual project undertaken.

## 7. Safety Information and Hazard Identification

7.1 Prior to commencing work, it is the responsibility of the Contractor to meet with the Project Manager to exchange any safety information that relates to the project or work site. Any hazards identified will be documented in accordance with the Town's Occupational Health and Safety Program.

# Contractor Safety Policy

## 8. Reporting Responsibilities

### 8.1 Contractor Responsibilities:

- a. Contractors must immediately investigate, document and report to the Town of Antigonish all lost-time accidents, near misses, all environmental spills, and all equipment/property damage relating to work performed for the Town of Antigonish.
- b. Contractors shall immediately report to the Town of Antigonish all legal actions (including orders or charges laid by compliance officers) relating to work performed on behalf of the Town of Antigonish.
- c. Contractors are responsible to indemnify the Town of Antigonish for any losses, including fines and legal expenses, arising from their health, safety or environmental liability or the health, safety or environmental liability of their sub-contractors while performing work for the Town of Antigonish .

### 8.2 Town of Antigonish Responsibilities:

- a. If the Project Manager has reason to believe that a contract worker is working unsafely he/she will notify the Contractor immediately and document it. If the Contractor is not immediately available, the Project Manager will speak directly to the contract worker and follow up, in writing, with the Contractor as soon as possible.
- b. If a Town employee, who is not the Project Manager or the Occupational Health and Safety Coordinator, has reason to believe a contract worker is working unsafely, the Municipal employee will immediately report it directly to the Project Manager, or their alternate.
- c. If the Project Manager, or their alternate, is not immediately available, the Employee will report it to the Town's Occupational Health and Safety Coordinator.
- d. The Contractor shall resolve the issue to the Town's satisfaction and in accordance with all applicable laws and the Town's Occupational Health and Safety Program. This may involve reporting the issue to the Nova Scotia Department of Labour and Advanced Education.

## 9. Failure to Comply

**9.1** The Project Manager or the Town's Occupational Health and Safety Coordinator may, but is not required to, inspect Contractors' facilities, equipment, and work practices at any time to confirm that health and safety requirements are being met.

**9.2** If Contractors are not meeting the health and safety requirements outlined in this policy or the Town's Occupational Health and Safety Program, the Town of Antigonish's Chief Administrative Officer, Occupational Health and Safety Coordinator and/or department heads have the authority to intervene. Contractors may be required to take steps such as provide additional training, supervision, materials, equipment, devices, or clothing.

**9.3** If necessary, The Town of Antigonish may stop the work until Contractors have corrected the situation. If the non-compliance continues, the contract may be cancelled. There will be no penalty to the Town of Antigonish for any of these actions taken to ensure a safe and healthy workplace.

# Contractor Safety Policy

## CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent: November 21, 2016

To Consider (Minimum 7 Days): November 21, 2016

Date of Passage of Current Policy: December 21, 2016

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

# Contractor Safety Policy

## Appendix A: Safety Documentation for Temporary Contractors

**Instructions:** *The following form is to be completed by the Project Manager prior to the Contractor commencing work. The form, and all related documentation, is to be submitted to the Town of Antigonish's Occupational Health and Safety Coordinator prior to the project commencing.*

**Part 1: Project Managers:** Please print the names of the project managers, contractors and/or firms involved in this project.

**Project Manager (Town of Antigonish):** \_\_\_\_\_

**Name of Contractor/Firm:** \_\_\_\_\_

**Part 2: Scope of Work:** Please attach a contractor or scope of work, signed by the Project Manager and the Contractor, which notes the department involved and provides a description of the project being undertaken, project work schedule, job site/location, and number of Town staff and/or contractor employees involved.

**Part 3: Contractor Safety Documentation:** Please ensure that the following requested documentation is provided and enclosed in your submission. Please check all boxes that apply. **NOTE:** If all documentation cannot be submitted, please complete *Appendix B: Approval to Forgo Contractor Safety Documentation*.

- A Letter of Good Standing from the Nova Scotia Workers Compensation Board;
- Proof of safety certification from a recognized institute; and
- Proof of commercial general liability coverage of at least \$2,000,000 per occurrence.
- Appendix B** (as required)

**Part 4: Additional Requirements:** Please attach a listing of any additional certification, training, or safety planning requirements, and enclose a copy of each. Please attach additional pages, as needed. **NOTE:** A written Safety Plan will be required for tendered work and may be required for non-tendered work, depending upon the requirements of the project.

### Part 5: Signatures

_____	_____
Project Manager (Town of Antigonish) Signature	Date
_____	_____
Department Director Signature	Date
_____	_____
Occupational Health and Safety Coordinator Signature	Date
_____	_____
Contractor Signature	Date

# Contractor Safety Policy

## Appendix B: Approval to Forgo Contractor Safety Documentation

**Instructions:** *This form is to be completed in accordance with Section 5.4 of the Contractors Safety Policy. It is to be completed by the Project Manager and submitted to the Chief Administrative Officer for approval. The form, Appendix A, and all related documentation is to be submitted to the Town of Antigonish's Occupational Health and Safety Coordinator prior to the project commencing.*

### Part 1: Rationale (to be completed by the Project Manager, Town of Antigonish)

Project Manager: \_\_\_\_\_

Project Name or Description: \_\_\_\_\_

Reason for forgoing Contractor Safety Documentation (**NOTE:** attached additional pages as required)

\_\_\_\_\_  
Project Manager (Town of Antigonish) Signature

\_\_\_\_\_  
Date

### Part 2: Approval (for use by the Chief Administrative Officer only)

- Approved
- Not Approved

\_\_\_\_\_  
Chief Administrative Officer Signature

\_\_\_\_\_  
Date