



*Learning for a Lifetime*

# CONTRACTOR MANAGEMENT SAFETY MANUAL

## Contents

INTRODUCTION.....	2
1. PURPOSE .....	3
2. POLICY .....	3
2.1 Exception for Short-Term Workplace Visits.....	3
2.2 Relevant Legislations and Regulations.....	3
2.3 Definitions.....	4
3. WHAT TO DO.....	8
3.1 Identify the Contract Situation.....	8
3.2 Identify Hazards Prior To Contract Work.....	8
3.3 Determine Day Labour/Operator and Equipment Contracts .....	9
3.4 Determine Multiple Employer Workplaces.....	9
3.5 Designate a Prime Contractor .....	10
3.6 Establish Workplace Safety Requirements of the Prime Contractor .....	10
3.7 Establish Workplace Safety Requirements of All Contractors .....	10
3.8. Determine Additional Requirements for Construction Workplaces.....	12
3.9. Accumulate the Prime Contractor's Health and Safety Records .....	12
3.10. Establish a SD43 Qualified Coordinator .....	12
4.0 RESPONSIBILITIES CHECKLISTS .....	13
4.1 Single Employer Workplace .....	13
4.2 Multiple Employer Workplace Without Prime Contractor .....	14
4.3 Multiple Employer Workplace With A Prime Contractor .....	15
5.0 FOR MORE INFORMATION .....	16
Appendix A – Pre-Job Safety Meeting Documentation .....	17
Appendix B – Contractor Hazard Assessment Form.....	20
Appendix C – Review of Contractor Safety Program .....	21
Appendix D – Records to Be Maintained and Available .....	23

## **INTRODUCTION**

School District No. 43 (SD43) is committed to providing a safe and healthy work environment for all persons associated with its activities. This includes construction sites or ongoing maintenance work involving contractors.

All personnel must be vigilant to ensure that they are working safely and report any unsafe conditions.

## 1. PURPOSE

To ensure that workers of School District No. 43 (Coquitlam) and other employers who are working at the SD43 workplaces are not placed at risk because of a lack of knowledge of workplace hazards, or a lack of coordination of workplace safety.

This document describes how the SD43 manages the safety of work done by numerous outside contractors. This document describes how SD43 personnel administer the program to ensure that Contractors are able to prevent injury or illness to their employees when they work at the SD43. It provides an overview of what Contractors must do to comply with the program; however, this information is solely to help the SD43 to fulfill its responsibilities and is not intended to guide Contractors.

Requirements and guidance for Contractors are contained in their contracts. Although the SD43 administers the program and performs various tasks to ensure Contractor safety, Contractors are responsible for the safety of their employees and must have their own programs to do so.

This document applies to all SD43 departments that work with Contractors and describes the responsibilities of the organizations that administer and implement the program.

## 2. POLICY

School District No. 43 (Coquitlam) will ensure that all employers and workers at SD43 workplaces are aware of any known pre-existing workplace hazards.

School District No. 43 (Coquitlam) will ensure coordination of safety activities on all multiple employer workplaces or ensure that a Prime Contractor does so.

School District No. 43 (Coquitlam) will ensure compliance, with all regulatory requirements and with the [Workers Compensation Act \(WCA\)](#) and the [BC Occupational Health and Safety Regulation \(OHSR\)](#) at all workplaces within the SD43.

### 2.1 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 (WCA Part 2, Division 4)". In that respect, coordination of activities involving short-term workplace visits as described is not required.

### 2.2 Relevant Legislations and Regulations

Part 2, Division 4- General Duties of Employers, Workers and Others of the *Workers Compensation Act* (ss. 21, 24 and 25) describes the responsibilities of School District No. 43 (Coquitlam) as an employer, responsibilities for owners and Contractors on multiple employer workplaces, and responsibilities of the SD43 as the owner:

Ensure the health and safety of all workers working for the SD43 and any other workers present at the workplace.

- Coordinate activities of the employers, workers, and other persons at the workplace when the SD43 has more than one outside employer at its workplace.
- Establish and maintain a system or process to ensure that everyone at the workplace complies with BC Occupational Health and Safety Regulation (OHSR).

