



Contractor Coordination Program

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Contractor Coordination Program

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PURPOSE

To ensure that workers of the Town of Smithers and other employers who are working at Town of Smithers' workplaces are not placed at risk because of a lack of knowledge of workplace hazards, or a lack of coordination of workplace safety.

POLICY

The Town of Smithers will ensure that all employers and workers at Town of Smithers' workplaces are aware of any pre-existing workplace hazards.

The Town of Smithers will ensure coordination of occupational health and safety activities on all multiple employer workplaces, or ensure that a Prime Contractor does so.

The Town of Smithers will ensure compliance with the Workers Compensation Amendment Act and the WorkSafeBC OHS Regulations at all workplaces within the Town of Smithers.

SCOPE

This program applies to every situation where workers other than the Town of Smithers workers are performing their job duties at a Town of Smithers workplace.

Exception for Short Term Workplace Visits

The WorkSafeBC Prevention Manual offers the following guidance on workplace visits: "Virtually all workplaces will be visited by workers of other employers. For example, workers may deliver or pick up mail, goods, materials or enter to inspect premises. Short term visits of this type, even if regular, do not make the workplace a "multiple-employer workplace" for the purposes of section 118(1)"

DEFINITIONS

(For purposes of this program)

Construction Project	Any erection, alteration, repair, dismantling, demolition, structural or routine maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concreting, the installation of any machinery or any other work deemed to be construction by WorkSafeBC. (WSBC OHS Regulation Section 20.1)
Contractor	Includes a contractor, subcontractor, utility company, government agency or a service company providing/assigning workers and/or services/equipment within the workplace.
Contractor Safety Program	A contractor's Occupational Health and Safety program as required by WorkSafeBC OHS Regulation.
Multiple Employer Workplace	<p>Multiple employer workplaces are created when workers of two or more employers are working at the same location.</p> <p>In this type of workplace workers of one employer do not actually have to come into contact with the workers of the other employer. They do not even have to be in the same place at the same time. What is important is whether or not the workers' activities could affect the health and safety of another employer's workers. This is true even if the workers on the workplace are workers of the Town of Smithers and a contractor.</p> <p>Short term visits by couriers, inspectors, suppliers etc. are not regarded as workers at the workplace.</p>
Notice of Project	The Notice of Construction Project given by the Prime Contractor, or Owner, to the WorkSafeBC as defined in and required by Section 20.2 (2) and (3) of the WorkSafeBC OHS Regulation.
Prime Contractor	In relation to a multiple-employer municipal workplace, the contractor, employer or other person who enters into a written agreement with the Town of Smithers to be the Prime Contractor.

Qualified Coordinator Applies where a Prime Contractor has been designated. On a construction workplace, means the person appointed by a Prime Contractor to coordinate occupational health and safety activities within the workplace.

Qualified Person Applies to every contractor hired whether it is a single employer workplace or a multi-employer workplace. On a construction workplace, means a person designated by a contractor (other than the Prime Contractor) to be responsible for that employer's health and safety activities and responsibilities.

Single Employer Workplace A defined area in which there are workers of only one employer

Workplace Safety Coordinator Applies where a Prime Contractor has not been designated.

The person designated by the Town of Smithers to coordinate workplace safety on multiple employer workplaces if there is no Prime Contractor, and to receive/review a contractor's safety program, records, documentation and safety performance.

Workers' Compensation Amendment Act WorkSafe BC Includes all successor legislation.

Also referred to as the Workers' Compensation Board

WorkSafeBC Regulation Includes all successor legislation.

OVERVIEW OF REGULATION

Responsibility of Owner

On October 1, 1999, the Workers Compensation Amendment Act (Bill 14) came into effect. Part 3 of the WC Amendment Act includes responsibilities for owners and contractors on multiple employer workplaces. Part 20 of the WorkSafeBC OHS Regulation also applies and includes responsibilities for construction workplaces.

The WC Amendment Act requires the Town of Smithers, as owner of the workplace, to:

- Maintain the workplace in a safe manner
- Give any other employers on the workplace all information about the workplace hazards
- Give other employers on the workplace the information they need to eliminate or control those hazards.

The WC Amendment Act also sets out the responsibilities when the Town of Smithers has more than one outside employer at its workplace. On multi-employer workplaces there is a responsibility to coordinate activities of the employers, workers, and other persons at the workplace. There is also a responsibility to establish and maintain a system or process to ensure that everyone at the workplace complies with the WorkSafeBC OHS Regulation.

