	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Department:</b>	<b>OHS-5003</b> <b>Contractor Safety Management Policy</b> <b>February 24, 2025</b> <b>Protective Services</b>
<b>Revisions:</b>	<b>January 25, 2021</b> <b>April 23, 2018</b>

### Policy Statement:

The Town of Vegreville is committed to ensuring that health and safety is an integral component of the Town’s activities. The Town of Vegreville will protect all assets, including employees, contractors, other workers, the general public, and Town property, by ensuring all work contracted on behalf of the Town is carried out according to approved policies and procedures.

Contractors shall not assume that these guidelines will address every circumstance or that unusual circumstances will not warrant additional precautions. The Town expects Contractors to adhere to their responsibilities as employers and to exercise sound judgment in the daily administration of its safety procedures.

### 1.0 Reason for Policy

- 1.1 To establish minimum guidelines for Contractors in order to help provide and maintain a safe work environment for all employees of the Town and Contractor, any other person who may access the site (such as other contractors) and the public.
- 1.2 To ensure that Contractors take all reasonable precautions for the protection of their workers during the project.
- 1.3 To ensure that Contractors comply fully with all Health and Safety requirements in Legislation and Regulations.

### 2.0 Related Information

- 2.1 Occupational Health and Safety Act, SA 2020, c O-2.2

### 3.0 Scope

- 3.1 All Contractors must abide by the requirements of this policy and must complete the Town of Vegreville Contractor Health & Safety Package before commencement of any work.
- 3.2 This policy applies to all projects undertaken by the Town or on property owned or controlled by the Town, in which work is undertaken by Contractors.

## 4.0 Definitions

- 4.1 **Contractor** means any person or company that is employed by or completing work on behalf of the Town of Vegreville.
- 4.2 **Contractor Agreement** means the agreement that each Contractor will complete prior to commencing work for the Town of Vegreville.
- 4.3 **Contractor Health & Safety Package** means the consolidated document containing the Contractor Health & Safety Pre-Qualification, Contractor Orientation, and Contractor Agreement.
- 4.4 **Contractor Health & Safety Pre-Qualification** means the document that each Contractor will complete prior to commencing work for the Town of Vegreville. This will establish the level of safety within the Contractor's organization.
- 4.5 **JHSC** means the Town of Vegreville Joint Health and Safety Committee responsible for coordinating the Health and Safety Program.
- 4.6 **Town Contact** means a Town of Vegreville employee or a delegated representative responsible for contracting the work and ensuring ongoing compliance with this policy and applicable legislative requirements.

## 5.0 Responsibilities

### 5.1 Town Council to:

- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

### 5.2 Chief Administrative Officer to:

- 5.2.1 Implement this policy and approve procedures.
- 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

### 5.3 Director/Manager of the Department to:

- 5.3.1 Ensure implementation of this policy and procedure.
- 5.3.2 Ensure that this policy and procedure is reviewed every three years.
- 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or

procedure amendments.

5.3.4 Understand, and adhere to this policy and procedure.

5.3.5 Ensure employees are aware of this policy and procedure.

**5.4 All Employees to:**

5.4.1 Understand and adhere to this policy and procedure.

**5.5 Town Contact to:**

5.5.1 Ensure all Contractors complete the Contractor Health & Safety Pre-Qualification and Contractor Agreement and validate the information provided prior to commencement of work.

i. Ensure all completed forms and agreements are submitted to the Manager of Protective Services for retention.

5.5.2 Conduct site orientations prior to commencement of work and complete Site-Specific Hazard Assessments, as appropriate.

i. Ensure any changes to hazards and controls are communicated to the Contractor prior to commencement and/or continuation of work.

5.5.3 Set up a system for communication and coordination of work with the contractor to ensure the safety of both Town employees and contractor's employees, and the public at large.

5.5.4 Regularly inspect the work site to determine the level of health and safety compliance.

i. Document inspections and initiative follow-up action immediately to rectify non-compliance.

**5.6 Contractors to:**

5.6.1 Submit the completed the Contractor Health & Safety Pre-Qualification and Contractor Agreement prior to the commencement of work.

