

<b>CITY OF ORILLIA HEALTH AND SAFETY MANUAL</b>			<b>2.1.</b>
Section	2	<b>Responsibilities and Duties</b>	
Sub-Section	1	Contractor Compliance Program	

**PURPOSE**

To provide an outline of the health and safety responsibilities of contractors hired by the City of Orillia, to ensure all contractors adhere to the City’s Health and Safety Policies and Procedures and to ensure that contractors are in compliance under Provincial Legislation, Regulations, and the Occupational Health and Safety Act.

**SCOPE**

Definitions:

- (a) A “Contractor” is classified as a person or group of people external to the City’s organization not otherwise deemed to be in the direct employment of tenure of the Corporation of the City of Orillia. A contractor or related company is a third party that is retained by the City for the completion of a task, project, or construction assignment;
- (b) The City of Orillia is the Corporation of the City of Orillia or referred to as “the City”;
- (c) Exclusions from this policy are groups that perform regular activities such as delivery and providing of services or goods to the City such as stationary supplies, parcel delivery, etc.;
- (d) The Contractors Health & Safety Program, will be referred to as “Contractor Safety Program”;
- (e) Long-Term Contractors are those hired by the City for projects for more than 10 continuous business days; and
- (f) Short-Term Contractors are those hired by the City to complete short-term, simple services, who may work for the City at various times throughout the year;
- (g) “City Contact” is the City employee assigned to oversee the project in a pre-tender meeting or signing authority of a purchase order (PO).

**PROCEDURE**

Immediately following the acceptance of the contract, prior to the commencing activity with respect to the City and in addition to the requirements under the OHSA and provincial regulations, all contractors who submit proposals to complete work required by the City must:

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- Ensure the Contractor Checklist is completed and received by the City in a timely manner in order to ensure that the activity/contract will commence on schedule;
- Review and complete the City's Contractor Checklist, provide the City with a WSIB Clearance Certificate/Independent Operator Status to demonstrate that they are either insured or in good standing with the Workplace Safety and Insurance Board (WSIB), and have their own Insurance Liability coverage for any potential or possible liability, risk or injury. A new WSIB Clearance Certificate must be produced every 60 days. Without such proof of indemnity, no contractor may engage or proceed in their duties or services with the City, as an organization, or its deemed properties and workplaces therein;
- Be in compliance and adhere to Corporate Health and Safety Policies and Procedures, Provincial Legislation and/or Regulations with respect to Environmental, Health and Safety, or any other applicable or related recognized standards; and
- Provide their own Personal Protective Equipment (PPE) or any associated materials, tools, or apparatus with respect to Health and Safety and be recognized in accordance with the City's Health and Safety Policies and Procedures, as per the Occupational Health and Safety Act.
- Notify the City of all accidents/incidents involving workers and/or non-workers that occur as a result of the work being performed.
- Submit a copy of their Health and Safety Policy and Program if they employ more than five workers as required by the Occupational Health and Safety Act;
- Ensure that employees are properly licensed, qualified as required by contract, and trained for their duties;
- Provide a list of all workers that will be working on site and identify the Supervisor. If the workers change at any time, a new list shall be provided.
- Ensure that all workers on site have reviewed and understand any hazards that may exist on site.
- Take every precaution reasonable for the protection of the worker.

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**The City shall ensure:**

- The Contractor Checklist is completed in a timely manner in order to ensure that the activity/contract will commence on schedule;
- Upon completion of the City’s Contractor Checklist, along with the other required documentation for contractors, a copy of the completed Contractor Checklist shall be sent by the City contact to the department designate. A record will be kept in a project file as well as on the Contractor Listing on the I Drive by the designate for all contractors performing work for the City; and
- An update of any information such as WSIB Clearance (every 60 days) or expired liability insurance shall be updated on the I Drive by the designate on a regular basis. If required, the Health and Safety Officer may request to review the Contractor’s Checklist and documentation or visit the worksite.

**In Addition:**

- In the event that a Contractor is required to enter a work area that is normally restricted to employees, the following will apply:
  - The Supervisor will be responsible for ensuring that the Contractor is aware of the relevant workplace safety rules and is under the supervision of a regular employee;
  - Any and all required personal protective equipment and safety precautions, protocols and procedures will be utilized and adhered to.
  - At the completion of the contract, the contractor may be reviewed for performance and compliance with respect to Health and Safety and will be documented as such to indicate if they were in compliance, or sustained any injuries or incidents, in order to ascertain if they posed a risk or hazard. Reviews are performed by the City contact. At the end of the review, a documented record will be kept by the Health and Safety Officer in the Contractor Safety Folder.

**RELATED DOCUMENTS**

***APPENDIX***

2.1A. City of Orillia Contractor Checklist