- 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 BC Occupational Health and Safety Regulation (OHSR): *Construction, Excavation and Demolition* sets out specific requirements for Contractors:

- Notice of Project reporting requirements.
- Coordination of multiple employer workplaces
- Appointment and duties of a Qualified Coordinator

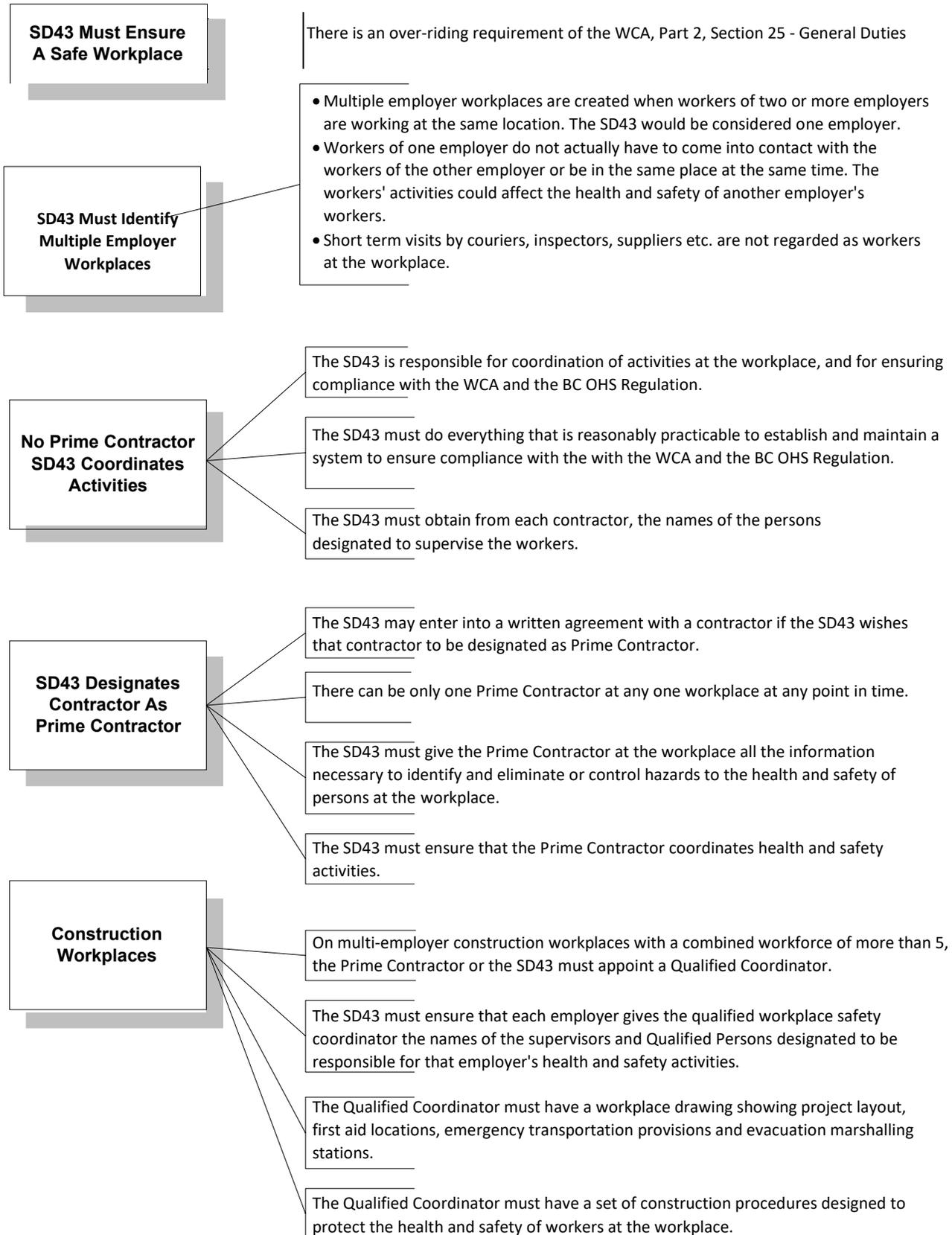
## 2.3 Definitions

(For purposes of this program)