5.6.2 Ensure a copy of the Contractor's Health & Safety Program to be used at the worksite is provided to the Town prior to the commencement of work.

5.6.3 Comply by the standards and procedures outlined in this policy.

5.6.4 Perform their work in a safe manner so as to protect the health and safety of themselves, their employees, the employees of Town of Vegreville, all other individuals on the work site, and the public at large.

5.6.5 Report all incidents, injuries, motor vehicle incidents, and near misses that occurred in the course of conducting work as outlined in the Contractor Agreement.

## **6.0 Procedures**

- 6.1 Prior to commencing work, all Contractors will complete a Contractor Health & Safety Pre-Qualification Form and Contractor Agreement and will be responsible to read the Contractor Orientation and provide written documentation that they have done so.
- 6.2 The Contractor Health & Safety Pre-Qualification, Contractor Health & Safety Orientation, and Contractor Agreement will be available on the Town of Vegreville website as part of the Contractor Health & Safety Package or available upon request.
- 6.3 The Contractor Health & Safety Pre-Qualification and Contractor Agreement must be submitted to the Town Contact. The Town Contact is responsible to ensure all information is complete and all supporting documentation has been submitted. The Town Contact is responsible to verify the information within the submission. Once information has been verified, the Town Contact is responsible to sign the agreement and forward a copy of the signed Contractor Agreement to the Manager of Protective Services for retention.
- 6.4 If, at any time, the Contractor is in breach of this policy, all work will cease immediately until the deficiency has been rectified to the Town Contact's approval.
- 6.5 The Town Contact will regularly monitor and address non-compliance regarding the safety performance of the Contractor. Repeated failure to follow the requirements of this policy will result in the Contractor losing the opportunity to bid/contract for future Town projects. This determination will be made by the CAO.

## **7.0 Evaluation**


- 7.1 Completed Contractor Health & Safety Packages will be evaluated annually. Contractors with positive assessments will be added to the Town of Vegreville approved vendor list.
- 7.2 The Contractor Health & Safety Package template will be reviewed annually by the Senior Management Team to ensure compliance with Town of Vegreville policies and Occupational Health & Safety regulations.

## **8.0 Appendix**

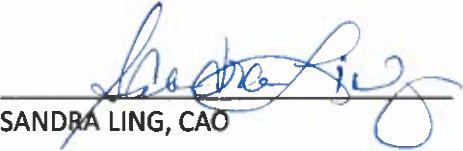
- 8.1 Town of Vegreville Contractor Health & Safety Package
  - 8.1.1 Contractor Health & Safety Pre-Qualification form
  - 8.1.2 Contractor Health & Safety Orientation
  - 8.1.3 Contractor Agreement



9.0 End of Policy



Mayor TIM MACPHEE



SANDRA LING, CAO

TOWN OF  
**VEGREVILLE**

**Contractor  
Health & Safety Package**



**HEALTH AND SAFETY CONTRACTOR PRE-QUALIFICATION**

GENERAL INFORMATION			
Business Name			
Address			
	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
Telephone		Fax	
Email Address			
GST Number		WCB Number	
Town of Vegreville Business License	YES      NO	<i>As a business, if you are operating within the limits of the Town of Vegreville for any entity other than the Town, you require a business licence.</i>	
Number of Employees in your organization			
CONTACT INFORMATION			
Primary Contact Name		Title	
Telephone		Email	
Health & Safety Contact Name		Title	
Telephone		Email	
TYPE OF COMPANY			
Corporation	Partnership	Individual	
Name of Partners/Owners			
Name of Partners/Owners			
Name of Partners/Owners			
Province of Incorporation		Date of Incorporation	
ORGANIZATION INFORMATION			
Check off the types of work your organization performs:			
Inspection & Certification		Non-Residential Building	
Supplier		Civil Construction	
Heavy (Non-Highway Construction)		Commercial Construction	
Equipment Rental		Mechanical	
Electrical		Testing	
Maintenance & Repair		Other	
SAFETY INFORMATION			
Does your company have a current written safety management program? If yes, please attach a copy of program/manual.			YES      NO
Does your company have an organization chart for reporting structure of safety personnel? If yes, please attach copy.			YES      NO
Does your company have a valid and current COR/SECOR? If yes, please attach a copy.			YES      NO
Has it been Audited?	YES      NO	Date of Audit	
Name of Auditor		Audit Protocol Used	
Audit Score		Expiry Date	