Coordination - Overview

The Town of Smithers can decide to coordinate safety activities at a multiple employer workplace or to designate this responsibility, in writing, to a Prime Contractor to perform the duties of coordination.

Construction Workplaces

If there is no Prime Contractor, and there are more than 5 workers, in total, at the workplace, the Town of Smithers must designate a Workplace Safety Coordinator to coordinate workplace safety. (NOTE: It does not matter who employs the workers.)

The Workplace Safety Coordinator is responsible for submitting the Notice of Project to the Workers' Compensation Board where a Notice of Project is required. (See WorkSafeBC OHS Regulation 20.2 for the general requirements of a Notice of Project.)

On a multiple employer workplace:

The Workplace Safety Coordinator must also:

- Ensure that all of the workers at the workplace are aware of any pre-existing hazards on the workplace
- Identify any hazards on the workplace that are created by the work
- Have a workplace drawing that shows where all employers are working, where first aid is located, emergency transportation system for injured workers, and evacuation marshaling points
- Have written procedures outlining safe work procedures to be followed by all workers at the workplace

If the Town of Smithers designates a Prime Contractor for the construction workplace it must be in writing. The Town of Smithers must inform the Prime Contractor of pre-existing hazards.

The Prime Contractor must designate a Qualified Coordinator. The Prime Contractor's Qualified Coordinator must:

- Ensure that all workers at the workplace are informed of pre-existing workplace hazards, and of any hazards on the workplace that are created by the work
- Ensure there are written procedures for safe work practices to be followed at the workplace
- Ensure that the hazards are addressed throughout the duration of the work activity
- Have a workplace drawing showing where all employers at the workplace are working, where first aid is located, emergency transportation system for injured workers, and evacuation marshaling points

Non-construction Workplaces

The Town of Smithers must act as the Prime Contractor on a single employer workplace where workers of another employer are employed, and where a Prime Contractor has not been designated in writing.

In this situation the Town of Smithers must:

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- Ensure that occupational health and safety activities are coordinated at multiple employer workplaces
- Establish and maintain a system to ensure compliance with the Workers Compensation Amendment Act, and the WorkSafeBC OHS Regulation.
- Ensure that the names of the persons who will supervise workers at the workplace have been forwarded to the Town of Smithers.

If the Town of Smithers has designated a Prime Contractor in writing at non-construction workplaces there is a responsibility to:

- Give the Prime Contractor at the workplace any available information that is necessary to identify, eliminate or control hazards at the workplace.

RESPONSIBILITIES

The Town of Smithers is responsible to determine whether a workplace includes the workers of other employers and whether this is a multiple employer workplace or a single employer workplace. The Town of Smithers is also responsible for determining if the workplace is a construction workplace as outlined in the definition section.

Note: For ease of reading, the rest of the responsibilities will be separated into the following three categories:

1. Single Employer Workplace
2. Multiple Employer Workplace with a Prime Contractor
3. Multiple Employer Workplace without a Prime Contractor

Responsibilities: Single Employer Workplace

The Town of Smithers:

The Town of Smithers is responsible to ensure that the contractor at the workplace is aware of all pre-existing workplace hazards and has the information on how to eliminate or control the hazards.

On a construction workplace, if the work requires a Notice of Project. The Town of Smithers must submit the Notice of Project to the WorkSafeBC or ensure that the **Prime Contractor** does so.

Workplace Safety Coordinator:

The Town of Smithers Project Manager is responsible to:

- Determine the boundaries of the workplace, and to ensure that only workers of one employer perform duties within those boundaries
- Ensure all relevant information on workplace hazards is provided to the employer
- Decide whether the contractor should be designated, in writing, as a Prime Contractor and to designate the Prime Contractor

Contractor

Note: Applies to a contractor to the Town of Smithers and to service providers such as BC Hydro or gas distribution companies.

The contractor is responsible for:

- Obtaining information on workplace hazards from the Town of Smithers and informing its workers at the workplace
- Ensuring compliance with the Workers Compensation Amendment Act and the WorkSafeBC OHS Regulation.

If designated as the Prime Contractor, the contractor is responsible to:

- Ensure that all workers at the workplace, as well as its own workers, are aware of the pre-existing workplace hazards
- Ensure that all work is performed without unnecessary risk and in compliance with the Workers Compensation Amendment Act and the WorkSafeBC OHS Regulation

Town of Smithers Supervisors

Supervisors must:

- Ensure that all workers know that a single employer workplace has been designated
- Ensure they do not assign duties, which take the Town of Smithers workers into the single employer workplace
- Contact the Town of Smithers Project Manager if any worker reports that they must enter the single employer workplace to do their job to determine if the work should go ahead

Town of Smithers Workers

All workers are responsible to ensure that their duties do not take them into the single employer workplace. If they must enter the workplace, they must inform their supervisor.

