

Policy & Procedure Manual

CONTRACTOR SERVICES - FD-VIII-4

POLICY

All contractors shall ensure compliance with all health and safety and environmental legislation and maintain Comprehensive General Liability insurance against Bodily Injury and Property Damage Claims, the limit not less than \$1,000,000.00.

All contractors will provide two references to provide information with regard to the quality of workmanship, on-the-job supervision, work practices and safety habits and a copy of their health and safety policy.

OPTIONS NORTHWEST will provide all contractors with a Contractor Package which will include an Affirmation of Contractor Safety.

PURPOSE

To ensure that contractors retained to perform services for OPTIONS NORTHWEST are knowledgeable of and understand their obligations under all applicable health and safety and environmental legislation.

To ensure that the contractor provides evidence of compliance with all requirements of the Workplace Safety and Insurance Act.

To ensure that the contractor obtain and maintain during the term of the contract, Comprehensive General Liability insurance.

PROCEDURE

1. Prior to issuance of a purchase order, Finance will provide all contractors with a Contractor Package. This package will include an Contractor Safety Agreement which requires a signature confirming the contents of the package have been read and understood and include copies of required policies.
2. The Contractor will provide a copy of their Health and Safety Policy.
3. Contractors and subcontractors shall have Workplace Safety and Insurance Board coverage for their workers and shall have accounts in good standing with W.S.I.B. A W.S.I.B. Clearance Certificate (valid for 60 days) and proof of third party and liability insurance, or proof of working-owner's insurance shall be provided in

advance of any work being performed.

4. Prior to commencement of work, the contractor will provide proof of Comprehensive General Liability insurance against Bodily Injury and Property Damage Claims, the limit not less than \$2,000,000.00. The contractor must maintain and provide proof of insurance throughout the period of the contract.
5. Once all required documentation has been received by the Finance department, the purchase order will be issued and will state that compliance with health and safety and environmental legislation and liability insurance provisions will be a condition of the contract.
6. The contractor will meet with the originating Supervisor/Manager/Director to review the specific work area 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, 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
 - specific hazards that could arise from the project, including chemicals or mechanical hazards
 - Safety Data Sheets (SDS) 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 contact 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
 - tools, materials, and equipment used must not present hazards to OPTIONS NORTHWEST employees by nature of their location or use
 - the responsibility of the contractor to provide their own tools and equipment for use
7. 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 individuals supported

- connections to, use of or shutting off of water lines must not be done without prior authorization by the applicable Director or Executive Director
- overhead work which is done and presents hazards for those below, areas will be roped off or barricaded to keep out unauthorized people
- barricade evacuations and floor openings and place warning signs and lighting where required
- lockout-the contractor employee(s) must never remove any safety device such as tags, chains, or locks on existing equipment, or attempt to use the equipment without proper authorization
- contractors must abide by the established lockout procedures
- temporary wiring must conform to codes and practices
- where OPTIONS NORTHWEST practices, or the OSHA 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 contract contact
- the contractor must assume responsibility for sub-contractors and monitor their safety compliance

8. The proofs and affirmation will be kept attached to the purchase order copy that is filed in Accounts Payable.
9. During the term of the contract, failure to comply with this policy will result in reinstruction and/or contract termination.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: March 1994

AUTHORIZED BY: Executive Director

SIGNATURE:



OPTIONS northwest Contractor Safety Agreement

OPTIONS northwest endeavours to take every precaution reasonable to protect and promote the safety of the individuals supported and our employees. This also applies to visitors and private contractors working on our property.

Contractors are expected to conduct their business in a manner so as not to put themselves, OPTIONS northwest employees or the public at risk.

Name of Contractor: _____

Name of Contact Person: _____

WSIB Firm Number: _____

The above named contractor/sub-contractor has have read and understood the mandatory Health and Safety Policies of OPTIONS northwest and has ensured that all employees of the contractor are aware of and will abide by the health and safety policies of OPTIONS northwest. If I have any questions regarding these policies, I will seek immediate clarification from the Area Supervisor and /or Appropriate Agency Personnel.

You are required to read the enclosed policies:

- Occupational Health and Safety HR-XI-1
- Contactor Services FD-VIII-4
- Fire Safety/Fire Drill R-VII-3
- Lock out for Equipment –HR-XI-17
- Hazard Reporting-HR-XI-19

You are required to email/fax a copy of your own Health and Safety Policy to the Finance department at Finance@optionsnorthwest.com or (807) 346-5811.

Signed -----

Dated -----