## HEALTH AND SAFETY CONTRACTOR PRE-QUALIFICATION

SAFETY POLICY			
Does your company have a written Health and Safety Policy? If yes, please attach a copy.	YES	NO	
Does your company have a Drug and Alcohol Policy?	YES	NO	
Does your company have a New Hire Orientation Program?	YES	NO	
Does your company have clearly defined roles and responsibilities?	YES	NO	
Does your company have an established Site Safety Plan?	YES	NO	
Is there a systemic process for identification and control of significant hazards and risks?	YES	NO	
Are workers consulted and provided opportunities with input in resolution of hazards and risks?	YES	NO	
Are general workplace inspections conducted regularly?	YES	NO	
Are all personnel trained and/or supervised in the safe use of all equipment, PPE, etc.?	YES	NO	
Does your company have a Working Alone Policy and are all personnel trained in it?	YES	NO	
Does your company ensure all information regarding safe work practices/procedures are identified and distributed?	YES	NO	
Does your company have a written procedure for investigation, reporting, and analysis?	YES	NO	
Does your company have an emergency plan and/or procedure?	YES	NO	
Does your company have a workplace Health and Safety Committee or HS Representative?	YES	NO	
INSURANCE INFORMATION			
Proof of General Liability Insurance (2 Million)? Please provide insurance certificate.	YES	NO	
WCB INFORMATION			
Does your company have a WCB account in good standing for all jurisdictions in which your company performs work?	YES	NO	
Does your company have a WCB account in good standing? If yes, please attach a WCB clearance letter.	YES	NO	
WCB Stats from the previous 3 years	2024	2023	2022
Employee Premium Rate			
Industry Rate			
Rate adjustment, surcharge or discount			
Number of Fatalities			
Number of Lost Time Injuries			
REGULATORY COMPLIANCE			
Has your company received any Occupational Health and Safety stop work orders and/or fines within the last three (3) years? If yes, please provide details.	YES	NO	
COMPLETED PROJECT EXPERIENCE			
Provide three (3) specific reference to projects where your company was Prime Contractor for Safety.			



## HEALTH AND SAFETY CONTRACTOR PRE-QUALIFICATION

Has your company received any Administrative fines? If yes, please provide details.	YES	NO
Has your company received any convictions? If yes, please provide details.	YES	NO
Are there any Health, Safety, Environment (HSE) related judgments, claims, or suits pending or outstanding against your company?	YES	NO
<b>DECLARATION</b>		
I _____ declare that the information provided in this document is correct and that I understand the contents entirely. I also declare to fulfill the rules and regulations of the Town of Vegreville safety program.		
Applicant's Signature		Date

TOWN CONTACT	
Name of Town Contact	
Check off the departments that are applicable:	
Administration	Utilities
Finance	Parks, Recreation & Facilities
Planning & Development	Community Engagement & Economic Development
Public Works	FCSS
Municipal Services	Protective Services

TOWN USE ONLY – DO NOT FILL OUT			
Contractor is acceptable for Approved Vendor List		YES	NO
Contractor has provided copies of the following documentation:			
	Safety Program/Manual		Site Safety Plan
	COR/SECOR Certificate		WCB Clearance
	Insurance Certificate		Business License
			Organization Chart
			Project Experience
			Additional Supporting Documents
Name of Reviewer		Reviewer Signature	
Title of Reviewer		Date	
Manager of Protective Services Signature		Date	

**Please read the Town of Vegreville Contractor Health & Safety Orientation carefully. After reviewing the document, you may proceed with the completion of the Town of Vegreville Contractor Health & Safety Package requirements.**

### **Commitment to Safety**

*Please note the following is not verbatim of Town Policy, but a summary of key points and messages.*

The Town of Vegreville has an Employee Health and Safety Policy. Overall, the policy indicates that the Town is committed to a strong safety program that protects its employees, its property and the public from accidents. However, in order for the program to succeed it requires Managers, Supervisors, Workers and Contractors to all be responsible and accountable for the overall safety initiatives.