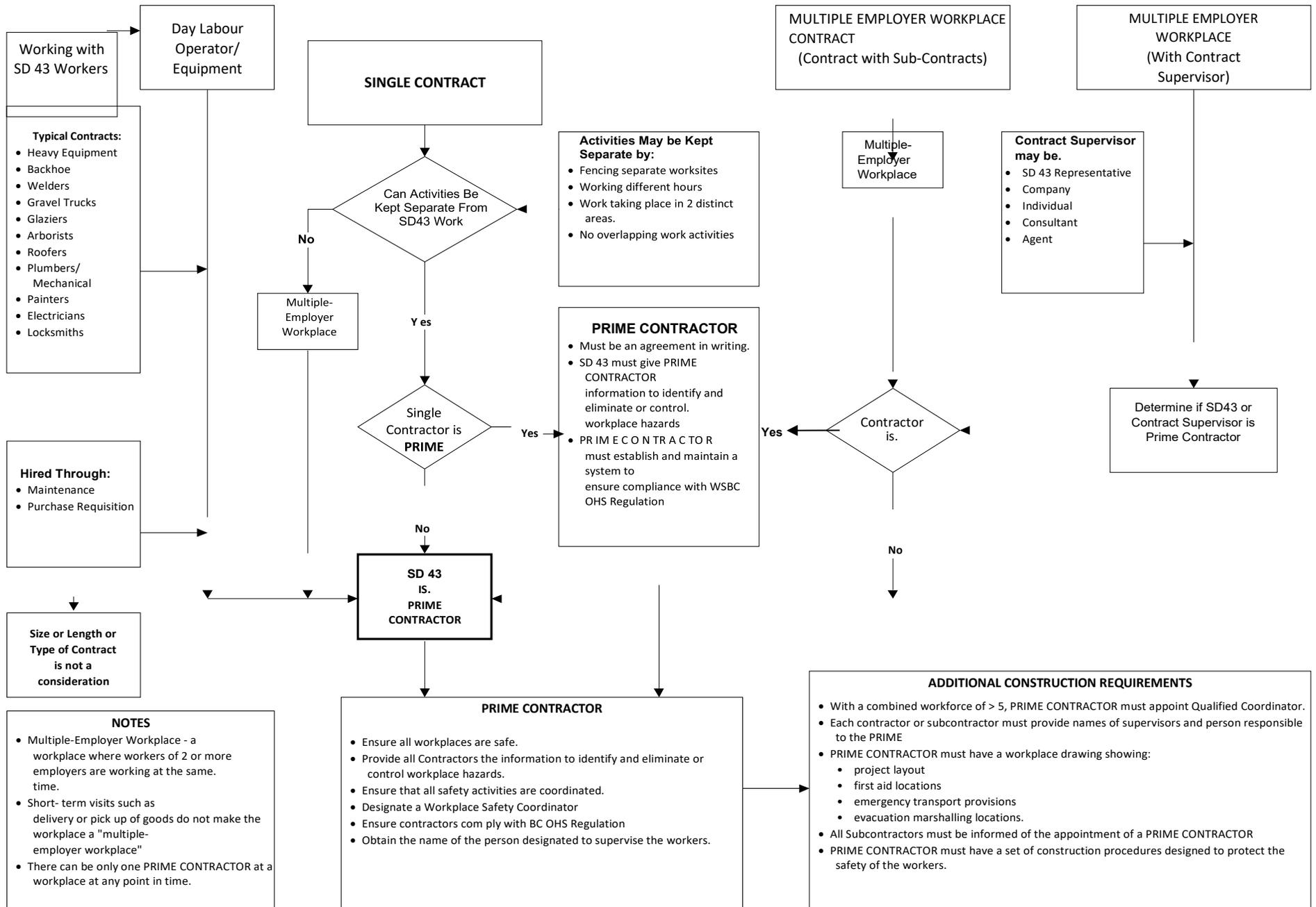
<b>Construction Project</b>	<p>Any erection, alteration, repair, dismantling, demolition, structural or routine maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concreting, the installation of any machinery or any other work deemed to be construction by WorkSafeBC. (BC OHS Regulation Section 20.1)</p> <p>The definition of construction project includes reference to "routine maintenance". Routine maintenance includes activities such as painting or glass replacement that are required as part of owning and operating a building or facility.</p>
<b>Contractor</b>	<p>Includes a contractor, subcontractor, utility company, government agency or a service company providing/assigning workers and/or services/equipment within the workplace.</p>
<b>Contractor Safety Program</b>	<p>A Contractor's Safety Program as required by BC OHS Regulation.</p>
<b>Multiple Employer Workplace</b>	<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.</p> <p>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 SD43 and a Contractor.</p> <p>Short term visits by couriers, inspectors, and suppliers etc. are not regarded as workers at the workplace.</p>
<b>Notice of Project</b>	<p>The Notice of Construction Project given by the Prime Contractor, or Owner, to the Workers' Compensation Board as defined in and required by <i>BC OH&amp;S Regulation Section 20.2 (2) and (3)</i>.</p>