Responsibilities: Multiple Employer Workplace Without Prime Contractor

Town of Smithers

The Town of Smithers is responsible to:

- Designate the Project Manager to be responsible for coordinating workplace safety
- Ensure that all health and safety activities are coordinated
- Ensure that all employers comply with the Workers Compensation Amendment Act and the WorkSafeBC OHS Regulation

Workplace Safety Coordinator

The Town of Smithers Project Manager must ensure that:

- All employers on the workplace are aware of pre-existing workplace hazards
- Workplace safety meetings are held and documented
- All occupational health and safety activities are co-ordinated

If the workplace is a construction workplace and a Notice of Project is required the Town of Smithers Project Manager is responsible to ensure that the Notice of Project is submitted to the Workers' Compensation Board.

On construction workplaces, the Town of Smithers Project Manager must:

- Have the written procedures to protect the health and safety of all workers on the workplace
- Maintain a workplace map that shows where all employers are working, occupational first aid is located, emergency transportation system, and evacuation marshalling points are located

Contractors

Contractors are responsible to:

- Comply with their contracted safety requirements and the directives of the Town of Smithers Project Manager regarding coordination of activities

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- Inform the Town of Smithers Project Manager of the name of the individual who supervises their workers
- Give the Town of Smithers Project Manager the name of a Qualified Person who is responsible for their health and safety activities

Supervisors

All supervisors are responsible to check with the Town of Smithers Project Manager to ensure that the duties that they are assigning do not cause hazards for the workers of other employers on the workplace.

Workers

All workers are responsible to follow safe work procedures and to alert their supervisor if the duties that they are performing may create a hazard to other workers.

Responsibilities: Multiple Employer Workplace with a Prime Contractor

The Town of Smithers

The Town of Smithers is responsible to identify workplace hazards for the Prime Contractor and to give the Prime Contractor information on how to eliminate or control the workplace hazards.

Workplace Safety Coordinator

The Town of Smithers Project Manager is responsible for designating a Prime Contractor, based on the complexity and risk of the work being performed.

If a Prime Contractor is designated, the Town of Smithers Project Manager is responsible to inform all other employers of the designation of Prime Contractor.

Prime Contractor

The Prime Contractor must ensure that:

- All occupational health and safety activities are coordinated
- All employers on the workplace comply with the Workers Compensation Amendment Act, and the WorkSafeBC OHS Regulation, and
- If the workplace is a construction workplace with a combined workforce of

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more than 5 workers, identify a qualified coordinator, who must coordinate health and safety activities on the workplace

Prime Contractor's Qualified Coordinator on Construction Workplaces

The qualified coordinator must:

- Ensure that all employers on the workplace are aware of pre-existing workplace hazards
- Ensure that workplace safety meetings are held and documented
- Coordinate all health and safety activities
- Complete a Notice of Project and submit it to the Workers' Compensation Board
- Maintain a workplace map that shows where various employers are working, where first aid is located, the emergency transportation system for injured workers, and the evacuation marshalling points
- Have the written procedures to protect the health and safety of the workers on the workplace, ensuring that the hazards are addressed throughout the duration of the work activity

Other Contractors

Other contractors are responsible to deliver to the Prime Contractor's Qualified Coordinator the name of the person who supervises their workers.

On a construction workplace, the contractors must designate a Qualified Person to be responsible for that contractor's health and safety activities. That contractor must give the name of this Qualified Person to the Prime Contractor.

The Town of Smithers Supervisors

Supervisors are responsible to:

- Be knowledgeable of the Prime Contractor's safety program and the measures in place to eliminate or control workplace hazards
- Ensure that all Town of Smithers workers comply with this safety program
- Remove workers under their control from any danger and notify the Town of Smithers Project Manager

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Town of Smithers Workers

Workers must comply with the workplace safety program of the designated Prime Contractor.

PROGRAM DETAILS

This program is designed to help ensure that when contractors are working at a Town of Smithers workplace, the work is performed safely and there is no unnecessary increase in liability for the Town of Smithers as a result of their actions.

Situation Identification

There are two types of situations where workers of another employer are performing duties at a Town of Smithers workplace.