Complete and active participation by everyone, every day, in every job is necessary for the safety excellence the municipality expects. **An injury and accident-free workplace is our goal.**

### **Contractor Roles & Responsibilities**

- Report directly to Town Contact prior to accessing the work site.
- Follow all Town of Vegreville standards at all times while on Town properties or worksites.
- Ensure that all equipment/material supplied to the Town of Vegreville meets or exceeds applicable manufacturer's specifications, regulations and codes.
- Ensure that all controlled products supplied to the Town of Vegreville is accompanied by a corresponding Material Safety Data Sheet (MSDS) and other documentation as required by regulations.

### **Standards**

1. Perform all work in accordance with safe work practices and your supervisor's direction.
2. Sign in/Sign out when performing work within Town facilities.
3. ALWAYS maintain good housekeeping in your work area. Clean work areas are SAFE work areas.
4. Operate all vehicles and mobile equipment in accordance with applicable laws, site rules, regulations and manufacturer's specifications.
5. Accidents, injuries, unsafe conditions and "near misses", regardless of their nature, shall be promptly reported to supervisor or manager. The Town Contact shall be informed of ALL property or equipment damage incidents
6. All worksites will be inspected routinely to remove slip, trip and fall hazards.
7. All emergency exits, firefighting and safety equipment shall be kept free and clear of obstruction.
8. Personal Protective Equipment (PPE) that is required, shall be used at all times.
9. Clothing shall be appropriate for duties being performed. Loose or frayed clothing, finger rings, dangling ties, etc. should not be worn around moving machinery or other sources of entanglement.
10. Safety harnesses and lifelines must be used where no other form of protection from falling is available, as required by provincial regulations.
11. No tool shall be used for any purpose other than that intended. All damaged or worn parts shall be promptly reported and repaired or replaced.
12. Smoking is permitted only in designated areas.
13. Running at any worksite is not permitted, except in the case of extreme emergency.

### **Prohibitions**

Contractors are prohibited from the following while working on or Town of Vegreville property:

1. Using a cell phone while operating a Town vehicle unless a Bluetooth device is in place.
2. Possession or consumption of alcohol or illegal drugs.
3. Possession of firearms.
4. Engaging in fighting or horseplay.
5. Unlawful harassment, discrimination or workplace violence.
6. Theft, vandalism of any kind WILL NOT be tolerated.
7. Damage, disabling or interfering with safety, firefighting or first aid equipment is a **SERIOUS** violation.
8. Reckless or negligent use of Town equipment or vehicles.
9. Arriving for work or remaining at work when ability to perform the job safety is impaired.

### **OHS Legislation**

All contractors who are retained by the Town of Vegreville shall comply with applicable Alberta legislation including, but not limited to, the *Occupational Health and Safety Act*, *Traffic Safety Act*, *Safety Codes Act*, other applicable legislation, bylaws, safe work procedures and work practices pertaining to employee and public safety.

### **Worker's Compensation and Insurance Coverage**

Prior to commencing work for the Town of Vegreville, the contractor will provide proof of:

- Commercial general liability insurance in the amount of at least TWO MILLION (\$2,000,000) dollars per incident;
- Automobile liability in the amount of at least TWO MILLION (\$2,000,000) dollars;
- Current WCB coverage and a current certificate demonstrating that the Contractor is in good standing; and
- Any other coverage or insurance that would be required by a reasonable and prudent person with comparable risk.

### **Site Orientation**

Prior to commencement of the project or entry of the Contractor's staff and equipment onto the project site, a pre-job orientation meeting shall be held between the Contractor and the Town Contact (or delegate) responsible for the project.

The pre-job orientation meeting will include:

- overview of the worksite;
- review of site hazards, assessments and controls;
- review of PPE requirements;
- validate any necessary training certifications;
- review of site control procedures;
- existing Emergency Response Plans (ERP), emergency procedures, muster point, and first aid personnel on site; and
- how to report incidents.