<b>Prime Contractor</b>	In relation to a multiple-employer municipal workplace, the Contractor, employer, or other person who enters into a written agreement with the SD43 to be the Prime Contractor.
<b>Qualified Coordinator</b>	<p>Applies where a Prime Contractor has been designated.</p> <p>On a construction workplace, means the person appointed by a Prime Contractor to coordinate safety activities within the workplace (and adjacent workplaces, if activities affect the safety of others).</p>
<b>Qualified Person</b>	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 coordination of health and safety activities and responsibilities.
<b>Single Employer Workplace</b>	A defined area in which there are workers of only one employer. (No overlap of workplace or work activity.)
<b>SD43 Qualified Coordinator</b>	<p>Applies where a Prime Contractor has <b>not</b> been designated. The person designated by the SD43 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.</p> <p>This is a <b>SD43 representative</b>, typically the Manager of Projects, Capital Projects Coordinator or Supervisor, although other SD43 personnel, consultants or agents can be designated as the SD43 Qualified Coordinator.</p>

**CONTRACTOR SAFETY COORDINATION OVERVIEW**



**CONTRACT SAFETY MANAGEMENT ROAD MAP**



### 3. WHAT TO DO

This program is designed to help ensure that when Contractors are working at a SD43 workplace, the work is performed safely and there is no unnecessary increase in liability for the SD43 as a result of their actions.

The SD43 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 SD43 is also responsible for determining if the workplace is a construction workplace as outlined in the definition section.

The following steps are to be taken to properly manage Contractor safety responsibilities:

- Identify the Contract Situation
- Identify Hazards Prior to Contract Work
- Determine Day Labour Contracts
- Determine Multiple Employer Workplaces
- Designate a Prime Contractor
- Establish Workplace Safety Requirements of the Prime Contractor
- Establish Workplace Safety Requirements of All Contractors
- Determine Additional Requirements for Construction Workplaces
- Accumulate Prime Contractor's Health and Safety Records
- Establish a Qualified Coordinator

#### 3.1 Identify the Contract Situation

There are two types of situations where workers of another employer are performing duties at a SD43 workplace.

The first of these, and most difficult for the organization to control, are workers who are not performing contract work for the SD43. 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 SD43 workers may be working on the same workplace.

It is the responsibility of the SD43 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 SD43 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 SD43, there is no further action required.

The second situation is where a contractor has come onto a workplace to perform work for the SD43. 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 SD43 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.

#### 3.2 Identify Hazards Prior To Contract Work

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. The SD43 representative, Manager of Projects, Capital Project Coordinator or Supervisor will ensure the hazard identification is performed.

Hazard identification should include, but not be limited to:

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

All other workplace hazards must also be identified. The Contract Hazard Identification list in Appendix A may be used as a guide to identifying workplace hazards.

Providing methods to eliminate or control workplace hazards may include providing the Contractor with the SD43 safety program and procedures. If the Contractor is going to do work that is not addressed by either the SD43 safety program or the Contractor safety program, it is important that once the hazards are identified, the Contractor provides the written procedures for the work.

### **3.3 Determine Day Labour/Operator and Equipment Contracts**

On occasion, a Contractor will come onto a workplace and will perform work without sub-contractors, in cooperation with workers of the SD43. In the past there have even been some situations where workers of SD43 supervised the contract workers. In other cases, a supervisor has been hired on contract to oversee the activities of the Contractor. In all these situations, the SD43 accepts a significant amount of liability.

As a result of amendments to the BC 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 SD43 may be liable for violations of the BC OHS Regulation by the Contractors. Even if they are designated as Prime Contractors, supervision of the contract workers by a SD43 supervisor can make the SD43 liable for any violation of the BC OHS Regulation.

It is necessary that the SD43 representative reviews all day labour or operator and equipment contracts to determine how they will be supervised.

Day labour and operator and equipment contracts include: heavy equipment, backhoes, welders, gravel trucks/haulers, arborists, plumbers, painters, electricians, locksmiths, consultants, and non-construction Contractors such as communications contractors and electrical maintenance contractors.

### **3.4 Determine 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 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 SD43.

When the SD43 has Contractors on a multiple employer workplace, there is a requirement for coordination of activities. The SD43 representative, can fulfill this coordination role, or it can be delegated to a Contractor, who is designated as Prime Contractor in writing.

Contractors must give the SD43 representative (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 safety program.

### **3.5 Designate a Prime Contractor**

As a result of amendments to the Workers Compensation Act and the BC OHS Regulation, it is very important that the SD43 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 SD43 representative. The decision is not automatic, as there may be situations where the SD43, as owner, wants to be Prime Contractor.

The responsibility for coordination of activities at the workplace, and for ensuring compliance with the Workers Compensation Act and the BC OHS Regulation will rest with the Prime Contractor. See Appendix B - Contract Language for Hiring Contractors provides guidance for contracts.

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. (See Appendix A3.)

SD43 may decide, at any time, to appoint a Prime Contractor on a single employer workplace and can also appoint one Contractor to be the Prime Contractor on a multiple employer workplace.