The first of these, and most difficult for the organization to control, are workers who are not performing contract work for the Town of Smithers. They may include the workers of a utility company, a government agency or Service Company. The typical example might be workers of a gas utility company who have set up traffic control to do repair work on the gas distribution system. They are at a workplace, and the Town of Smithers workers may be working on the same workplace.

It is the responsibility of the Town of Smithers to ensure that the workplace is safe and that all workers, including contractors and their employees, are aware of the workplace hazards of which the organization has knowledge as owners of the workplace. As long as there are no interactions, or overlap between workplaces that would create hazards for the workers of the contractor or for the workers of the Town of Smithers there is no further action required.

The second situation is one that the organization is most familiar with. This is a situation where a contractor has come onto a workplace to perform work for the Town of Smithers. In this situation, there is still the responsibility to ensure that the workplace is safe, and that the contractor is aware of pre-existing hazards. The organization must determine if this is a single employer workplace or a multiple employer workplace, and to decide whether or not there should be a Prime Contractor.

Pre-contract Hazard Assessment

Contractors must be made aware of all of the pre-existing workplace hazards that may affect their workers. Often this seems like common sense, but lack of documentation of the process of identifying workplace hazards can create problems.

A workplace hazard identification must be completed prior to putting a project out to tender. This will be performed by the Town of Smithers Project Manager.

Hazard identification should include, but not be limited to:

- workplace access difficulties
- confined spaces
- chemical exposures
- excavations
- work at heights
- lockout
- electrical hazards
- asbestos
- temperature extremes
- noise
- workplace hazardous materials
- traffic

Any other workplace hazards must also be identified.

Providing methods to eliminate or control workplace hazards will include providing the contractor with the Town of Smithers safety program and procedures. If the contractor is going to do work that is not covered by the safety program, it is important that once the hazards are identified, the contractor provides the written procedures for the work.

Day Labour

On occasion, a contractor will come onto a workplace and will perform work without subcontractors, in co-operation with workers of the Town of Smithers. In the past there have even been some situations where workers of the Town of Smithers supervised the contract workers. In other cases a supervisor has been hired on contract to oversee the activities of the contractor. In both these situations, the Town of Smithers accepts a significant amount of liability.

As a result of amendments to the WorkSafeBC OHS Regulation, it is very important to determine whether or not these contractors should be designated as Prime Contractors. If they are not designated as Prime Contractors, the Town of Smithers may be liable for violations of the WorkSafeBC OHS Regulation by the contractors. Even if they are designated as Prime Contractors, supervision of the contract workers by a Town of Smithers supervisor can make the Town of Smithers liable for any violation of the WorkSafeBC OHS Regulation.

It is the policy of the Town of Smithers that all day labour contracts will be reviewed by the Town of Smithers Project Manager to determine how they will be supervised.

Multiple Employer Workplaces

Multiple employer workplaces are created when the workers of two or more employers are working at the same location. They do not have to both be working all of the time.

If they are both at the workplace and the activities of either employer can affect the health and safety of workers of the other employer, then the workplace becomes a multiple employer workplace. This is true even if the workers on the workplace are workers of the contractor and the Town of Smithers.

When the Town of Smithers has contractors on a multiple employer workplace, there is a requirement for coordination of activities.

This coordination role can be fulfilled by the Town of Smithers Project Manager, or it can be delegated to a contractor, who is designated as Prime Contractor in writing.

Contractors must give the Town of Smithers Project Manager or the Prime Contractor the names of the individuals who will be supervising their workers.

On a construction workplace, contractors must also give the name of the Qualified Person who will be responsible for their health and safety program.

Prime Contractor Designation

In the past contracted work was much simpler than it is today. A project was developed and put out to bid. The successful bidder hired other contractors. These contractors were subcontractors to the successful bidder. In these cases the successful bidder was usually referred to as the “Principal” or “Prime Contractor”.

As a result of amendments to the Workers Compensation Amendment Act and the WorkSafeBC OHS Regulation, it is now very important that the Town of Smithers carefully decides whether to designate a contractor in writing as the Prime Contractor. The decision on whether to designate a Prime Contractor rests with the Town of Smithers Project Manager, who will maintain a corporate policy on the issue.

The responsibility for coordination of activities at the workplace, and for ensuring compliance with the Workers Compensation Amendment Act and the WorkSafeBC OHS Regulation will rest with the Prime Contractor. Typical contract language to designate a Prime Contractor is in Appendix “C”.

