

<b>Name of Policy:</b>	<b>Contractor Safety Policy</b>	
<b>Policy Number:</b>	<b>CPM-10-91</b> (replaces MPM-10-91)	
<b>Responsibility:</b>	Health, Safety and Environment Department	
<b>Approval:</b>	Chief Executive Officer	
<b>Approval Date:</b>	March 13, 2017	<b>Date of Next Review:</b> March 13, 2020

---

### 1.0 Purpose

The purpose of this policy is to ensure that contractors who are contracted by The Niagara Parks Commission (NPC) take the necessary steps to protect all workers, visitors, the general public and property from any harm during the course of construction. In addition, all work procedures and equipment will be in accordance with the standards established by NPC or the standards established by the Constructor as applicable and in accordance with the Occupational Health and Safety Act (OHSA) and applicable regulations.

NPC shall endeavour to work with all contractors to provide for the health and safety of NPC staff, Contractor's/subcontractor's staff as well as members of the public, including visitors.

A Contractor Safety Program will be established to carry out these requirements.

### 2.0 Scope

This policy is applicable in the following situations:

1. Contracting where work is under the control of NPC as Owner (Service Contract)
2. Contracting where work is under the control of NPC as Constructor for the Construction Project

### 3.0 Definitions

"Competent Person" means a person who,

- a) Is qualified because of knowledge, training and experience to organize the work and its performance,
- b) Is familiar with the Occupational Health and Safety Act and the regulations that apply to the work, and
- c) Has knowledge of any potential or actual danger to health or safety in the workplace.

"Construction" – includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a Project, but does not include any work or undertaking underground in a mine.

“Constructor”-- means a person who undertakes a Project for an Owner and includes an Owner who undertakes all or part of a Project by himself or by more than one employer.

“Contract Authority”- acts on behalf of NPC to coordinate the completion of the project in line with the set scope of work. Has authority for contracting work and/or the performance of such work.

“Contractor”-- any individual or firm engaged by NPC on a contract to perform work. This term applies to all Contractors, all Contractor employees and any sub-contractors hired by the Contractor.

“Designated Substance”-- means a biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled.

“Employee” – a person who is employed by NPC.

“Employer”-- means a person who employs one or more workers or contracts for the services of one or more workers and includes a Contractor or subcontractor who performs work or supplies services and a Contractor or subcontractor who undertakes with an Owner, Constructor, Contractor or subcontractor to perform work or supply services.

“Owner”-- includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an Owner as an agent or delegate.

“Project” -- means a Project, whether public or private, including: (a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, water main, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof; (b) the moving of a building or structure; and (c) any work or undertaking, or any lands or appurtenances used in connection with construction.

“Project Coordinator” – employee of NPC who has been assigned the responsibility of overseeing a Project and representing the interests of the organization.

“Services”-- general term to denote contracted work which does not fall within the definition of Project.

“Supervisor”-- a person who has charge of a workplace or authority over a worker.

“Worker” --means a person who performs work or supplies services for monetary compensation.

### 4.0 Roles and Responsibilities

#### CEO/COO/Senior Management

- Ensure that they provide support for the implementation and delivery of the Contractor Safety Program
- Ensure that any applicable tools, equipment and supplies required for the compliance of this policy are provided

#### Managers/Supervisors

- Ensure that all applicable employees are trained on the Contractor Safety Program
- Ensure that Contractors who will be onsite follow the site specific safety rules
- Notify the Project Coordinator and HSED of any possible infractions immediately for investigation purposes

#### Project Coordinator

- To determine the type of work to be performed and approach required based on the type of work
- If the work is a Project, to determine whether NPC will be contracting the Project to a third party general contractor who will act as “constructor”, or whether NPC will act as the “Constructor” itself
- To ensure that all documentation outlined in this policy and the applicable procedure is sent to the contractor from NPC
- To ensure that the appropriate contracts and any required safety policies and work procedures are received prior to work commencing
- To notify contractor(s)/constructor(s) of any “Designated Substances” involved in the scope of work
- Ensure that the requirements of this policy and program are carried out by the Contractors with respect to contracted work performed under their authority or control.
- Communicate in writing any contravention of this policy to the “Contractor” as part of Performance Monitoring
- Ensure that the post-performance contract evaluation form is completed and signed and sent to Procurement for inclusion in the bid file.
- Ensure that any contracted work performed under their authority or control conforms to the requirements of this policy and program.
- Ensure that contract personnel on site (maintenance, service or event) are aware of the requirements of the policy and program. As well, ensure that proper identification (NPC identification card, when provided) is worn while on site and that all contracted staff “sign in” at the beginning of the work assignment with the location’s management, and “sign out” at the completion of the task on a daily basis.
- Notify the HSED of a Contractor who is on site. This would assist in the “spot check” process.
- Notify site management of any Contractors to be onsite
- Report any performance issues and concerns as outlined in Stage 3 section 5 of

this policy to their manager as well as to the HSED.