If the SD43 appoints a Prime Contractor the affected Contractor(s) will complete the designated Prime Contractor Agreement.

There can be only one Prime Contractor at any one time at a workplace.

### **3.6 Establish 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 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 safety activities of the workers.
- Provide 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 BC OHS Regulation Part 3: Rights and Responsibilities – Occupational First Aid
- Take all reasonable steps to ensure that the safety activities of all Contractors and their workers comply with the BC OHS Regulation.
- Immediately give the SD43 representative the name of any Contractor who does not cooperate, assist, or do what the qualified coordinator requires regarding coordination of safety activities within the workplace.

### **3.7 Establish Workplace Safety Requirements of All Contractors**

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

- Provide a Contractor Safety Program and Project Specific Safety Plan.
- Ensure the safety program meets or exceeds the requirements of *Part 2 of the Workers' Compensation Act* and meet and *Part 3 of the BC OHS Regulation*. See Appendix C - Review of Contractor Safety Program.

At non-construction workplaces, the Contractor will:

- Ensure there is a supervisor at the workplace that has the necessary skills and experience to run the Contractor's Safety Program.
- At the start of work, the Contractor will provide the SD43 representative or Prime Contractor, in writing, the names of all supervisors.
- The SD43 representative 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 SD43 representative or the Prime Contractor, in writing the name of the Qualified Person.
- The SD43 representative or Prime Contractor must be immediately informed of any changes.

The Contractor must:

- Ensure that a Joint Health and Safety Committee (JHSC) is formed for the workplace, if required by WorkSafeBC OHS Regulation, and that the activities of the JHS Committee meet the legislated requirements.
- Advise the SD43 representative or the Prime Contractor, of any accidents or incidents at the workplace that must be reported to WorkSafeBC.
- Inform all persons working on the workplace of the safety requirements at the workplace.
- At all times, the Contractor will ensure that its workers and Sub-contractors, and all other workers coming onto the workplace will:
  - i. Comply with the Workers Compensation Act and the BC OHS Regulation.
  - ii. Comply with the Contractor's safety program.
  - iii. Comply with the SD43 representative's (or Prime Contractor's) safety requirements for the work activities within the workplace.
  - iv. Provide safety records and documentation to the SD43 representative or Prime Contractor.
  - v. Follow the directions of the SD43 representative or the Prime Contractor on all matters relating to safety.
  - vi. Inform the SD43 representative or the Prime Contractor of any information that they require to coordinate each employer's work activities within the workplace.

### **3.8. Determine Additional Requirements for Construction Workplaces**

(Required by BC OHS Regulation Part 20)

At construction workplaces the Prime Contractor will:

- Notify WorkSafeBC by a Notice of Project (NOP) 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 safety activities of every employer.

Before the work begins, the Prime Contractor will provide the SD43 representative 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 safety matters of all contractors.

### **3.9. Accumulate the Prime Contractor's Health and Safety Records**

The Prime Contractor must:

- Maintain all safety documentation at one location at or near the workplace and make these documents available to the SD43 representative. (A listing of the required documents is given in Appendix D - Records to Be Maintained and Available.)
- 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 WorkSafeBC.
- In the event of an accident that requires notification to WorkSafeBC, at the same time, notify the SD43 representative about the accident.
- If requested, provide information on the progress of the investigation, and coordinate all responses to requests for information with the SD43.

### **3.10. Establish a SD43 Qualified Coordinator**

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 SD43 Qualified Coordinator (SD43 representative, Manager of Projects, Capital Project Coordinator or Supervisor).

- The SD43 Qualified Coordinator will also watch for situations where the work of one Contractor or a worker of the SD43 could cause a hazard to the workers of another Contractor. It is the responsibility of the SD43 Qualified Coordinator 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 SD43 Qualified Coordinator will ensure that Contractors coming onto the workplace

bring with them their written procedures. If the contractors do not bring written procedures, the SD43 Qualified Coordinator must develop those procedures.

If a Prime Contractor is appointed, the SD43 representative will have duties and responsibilities that include but are not limited to the following:

- Ensure all Contractors are informed of appointment of the Prime Contractor.
- Inform the Prime Contractor that they must be copied in all communications.
- Monitor the Prime Contractor's compliance with the safety requirements of the contract.
- Ensure that SD43 workers do not direct or supervise any Contractor's workers on the workplace.
- Receive and/or distribute all necessary documentation.
- Ensure that all pre-existing hazards of the workplace are conveyed to the Prime Contractor.