It is also very important that these contractors are made aware of all of the pre-existing workplace hazards that might put their workers at risk. They must also

be given the information that they need on how to eliminate or control those hazards.

The Town of Smithers may decide, at any time, to appoint a Prime Contractor on a single employer workplace. The Town of Smithers can also appoint one contractor to be the Prime Contractor on a multiple employer workplace.

If the Town of Smithers appoints a Prime Contractor the affected contractor(s) will be given written notice.

Workplace Safety Requirements of the Prime Contractor

The Prime Contractor has the responsibility to:

- Ensure work is done in a safe manner that complies with all regulatory requirements
- Direct and coordinate the work activities related to the health and safety of all contractors and any other workers on the workplace
- Have a supervisor readily available at the workplace. This supervisor will have the necessary skills, qualifications and experience to coordinate the health and safety activities of the workers
- Obtain from the organization written information on hazards and conditions and the methods to address the hazards and conditions and will circulate this information
- Ensure first aid facilities are provided and maintained on the workplace in accordance with Part 33 of the WorkSafeBC OHS Regulation
- Take all reasonable steps to ensure that the occupational health and safety activities of all Contractors and their workers comply with the WorkSafeBC OHS Regulation
- Immediately give the Town of Smithers Project Manager the name of any contractor who does not co-operate, assist or do what the qualified coordinator requires regarding coordination of health and safety activities within the workplace

Workplace Safety Requirements of All Contractors

Prior to starting any work at the workplace, the Contractor must:

- Have its own Safety Program

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- Ensure the safety program meets the requirements of Part 3 of the Workers' Compensation Act and Part 3 of the WorkSafeBC OHS Regulation

At non-construction workplaces, the Contractor will:

- Ensure there is a supervisor at the workplace who has the necessary skills and experience to run the Contractor's Safety Program
- At the start of work, the Contractor will provide the Town of Smithers Project Manager, in writing, the names of all supervisors
- The Town of Smithers Project Manager or Prime Contractor, must be immediately informed of any changes

At construction workplaces, the Contractor will

- Ensure there is a Qualified Person present who has the necessary skills and experience to run the Contractor's Safety Program
- At the start of work, the Contractor will provide the Town of Smithers Project Manager or the Prime Contractor, in writing the name of the Qualified Person
- The Town of Smithers Project Manager or Prime Contractor, must be immediately informed of any changes

The Contractor must:

- Ensure that a Joint Health and Safety (JHS) Committee is formed for the workplace if required by the Workers Compensation Amendment Act, and that the activities of the JHS Committee meet the requirements of the Workers Compensation Act.
- Advise the Town of Smithers Project Manager or the Prime Contractor, of any accidents or incidents at the workplace that must be reported to the Workers' Compensation Board.
- Inform all persons working on the workplace of the health and safety requirements at the workplace.

At all times the contractor will ensure that its workers and subcontractors, and all other workers coming onto the workplace will:

- Comply with the Workers Compensation Amendment Act and the WorkSafeBC OHS Regulation.

- Comply with the contractor's safety program
- Comply with the Town of Smithers Project Manager's (or Prime Contractor's) safety requirements for the work activities within the workplace
- Provide occupational health and safety records and documentation to the Town of Smithers Project Manager or Prime Contractor
- Follow the directions of the Town of Smithers Project Manager or the Prime Contractor on all matters relating to occupational health and safety
- Inform the Town of Smithers Project Manager or the Prime Contractor of any information that they require to coordinate each employer's work activities within the workplace

Additional Requirements for Construction Workplaces

(Required by WorkSafeBC OHS Regulation Part 20)

At construction workplaces the Prime Contractor will:

- Notify the Workers' Compensation Board by a Notice of Project that it is the Prime Contractor
- Have a qualified coordinator readily available at the workplace. This qualified coordinator will have the necessary skills, qualifications and experience to coordinate the occupational health and safety activities of every employer

Before the work begins, the Prime Contractor will provide the Town of Smithers Project Manager with the following information:

- A copy of the Notice of Project (for construction projects)
- Written confirmation that the Prime Contractor's safety program is in place
- The name of the qualified coordinator
- Any changes of appointment

For construction projects, the Prime Contractor will post a copy of the Notice of Project in prominent locations within the workplace to ensure that all employers know that, as Prime Contractor, it has responsibility for coordinating the work activities related to occupational health and safety matters of all contractors.

