

Section 18-1 – Subcontractor Procurement

PURPOSE Through Subcontractor Procurement procedures, we will be able to select Health and Safety minded Subcontractors and Suppliers based on a selection process that incorporates a review of the Subcontractors past performance and documented policies and procedures.

SCOPE All prospective Subcontractor or Supplier is provided with information pertaining to our health and safety requirements and can bid on the work accordingly.

Procurement of appropriate Subcontractors will help achieve our corporate health and safety objectives.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Define workplace specific requirements to be requested from the Subcontractor as described under the Form **(18-1 Form)**.
- Collect information from the appropriate parties regarding site level information and the requirements under Form **(18-1 Form)**.
- Approve workplace requirements under Form **(18-1 Form)**.
- Review Subcontractor documents to ensure all Subcontractors can demonstrate competency and implement the site specific workplace requirements.
- Assist where requested in requesting Subcontractor documents to ensure all Subcontractors can demonstrate competency and implement the site specific workplace requirements.
- Assist in the completion of Subcontractor checklists.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.

Supervisors Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

Section 18-1 – Subcontractor Procurement

Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

The **Health and Safety Coordinator** shall be responsible for qualifying Subcontractors and Suppliers and will ensure that;

The following procedure have been prepared for all of our Subcontractors performing work on the project. We expect that as a subcontractor performing work on our project, work will be performed in a safe manner. This document is designed to provide subcontractors with minimum submission requirements for health and safety coverage. They are by no means all inclusive of the requirements specified by the Occupational Health and Safety Act and pertinent regulations.

We will ensure that all subcontractors are aware of our incident reporting requirements. Subcontractors must report all incidents to us and ensure that the subcontractor is involved in our documented incident investigation. We are responsible for reporting the incident to the hiring client.

Responsibilities of the Subcontractor

The Subcontractor shall ensure the following is provided when request;

1. Appropriate insurance coverage has been obtained and maintained as outlined in the contract (i.e. liability insurance and current Workplace Safety and Insurance Board (WSIB) “Certificate of Clearance”).
2. Request that the Subcontractor maintain their own copies on site of all Material Safety Data Sheets (MSDS) for WHMIS controlled products as presented.
7. In the event of a workplace accident, conduct an investigation, provide to governing authorities all notices in accordance with applicable legislation and provide copies to our management team.
8. Their Subcontractors and Workers;
 - A record of training/ certification must be maintained on the worker and provided to the Supervisor, where requested.

Non-Compliance Penalties

1. The Subcontractor shall be responsible for and shall fully indemnify the owner, the constructor and their officers, employees and agents for any and all costs incurred due to their failure to comply their statutory responsibilities.

Section 18-1 – Subcontractor Procurement

2. Where the responsibilities of the Subcontractor or their Subcontractor or suppliers are not carried out their statutory responsibilities, for any reason, the Subcontractor shall be removed from site at their own costs.

DISTRIBUTION The **Health and Safety Coordinator** will assist with the distribution of this documentation when requested and gathering of all pertinent information during the procurement process.

RECORDS All information gathered during the hiring process and the orientation process shall remain on file for a period of at least five years.