**4.0 RESPONSIBILITIES CHECKLISTS**

**4.1 Single Employer Workplace**

The SD43 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 SD43 must submit the Notice of Project to WorkSafeBC or ensure that the Prime Contractor does so.

	<b>RESPONSIBILITIES</b>
<p><b>SD43 Qualified Coordinator:</b> SD43 representative Manager of Projects Capital Coordinator, or Supervisor</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determines the boundaries of the workplace and ensures that only workers of one employer perform duties within those boundaries.</li> <li><input type="checkbox"/> Ensures all relevant information on workplace hazards is provided to the Contractor.</li> <li><input type="checkbox"/> Decides whether the Contractor should be designated, in writing, as a Prime Contractor and to designate the Prime Contractor.</li> </ul>
<p><b>Contractor:</b> <b>Note:</b> Applies to a Contractor to the SD43 and to service providers such as BC Hydro or gas distribution companies.</p> <p><b>If designated as the Prime Contractor:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtains information on workplace hazards from the SD43 and informing its workers at the workplace.</li> <li><input type="checkbox"/> Ensures compliance with the WCA and OHS Regulation.</li> <li><input type="checkbox"/> Ensures that all workers at the workplace, as well as its own workers, are aware of the pre-existing workplace hazards.</li> <li><input type="checkbox"/> Ensures that all work is performed without unnecessary risk and in compliance with the WCA and OHS Regulation.</li> </ul>

<p><b>SD43 Supervisors:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all workers know that a single employer workplace has been designated.</li> <li><input type="checkbox"/> Ensure they do not assign duties, which take SD43 workers into the single employer workplace.</li> <li><input type="checkbox"/> Contact the SD43 Qualified Coordinator if any worker reports that they must enter the single employer workplace to do their job to determine if the work should go ahead.</li> </ul>
<p><b>SD43 Workers:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that their duties do not take them into the single employer workplace. If they must enter the workplace, they must inform their supervisor.</li> </ul>

**4.2 Multiple Employer Workplace Without Prime Contractor**

SD43 is responsible to designate a SD43 Qualified Coordinator, Manager of Projects, Capital Projects Coordinator or Supervisor to be responsible for coordinating workplace safety and to ensure that all safety activities are coordinated. The SD43 must ensure that all employers comply with the Workers Compensation Act and the WorkSafeBC OHS Regulation.

If the workplace is a construction workplace and a Notice of Project is required, the SD43 representative is responsible to ensure that the Notice of Project is submitted to WorkSafeBC.

	<b>RESPONSIBILITIES</b>
<p><b>SD43 Qualified Coordinator:</b> SD43 representative Manager of Projects, Capital Projects Coordinator or Supervisor</p> <p><b>On construction workplaces:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all employers on the workplace are aware of pre-existing workplace hazards.</li> <li><input type="checkbox"/> Ensure that workplace safety meetings are held and documented.</li> <li><input type="checkbox"/> Ensure that all safety activities are coordinated.</li> <li><input type="checkbox"/> Have the written procedures to protect the safety of all workers on the workplace.</li> <li><input type="checkbox"/> Maintain a workplace map that shows where all employers are working, occupational first aid is located, emergency transportation system, and marshalling points are located.</li> </ul>

<p><b>Contractors:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Comply with their contracted safety requirements and the directives the SD43 Qualified Coordinator regarding coordination of activities.</li> <li><input type="checkbox"/> Inform the SD43 Qualified Coordinator of the name of the individual who supervises their workers.</li> <li><input type="checkbox"/> Give the SD43 Qualified Coordinator the name of a Qualified Person who is responsible for their safety activities.</li> </ul>
<p><b>SD 43 Supervisors: Other Supervisors:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check with the SD43 Qualified Coordinator to ensure that the duties that they are assigning do not cause hazards for the workers of other employers on the workplace.</li> </ul>
<p><b>SD 43 Workers: Other Workers:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All workers must follow safe work procedures and alert their supervisor if the duties that they are performing may create a hazard to other workers.</li> </ul>

**4.3 Multiple Employer Workplace With A Prime Contractor**

The SD43 is responsible to identify pre-existing workplace hazards for the Prime Contractor and to ensure the Prime Contractor has the information on how to eliminate or control the workplace hazards.