Prime Contractor's Health and Safety Records

The Prime Contractor must:

- Maintain all occupational health and safety documentation at one location at or near the workplace and make these documents available to the Town of Smithers Project Manager. (A listing of the required documents is given at Appendix B)
- Ensure that its Qualified Coordinator collects records of all JHS Committee proceedings at the workplace and distributes them to other qualified persons working within the workplace and to the WorkSafeBC.
- In the event of an accident that requires notification to the Workers' Compensation Board, at the same time, notify the Town of Smithers Project Manager about the accident
- If requested, provide information on the progress of the investigation and coordinate all responses to requests for information with the Town of Smithers

Workplace Safety Coordinator

The Town of Smithers Project Manager:

If a Prime Contractor is appointed, the Town of Smithers Project Manager will be the Town of Smithers workplace representative and have duties and responsibilities that include but are not limited to the following:

- To ensure all contractors are informed of appointment of the Prime Contractor
- To inform the Prime Contractor that they must be copied in all communications
- To monitor the Prime Contractor's compliance with the safety requirements of the contract
- To ensure that the Town of Smithers workers do not direct or supervise any contractor's workers on the workplace
- To receive and/or distribute all necessary documentation
- To ensure that all pre-existing hazards of the workplace and procedures for addressing the hazards are conveyed to the Prime Contractor

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If there is no designated Prime Contractor on a multiple employer workplace the responsibility to coordinate the activities of all employers at the workplace lies with the Town of Smithers Project Manager.

The Town of Smithers Project Manager will also watch for situations where the work of one contractor or a worker of the Town of Smithers could cause a hazard to the workers of another contractor. It is the Town of Smithers Project Manager's responsibility to ensure that these situations are controlled.

At construction workplaces, this includes maintaining the location of first aid and evacuation marshalling points. It also includes maintaining the written procedures that will be used to ensure the safety of workers on the workplace.

The Town of Smithers Project Manager will ensure that contractors coming onto the workplace bring with them their written procedures. If the contractors do not bring written procedures, the Town of Smithers Project Manager must develop those procedures.

TRAINING REQUIREMENTS

Goal

To ensure that no workers will be put at risk, and no liability will accrue to the organization as a result of workers of another employer performing duties on a workplace owned by the organization.

Objectives

As a result of this training, workers and supervisors will:

- Understand the organization's policy on contractor coordination
- Understand the difference between a single employer workplace and a multiple employer workplace
- Know what their responsibilities are, and understand the responsibilities of other people
- Understand the components of the pre-job hazard assessment
- Understand the requirements for coordination and supervision on day labor jobs

Summary of Training

- Why workplace safety coordination is necessary
- The responsibilities for workplace safety coordination
- How to determine if workplace coordination is required
- The effects of the Workers' Compensation Amendment Act on contractor coordination
- The definitions used in the contractor coordination program
- When to designate a Prime Contractor
- The differences between construction workplaces and other workplaces for contractor coordination
- Typical hazards that must be addressed

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- How to perform pre-job hazard assessment
- Definitions and concerns on day labour jobs
- How to complete forms and documentation
- Correct responses to typical situations

PROGRAM MAINTENANCE

Annual review of this program will focus on the number of situations when other employers were on the organization's workplace, and whether any liability accrued to the organization as a result.

DOCUMENTATION

The documentation for this program includes:

- Contract template that includes language concerning Prime Contractor
- Safety program with names or positions of those responsible for coordination
- Pre-job hazard assessments
- Completed reviews of contractor safety programs
- Documentation of discussions with contractors regarding supervision

APPENDICES

Appendix A - Overview of Occupational Health and Safety Program Content

WorkSafeBC OHS Regulation 3.3 defines the contents of an Occupational Health and Safety Program. The program must include the following:

- Policy
- Inspection of Premises and Work Practices
- Written Instructions to Supplement the WorkSafeBC OHS Regulation
- Management meetings
- Investigation of Accidents
- Maintenance of records and statistics
- Joint Occupational Health and Safety Committee
- Instruction and Supervision of Workers
- Occupational First Aid Services and Equipment
- Workplace Hazardous Materials Information System

Policy

The policy must define the employer's aims and clearly state the responsibilities of the employer, managers, supervisors and workers.

Inspection of Premises and Work Practices

Direction must be given for the provision regular inspection of the premises, equipment, work methods and work practices, including specific instruction that states the intent of inspections, who is to inspect, what is to be inspected, inspection frequency and who conducts the inspection.

