

APPENDIX B

CONTRACT LANGUAGE FOR HIRING CONTRACTORS

The following checklist should be used when designing contract language that outlines the responsibilities of Prime Contractors and other contractors on SD43 workplaces:

1. The Contractor should be required to perform the services to a standard acceptable to the SD43.
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 *Workers Compensation Act* and *WCB Occupational Health and Safety Regulation*.
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 WCB. A WCB Clearance Letter should be sought, indicating that the Contractor's WCB account is in good standing.
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 SD43.