	<b>RESPONSIBILITIES</b>
<p>SD43 representative Manager of Projects, Capital Projects Coordinator or Supervisor</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Designate a Prime Contractor, based on the complexity and risk of the work being performed.</li> <li><input type="checkbox"/> If a Prime Contractor is designated, inform all other employers of the designation of Prime Contractor.</li> </ul>
<p><b>Prime Contractor</b></p> <p><b>A construction workplace with a combined workforce of more than 5 workers:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all safety activities are coordinated.</li> <li><input type="checkbox"/> Ensure that all employers on the workplace comply with the WCA and the BC OHS Regulation.</li> <li><input type="checkbox"/> Identify a Qualified Coordinator, who must coordinate safety activities at the workplace</li> </ul>

<p><b>Prime Contractor's Qualified Coordinator on Construction Workplaces</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all employers on the workplace are aware of pre- existing workplace hazards.</li> <li><input type="checkbox"/> Ensure that workplace safety meetings are held and documented.</li> <li><input type="checkbox"/> Coordinate all safety activities.</li> <li><input type="checkbox"/> Complete a Notice of Project and submit it to WorkSafeBC.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Have the written procedures to protect the safety of the workers on the workplace, ensuring that the hazards are addressed throughout the duration of the work activity.</li> </ul>
<p><b>Other Contractors</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide to the Prime Contractor’s Qualified Coordinator the name of the person who supervises their workers.</li> </ul>
<p><b>SD43 Supervisors</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be knowledgeable of the Prime Contractor’s safety program and the measures in place to eliminate or control workplace hazards.</li> <li><input type="checkbox"/> Ensure that all SD43 workers comply with this safety program.</li> <li><input type="checkbox"/> Remove workers under their control from any danger and notify Contractor’s Qualified Coordinator.</li> </ul>
<p><b>SD43 Workers</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Comply with the workplace safety program of the designated Prime Contractor.</li> </ul>

**5.0 FOR MORE INFORMATION**

Workers Compensation Act

WorkSafeBC Occupational Health and Safety Regulation

WorkSafeBC Prevention Manual, Policies and Practices/Procedures Applying to the Occupational Health and Safety Provisions of the Workers Compensation Act.

[WorkSafeBC Guidelines](#)

[WCB Standards](#)

**Appendix A – Pre-Job Safety Meeting Documentation**



**PRE-JOB SAFETY MEETING DOCUMENTATION**

<b>Date</b>  	<b>Project:</b>  <b>Location:</b>  
<b>Meeting Location</b>  	<b>Tender / Contract / PO Number</b>  
<b>Attendance: SD43</b>  SD43 Representative(s): _____  Department/Division: _____  Telephone: _____ Fax: _____ Cellular: _____	<b>Attendance: Contractor / Crew</b>  Contractor/Crew Representative(s): _____  Company Name / Crew: _____  Telephone: _____ Fax: _____ Cellular: _____
<b>Is the Contractor the Prime Contractor for the purposes of the Workers Compensation Act</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Name of Person designated to supervise workers:</b>  _____

**AGENDA**

Subject	Yes	No	NA	Discussion/Comment
<b>JOB REVIEW (Check off items discussed)</b>				
Contractor aware of site conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Composition of workforce (qualifications/experience)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peak manning levels Initially:                      Maximum:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace hazards: Overhead power/telephone lines U/G utilities (water, sewer, gas, cable, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spotter must be made available when excavating around services
<b>DOCUMENT CONTROL (Check off items discussed)</b>				
WorkSafeBC Notice of Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WorkSafeBC Clearance Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certificates of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OHS Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspections/Audits and sign off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worker training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is everyone aware of the Prime Contractor, roles & responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prime contractor shall be responsible for enforcement of safety plan, rules, SWP's, JSA's, for all personnel on site.
Qualified Coordinator/Safety Coordinator identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify who is responsible to drive enforcement of safety on site.
OHS Plan reviewed by employees and sub-contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OHS Act & Regulations on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------------	--------------------------	--------------------------	--------------------------

<b>PRE-JOB SAFETY MEETING DOCUMENTATION</b>				
<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Discussion/Comment</b>
MSDS's available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to provide inventory & copy of each MSDS
Toolbox meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daily pre-start meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirement for additional SWP, JSA and/or control plans for hazardous activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site regulations and requirements (i.e. facilities, parking)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident reporting requirements (including near misses)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SAFETY (Check off items discussed)</b>				
Asbestos materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical products (MSDS's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confined Space Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
De-energization & Lockout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excavation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interaction with Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>EQUIPMENT (Check off items discussed)</b>				
Hard hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Safety footwear (rubber boots)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Protective clothing (rain suits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Dust protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Hand protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Hi-visibility vest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Fall protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Respiratory protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Fire retardant clothing (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Communication available (i.e. telephone, fax, radios)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
<b>FACILITIES (Check off items discussed)</b>				
Office available for contract staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Must be suitable for space for numbers of workforce and to provide shelter/meetings/lunchroom and office.
Toilets available for contract staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Must have adequate number.
Separate hazardous materials storage available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleanliness and tidiness required throughout job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Orderly storage of equipment, flammables, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removal of waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIRE PREVENTION (Check off items discussed)</b>				
Hot work permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Contractor personnel trained to use fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to provide list.