Written Instructions

There must be appropriate written instructions to supplement the WorkSafeBC's Occupational Health and Safety Regulation and copies of the instructions must be made available for reference by all employees.

Management Meetings

Provision must be made for holding regular meetings for the purpose of reviewing health and safety activities and accident trends, and to determine necessary courses of action.

Investigation of Accidents

There must be direction for the prompt investigation of accidents. The instructions must state what to report to the WorkSafeBC, which accidents to investigate, who is to investigate, the intent of the investigation, and the content, distribution and follow-up of reports.

Maintenance of Records and Statistics

Instruction must be given to maintain records and statistics that include reports of inspections and accident investigations. Provision must be made for making this information available to the JHS Committee, an officer of the WorkSafeBC, the union representing the workers or where there is no union, workers at the place of employment.

Joint Occupational Health & Safety Committee

Provisions must be made for the establishment and maintenance of a committee. The instructions must state committee membership, function and detailed duties.

Instruction and Supervision of Workers

Provision must be made for instruction and supervision of workers in the safe performance of their work. Of particular importance is new worker orientation, regular safety talks, addressing specific job/task hazards at all levels and ensuring supervisors are knowledgeable of their health and safety duties and responsibilities.

Occupational First Aid Services and Equipment

Written instruction must be provided that direct the occupational first aid services and equipment to be provided, requires a treatment record book to be maintained, and that states how to summon a first aid attendant and how to report injuries.

Workplace Hazardous Materials Information System

There must be written instructions that assign responsibility for the program, provide direction on maintaining material safety data sheets and labels, and detail the education and training to be provided.

Appendix B - Records to be Maintained and Available

The documents required to be maintained and available by the Prime Contractor will include, but will not be limited to:

- The Prime Contractor's safety program
- All notices which the Prime Contractor is required to provide to the Workers' Compensation Board by the WorkSafeBC OHS Regulation
- Any written summary of remedial actions taken to reduce occupational health and safety hazards within the area of responsibility
- All directives and inspection reports issued by the Workers' Compensation Board
- Reports on incidents and accidents occurring within the Prime Contractor's area of responsibility for which notification to the Worker's Compensation Board is required
- Records of all safety meetings held between contractors and their workers
- Records of workplace health and safety orientation
- Written evidence of inspections within the workplace
- Occupational first aid records
- Worker training records

Appendix C - Contract Language for Hiring Municipal Contractors

The following checklist should be used when designing contract language that outlines the responsibilities of Prime Contractors and other contractors on the organization's workplaces:

1. The contractor should be required to perform the services to a standard acceptable to the Municipality.
2. If a notice of project is required, the contractor should be required to send it to the Workers Compensation Board.
3. The contractor should be required to ensure compliance with the WorkSafeBC OHS Regulation and WC Amendment Act.
4. The contract should note that any failure to meet the safety requirements of the contract would result in cancellation of the contract.
5. The contractor must be required to have in place a written safety program and written safe work procedures specific to the work being performed.
6. There should be a requirement that the safety program and all written safe work procedures are available at the workplace prior to the commencement of the work.
7. The contractor must be a registered firm with the WorkSafeBC.
8. The contract should require that the contractor provide occupational first aid services.
9. If a contractor is designated Prime Contractor, the workplace safety requirements for the Prime Contractor from this program should be part of the contract.
10. If a contractor is designated Prime Contractor, the requirements for the designated qualified safety coordinator, from this program, should be part of the contract.
11. There should be a requirement that the contractor have toolbox safety meetings at least weekly and formal safety meetings monthly, with minutes forwarded to the Corporation.

Appendix D - Review of Contractor Safety Program

Date _____ Contractor _____

Reviewed by: _____ Job Title _____

To comply with WorkSafeBC OHS Regulation the following elements of a basic Contractor's Safety Program **must be present** and functioning:

- Policy statement
- Inspection of premises
- Supplementary instructions
- Management meetings
- Investigation of accidents
- Records and statistics
- Joint Occupational Health & Safety Committee
- Instruction and supervision of workers
- First Aid
- WHMIS

Confirmation of elements

Element	Confirmed
Policy The policy clearly states the employer's aims and the responsibilities of the employer, managers, supervisors and workers.	<input type="checkbox"/> present
Inspection of Premises Provision for Regular inspection of the premises, equipment, work methods and work practices, including specific instruction that states the intent of inspections, who is to inspect, what is to be inspected and inspection frequency	<input type="checkbox"/> present
Written Instructions Appropriate written instructions to supplement the WorkSafeBC Occupational Health and Safety Regulation. Copies of the instructions must be made available for reference by all employees.	<input type="checkbox"/> present