### **Inspections & Identification of Hazards or Unsafe Conditions**

Contractors shall use a regular system of safety inspections to detect and correct hazardous conditions, safety violations, and unsafe work practices. Copies of regular inspection reports shall be maintained and made provided to the Town Contact.

In addition to regularly scheduled inspections, the Town Contact shall conduct continuous worksite surveillance taking immediate action to rectify any observed unsafe conditions or actions, whether these unsafe actions or conditions are observed firsthand or reported by the Town Contact to the Contractor.

### **Personal Protective Equipment**

Depending upon the location within the Town that your services are contracted for, there may be site-specific personal protective equipment requirements. Contractors will discuss these PPE requirements with the Town Contact and comply with these requirements at all times.

### **W.H.I.M.S**

If the work that you are performing requires the use of any controlled products, all applicable staff must have current W.H.I.M.S Certification and must have received site specific training/instruction on the potential hazards associated with the products you are using.

### **Incident Reporting/Investigation**

Contractors shall have an effective incident reporting and investigation system established and shall ensure that all staff on-site are advised of the importance of prompt reporting and investigation of incidents.

If an incident or near miss is required to be investigated or reported to OHS, the Town Contact must also be advised.

Further, Contractors shall provide all incident reports to the Town Contact, regardless of whether they must be reported to OHS, including, but not limited to, the following incidents,:

- Personal injury of any kind (medical or disabling);
- Vehicle accidents or near misses;
- Spills or accidental release of products that may be potentially harmful to people or the environment;
- Fires or explosions of any kind; and
- Near misses having the potential to cause injury and/or damage.

### **Job Site Visitors**

Visitors need to be made aware, by the Contractor, of the dangers on specific job sites and that serious injury could occur.

Contractors and the Town Contact must inform their respective visitors of ALL possible hazards, as well as provide training and proper protective equipment.

\*Visitors are prohibited from job sites unless approved by the appointed Contractor or Town Contact of the site.



### **Working Alone**

Working Alone should be avoided when possible. Contractors will be expected to provide their Working Alone procedures to the Town Contact. If the Contractor cannot provide Working Alone procedures, Contractors will be expected to adhere to the Town of Vegreville Working Alone policy and procedures.

### **Personal Behaviour**

Contractors are responsible for ensuring that no employee or employees of any agents or sub-contractors are allowed to enter the project site while under the influence of drugs or alcohol.

Details pertaining to all projects conducted on behalf of the Town of Vegreville are considered **confidential**. Contractors and workers will not share information related to Town of Vegreville projects with the public. Confidential information may include, but is not limited to, the following:

- Names of clients and private information relating to them
- Client lists
- Planning strategies including but not limited to; strategic planning, budget planning, and preparing tenders
- Proprietary technical information
- Financial information
- Commercial arrangements which the Town may have with its agents, financial institutions, or other entities
- Employee's salaries, remuneration and other labour issues

### **Emergency Preparedness**

Contractors will be made aware of any Emergency Response Plans (ERPs) available for Town of Vegreville facilities.

For all emergencies, call 9-1-1. Contact the Town Contact as soon as practicable.

### **Projects Exceeding 30 Days**

Designated Site Safety Representatives of a Contractor on a Town project site shall meet with the Town Contact at least once a month to discuss any safety concerns, inspections and exchange information.

Contractors shall provide the Town Contact with a monthly summary of safety activities and incidents occurring on site. The summary should include, but is not limited to:

- Dates of safety meetings;
- Record of safety inspections conducted;
- Safety training activities conducted; and
- Any incidents occurring on-site.

### **Job Site Cleanup**

Contractors shall be expected to leave the job site in a safe and acceptable condition when they finish their work daily.

Contractors shall be expected to clean the entire work area after they have finished the contracted work.

**Health & Safety Vendor Package**

Thank you for taking the time to review the Town of Vegreville Contractor Health and Safety Orientation. You may now proceed with the completion of our Health and Safety Vendor Package, which includes the Contractor Agreement, and our Health and Safety Vendor Pre-qualification Form. Once complete, please submit the package, and all corresponding documentation to Manager of Protective Services.