**Appendix B – Contractor Hazard Assessment Form**

	<h2 style="margin: 0;">CONTRACTOR HAZARD ASSESSMENT FORM</h2>		
Name Prime Contractor (Print):		Cell:	
Name of Prime Contractor's Designate:		Cell:	
<p><b>If the workplace is a multiple-employer construction workplace with a combined workforce of more than 5 workers, the Prime Contractor must appoint a Qualified Foreman.</b></p>			
Name of Qualified Foreman (Print):		Cell:	
Description of Work:			
Assessed by:		Assessed by:	
Tender #:		Cell:	
Location:		Date:	
		Owner:	
<p><b>OWNER KNOWN HAZARDS</b></p> <p>Please identify applicable known hazards by placing an "X" in the related boxes. The following list does <b>NOT</b> include all hazards, so please identify any other hazards and comments in the section provided below.</p>			
<input type="checkbox"/>	Asbestos Containing Materials	<input type="checkbox"/>	Mobile equipment
<input type="checkbox"/>	Biohazards	<input type="checkbox"/>	Overhead activities
<input type="checkbox"/>	Confined space	<input type="checkbox"/>	PCBs
<input type="checkbox"/>	Contaminated soil including natural methane	<input type="checkbox"/>	Public access
<input type="checkbox"/>	Excavation work	<input type="checkbox"/>	Risk of violence
<input type="checkbox"/>	Fall protection	<input type="checkbox"/>	Rooftop exhausts
<input type="checkbox"/>	Fugitive emissions	<input type="checkbox"/>	Traffic control
<input type="checkbox"/>	Hazardous materials	<input type="checkbox"/>	
<input type="checkbox"/>	Lockout	<input type="checkbox"/>	
<b>Comments</b>			
<p><b>Please ensure all identified hazards have been controlled and adhere to respective safety legislation. Details must be included in your Contractor Safety Plan.</b></p>			

**Appendix C – Review of Contractor Safety Program**

 <h2 style="margin: 0;">REVIEW OF CONTRACTOR SAFETY PROGRAM</h2>	
<b>Date</b>	<b>Project:</b>  <b>Location:</b>
<b>Contractor:</b>	<b>Job Title:</b>
<b>Reviewed by:</b>	

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

No.	Element	Description	Present
1.0	Policy Statement	- The policy clearly states the employer’s aims and responsibilities of the employer, managers, supervisors, and workers.	<input type="checkbox"/>
2.0	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"/>
3.0	Written Instructions	- Appropriate written instructions to <b>supplement</b> the <i>WorkSafeBC Occupational Health and Safety Regulation</i> . Copies of the instructions must be made available to all employees for reference.	<input type="checkbox"/>
4.0	Management Meetings	- Provision for holding periodic meetings for the purpose of reviewing health and safety activities and accident trends, and for determining necessary action.	<input type="checkbox"/>
5.0	Investigation of Accidents	- Provision for the prompt investigation of accidents including what to report to WorkSafeBC, which accidents to investigate, the intent of the investigation, and the content, distribution and follow-up of reports	<input type="checkbox"/>
6.0	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.	<input type="checkbox"/>
7.0	Joint Health & Safety Committee	- Provision is made for establishing and maintaining a committee including membership, function, and detailed duties.	<input type="checkbox"/>
8.0	Instruction to Workers	- Provision is made for instruction and supervision of workers in the safe performance of their work.	<input type="checkbox"/>
9.0	Occupational First Aid Services and	- Written instructions directing the services and equipment to be provided, the maintenance of a treatment record book,	<input type="checkbox"/>

	Equipment	the procedure to follow to summon a first aid attendant and the reporting of injuries.	
10.0	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.	<input type="checkbox"/>

Comments:

---

---

### **Appendix D – 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 WorkSafeBC by the WorkSafeBC OHS Regulation.
- Any written summary of remedial actions taken to reduce safety hazards within the area of responsibility.
- All directives and inspection reports issued by the WorkSafeBC.
- Reports on incidents and accidents occurring within the Prime Contractor's area of responsibility for which notification to the WorkSafeBC is required.
- Records of all safety meetings held between contractors and their workers.
- Records of workplace safety orientation.
- Written evidence of inspections within the workplace.
- Occupational first aid records.
  - Worker training records.