- Monitor Contractor performance should NPC equipment be required (i.e. bucket lift, scissor lift etc.) for use by the contractor. If the use of NPC equipment is agreed upon, then ensure that a qualified NPC operator be present at all times during this operation.

### Procurement

- Provide acceptance of the “Contractor’s checklist” in procurement documents with written acknowledgement as part of the Mandatory Offer to Bid acceptance.
- Include in the Mandatory Offer to Bid acceptance of the NPC Supplier Code of Conduct.
- Receive the completed post performance contract evaluation form signed by NPC Project Coordinator and retain the form in the bid file in Procurement

### Contractors

- Comply with the requirements of this policy/program, and ensure that their workers are trained in this policy/program, and to comply with the various requirements.
- Send at least one company representative to a training session offered by NPC
- Ensure all workers have reviewed the NPC Contractor Safety Program and participated in the training, and provide a sign off verification to NPC
- Comply with the NPC Contractor/Consultant Identification Card process
- Resolve any discrepancy or contravention of this policy upon notice from NPC.
- Ensure that any sub-contractors hired by the Contractor comply with this policy, applicable procedures and the Occupational Health and Safety Act and regulations or the safety policies and procedures outlined by the Constructor
- Provide WSIB clearance certificates upon request
- Provide training certificates/documentation as requested
- Participate in the Pre-Commencement Meeting

### Workers

- Notify their manager/supervisor of any possible infractions immediately for investigation
- Comply with the requirements of this policy/program

### Health, Safety & Environment (HSE) Department

- Assist in the communication and training of the policy.
- Monitor compliance to the policy and review non-compliance issues through Performance Monitoring with the Project Coordinator, supervisor, department manager and Chief Executive Officer and/or Chief Operating Officer as appropriate
- Conduct periodic spot checks to ensure that there are no compliance issues
- Develops, coordinates and monitors the NPC Contractor/Consultant Identification Card process

### 5.0 Policy

It is the policy of NPC to:

- Ensure that the following four stages of the NPC Contractor Safety Policy are completed
  1. Contractor Checklist
  2. Pre-Commencement Meeting
  3. Performance Monitoring
  4. Post Contract Performance Evaluation
- Ensure ongoing evaluation of the contractors safety performance and implement Performance Monitoring
- Ensure that all Contractors provide documented proof of general liability and WSIB insurance coverage or appropriate Workers Compensation coverage
- Require the Constructor to continuously monitor a Project for health and safety hazards and ensure that the hazards are properly controlled and provide documentation to NPC to evidence compliance with this requirement

### 6.0 Communication

The Contractor Safety Policy and Procedure shall be communicated to all applicable Employees, Contractors or sub-contractors as required.

A Pre-Commencement Meeting will take place with the Project Coordinator assigned to oversee the contract as required, ( i.e. larger or complex operations) to review emergency planning arrangements, hazardous work permit procedures, contract employee supervision arrangements, accident notice and investigation requirements, safety hazard information exchange arrangements, and a health and safety issue resolution procedures.

On approval of a contract, the HSED staff shall be updated on the activities to take place in order to ensure that understanding and controls are appropriate.

This policy is posted in HSED section in the Corporate Services NPC Policies, Public, F Drive folder, and also on the employee website

### 7.0 Education and Training

All NPC employees will be provided with information related to contractor safety during orientation.

Contractors who will be performing work for NPC shall send one representative to a facilitated training session on Contractor Safety.

The representative of the contractor shall ensure that any employee who will be onsite at NPC shall be trained on the NPC Contractor Safety Policy, Procedure and Training Program.

### 8.0 Related Policies, Procedures or Forms

CPM 10-68 Roles and Responsibilities

CPM 10-00 Health and Safety Policy

HSE 10-1091 Contractor Safety Procedure  
HSE 10-1008 Contractor/Visitor Sign In Procedure

**9.0 References**

Infrastructure Health and Safety Association: Contractor Safety Manual

**10.0 Record of Changes**

Version#	Date dd-mm-yy	Section / Paragraph Changed	Change Made / Reason for Change	Changed By
2	01-02-16	Entire Document	Added sections in line with new format	Phillip Johnson

---

Reegan McCullough  
Chief Executive Officer

---

Date