**By signing the Contractor Agreement, you are verifying that you understand the contents of this Contractor Health & Safety Orientation and agree with the requirements. Completion of this package and signed**

This Contractor Agreement **must** be completed by all contractors who perform services on any Town owned, leased, or otherwise controlled premises. **Before** the Contractor begins performance of the contracted services a signed copy of this Agreement and the following information **must** be acknowledged and documentation attached.

Liability Insurance coverage (Minimum \$2 million)	YES	Policy #	
Workers Compensation coverage	YES	WCB #	
Workers Compensation Exempt	YES	Town Contact	
Town of Vegreville Business License	YES	License #	
<b>I and all workers have completed and understand the Town of Vegreville's Contractor Health &amp; Safety Orientation</b>			Yes

**It is the Contractor's responsibility to notify their Town Contact if any of the above information changes.**

I hereby acknowledge that it is the responsibility of the Contractor to ensure that all safety rules and good safety practices including Occupational Health & Safety Regulations and the Town of Vegreville's Health & Safety Policy are followed when working on Town owned, leased, or otherwise controlled premises. The Contractor will provide the necessary safety equipment and perform the required services in such a manner as to eliminate the cause of personal injuries and accidents. The Contractor agrees that all incidents, injuries, motor vehicle incidents, and near misses that occurred in the course of conducting work are reported to the Town Contact as soon as possible.

**Contractor Agreement Acknowledgement**

The Contractor Safety Agreement has been read, and its conditions are hereby accepted by the undersigned on behalf of the Contractor and its employees, agents, subcontractors, and subcontractor employees and agents.

The undersigned assumes full responsibility to inform its employees, agents, and subcontractors about this Contractor Safety Agreement, and agrees that it will conform and will have all employees, agents, and subcontractors conform with this Contractor Safety Agreement at all times while on the premises controlled by the Town. It is further understood that any person not conforming to the Contractor Safety Agreement will not be permitted to perform services on such premises.

It is further understood by the undersigned that compliance with this Contractor Safety Agreement is a continuing requirement and that in consideration of the undersigned accepting any contract to be performed on Town premises, the acceptance of and compliance with these conditions will be automatically continued from job to job for a period of one year from date the Contractor Safety Agreement was signed, unless written notice revoking such acceptance is given by the undersigned to the Town, to which this Contractor Safety Agreement was originally submitted.

The Contractor and its employees agree that during the term of this Agreement and for a period of 2 years following its termination or expiration, they shall not make any disparaging statements, whether orally or in writing, about the Town, its affiliates, employees, or representatives. This includes statements that could harm the reputation, business interests, or relationships of the Town. Mutually, the Town similarly agrees not to make disparaging statements about the Contractor during or after the term of this Agreement. Any breach of this Agreement may result in the Contractor losing the opportunity to bid/contract for future Town projects.

CONTRACTOR		TOWN OF VEGREVILLE	
Business Name		Town Contact	
Representative Name		Signature	
Representative Signature		Date	
Date		Manager of Protective Services	
		Signature	
		Date	

DECLARATION			
<p>I _____ declare that I have read and understand the parameters of the Town of Vegreville Contractor Health &amp; Safety Package. By submitting an application, I/we agree to release and save harmless the Town of Vegreville from all claims, actions, losses, damages, expenses and costs of any nature whatsoever arising out of or related to my/our participation with the services provided. While under contract with the Town of Vegreville, I/we agree to uphold all Industry Safety Standards/Regulations. I/we agree to act in accordance with all Town of Vegreville policies/procedures, Provincial Legislated rules and regulations.</p>			
Applicant's Signature		Date	

SUBMISSION INFORMATION
<p><b>Town of Vegreville</b>  <b>4829-50 Street</b>  <b>Vegreville, AB</b>  <b>T9C 1R7</b></p> <p>Email: <a href="mailto:vegtown@vegreville.com">vegtown@vegreville.com</a></p>
<p>Questions or concerns may be directed to Town of Vegreville Manager of Protective Services  780-632-7103 or by email at <a href="mailto:mnewton@vegreville.com">mnewton@vegreville.com</a></p>