Contractor Coordination Program

Element	Confirmed
<p>Management Meetings Provision for holding periodic meetings for the purpose of reviewing health and safety activities and accident trends, and for determining necessary action.</p>	<input type="checkbox"/> present
<p>Investigation of Accidents Provision for the prompt investigation of accidents including what to report to the WorkSafeBC, which accidents to investigate, the intent of the investigation, and the content, distribution and follow-up of reports.</p>	<input type="checkbox"/> present
<p>Records and Statistics Instruction is given to maintain records and statistics that include reports of inspections and accident investigations, and making this information available to the Joint Health and Safety Committee and workers.</p>	<input type="checkbox"/> present
<p>Joint Health & Safety Committee Provisions is made for establishing and maintaining a committee including membership, function and detailed duties</p>	<input type="checkbox"/> present
<p>Instruction of Workers Provision is made for instruction and supervision of workers in the safe performance of their work.</p>	<input type="checkbox"/> present
<p>Occupational First Aid Services and Equipment Written instructions directing the services and equipment to be provided, the maintenance of a treatment record book, the procedure to follow to summon a first aid attendant and the reporting of injuries.</p>	<input type="checkbox"/> present
<p>Workplace Hazardous Materials Information System Written instructions that assign responsibility for the program, provide direction on maintaining material safety data sheets and labels, and detail the education and training.</p>	<input type="checkbox"/> present

Notes/Follow-up _____

Appendix E - Confirmation of Responsibilities

Discussion with Contractor Supervisor/Coordinator

Date _____ Meeting Location _____

Contractor _____

Contractor Representative _____ Title _____

Town Representative _____ Title _____

Acknowledges the appointment	<input type="checkbox"/> yes <input type="checkbox"/> no
Understands that in any conflict of directions, WorkSafeBC OHS Regulation and/or the Act shall prevail	<input type="checkbox"/> yes <input type="checkbox"/> no
Understands and will direct that all supervisors/coordinators must immediately report any apparent conflict as described above	<input type="checkbox"/> yes <input type="checkbox"/> no
The supervisor shall immediately notify the Town of Smithers of any reported conflict.	<input type="checkbox"/> yes <input type="checkbox"/> no
Has requested and received information to eliminate or control hazards to the health and safety of persons at the workplace	<input type="checkbox"/> yes <input type="checkbox"/> no
Has conducted an inspection of the workplace to verify the presence of any hazards	<input type="checkbox"/> yes <input type="checkbox"/> no
Will communicate hazards to any persons who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards	<input type="checkbox"/> yes <input type="checkbox"/> no
Accepts that written documentation (e.g. notes, records, inspections, meetings etc.) on all health and safety issues must be available upon request to the Town of Smithers and/or to a Board officer at the workplace	<input type="checkbox"/> yes <input type="checkbox"/> no
Will confirm that all workers are suitably trained and competent to perform the duties for which they have been assigned	<input type="checkbox"/> yes <input type="checkbox"/> no
Safety orientation of all new workers will be conducted	<input type="checkbox"/> yes <input type="checkbox"/> no
Contractor's written Safety Program has been provided	<input type="checkbox"/> yes <input type="checkbox"/> no
Meetings to exchange any safety issues, concerns, hazards or safety directives will be conducted weekly (or more often if required)	<input type="checkbox"/> yes <input type="checkbox"/> no
Before the commencement of work crews will attend a daily crew safety meeting	<input type="checkbox"/> yes <input type="checkbox"/> no
The supervisor has assessed and will coordinate the first aid requirements	<input type="checkbox"/> yes <input type="checkbox"/> no
Transport of Injured Worker procedure is established	<input type="checkbox"/> yes <input type="checkbox"/> no

Contractor Coordination Program

Notes/Follow-up

Contractor Rep.

Signature

Date

Town of Smithers Rep.

Signature

Date

Appendix F: Hazard Assessment

(See Hazard Identification, Evaluation & Control Program)

Hazard Assessment Checklist			
Company name _____		Address: _____	
Assessment Location _____			
Conducted By:	Name	Position	
	_____	_____	
	_____	_____	
	_____	_____	
Item#	Status	Identified Hazards	Specific Location of Hazard
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Hazard Priority Number (Status)			
#1	Imminent Danger		
#2	Serious		
#3	Minor		
#4	OK		
#5	Not Applicable (N/A)		