



## TOWNSHIP OF SOUTH – WEST OXFORD

### HEALTH AND SAFETY

**SUBJECT:** Contractor's Responsibilities & Duties  
- Quotes & RFP's

Procedure No.: 25

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## CONTRACTORS

### PURPOSE:

1. To ensure that safety rules and regulations are followed.
2. To ensure the safety of employees.
3. To safeguard the assets of the Township.

### APPLICATIONS AND PROCEDURES:

Prior to signing an agreement with an outside contractor, the representative of Township will:

1. Ensure that documents on "Contractors Safety Practices" have been signed.
2. Contractors are expected to know, understand and carry out their safety responsibility while at all Township facilities as indicated by signature on the "Contractors Safety Practices" document.
3. Receive a copy of the Certificate of Insurance (Liability Coverage) and/or the W.S.I.B. Clearance Certificate.

### GENERAL REQUIREMENTS

1. All contractors in each trade must show proof of good standing according to the Workplace Safety and Insurance Act of Ontario.
2. No work shall commence on Township property until the contractor and the department initiating the order has signed a "Township General Safety Work Permit". The contractor will attend a meeting before starting work.
3. The contractor must notify the department manager/supervisor before any work is started and clearance is obtained.
4. Contractors' employees must not go into any other area than that where they are working. Workers using the lunch room and toilet facilities must remain in the marked aisles and take the most direct route.
5. Contractor's employees are not allowed on the premises of The Township, under the influence of alcohol or incapacitating drugs or medication, nor are such substances to be brought onto the premises.
6. Contractors' employees must not ride in, or on any material handling equipment unless a specific request has been submitted and approved by appropriate The Township management.
7. All Township regulatory signs must be observed and adhered to, as well as specific direction given by Township personnel.
8. Tools and material must not be left overhead at any time. Frequent thorough inspections must be carried out and documented to prevent the hazard of falling objects.
9. Personnel must always be on the alert for the movement of lift trucks.

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10. Under no circumstances are contractors to use a designated substance as defined by Ontario Ministry of Labour without the prior written consent of the Township.
11. All equipment used must have appropriate guarding.
12. In case of a fire or any emergency contact a Township Manager/Supervisor.
13. All electrically powered tools and equipment must be adequately grounded, as per CSA standards.

**At no time is the contractor to sub-contact any work without the written permission of the Employer. Should this occur without the written permission of the Employer, the contract may be cancelled or a financial penalty applied.**

#### **HOT WORK REQUIREMENTS:**

1. Contractors are to provide their own "Fire Watch" personnel during all welding, burning process. At least (2) 10 lb. ABC Dry Chemical Extinguishers and a fire blanket must be made available in the immediate area where such process is taking place.
2. Oxygen, acetylene or other similar types of cylinders are not to be left free standing. They must be kept in upright position and chained or leashed to prevent upsetting. Caps must be in place when cylinders are not in actual use. When the cylinders not attached to the gauges a firewall or at least 25 feet must separate acetylene and oxygen
3. During and after welding or cutting operations, a close watch for fire must be observed. The area shall not be vacated until all sparks or smouldering material has been extinguished. All combustible material must be removed from the welding or burning area or covered with fire blankets.
4. Roofing contractors will provide a minimum of (1) 20-lb. dry chemical extinguisher at the tar pot location and (1) 20 lb. dry chemical extinguisher at the site of application. Tar pots must not be located within 10 feet of any building or combustible material.
5. Access to all locations of the Township must be maintained for emergency vehicles.

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#### **LOCKOUT REQUIREMENTS:**

1. Contractors must notify Manager/Supervisor of equipment requiring isolation.
2. Before any work is performed, all sources of energy, and/or motions (including, but not necessarily limited to, electrical, mechanical, steam, gas, air hydraulic, etc.) must be made safe and locked out by contractors.
3. The standard method of isolating equipment against operation shall be a tag and padlock by the contractor and company personnel.
4. All locks must be identified with the name of the lock owner, and that of his firm and date and time of the lock being installed.

#### **PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING**

1. Contractors will supply their own protective breathing apparatus where required, and ensure that their employees are trained in such equipment.
2. All contractors' employees must wear CSA approved; (Green Patched) safety footwear and appropriate eye protection must be worn. Hard Hats are to be worn according to the work being performed.
3. Where a workman is working 3 meters or more above floor surface, approved safety lines and harnesses must be used, and/or approved secured platform which would prevent one from accidentally falling.
4. Proper personal protective equipment depends upon the nature of the exposure. This may range from chemical eye and face protection, gloves and safety footwear, to complete body covering. If there is the potential of exposure to a toxic substance or a lack of oxygen, appropriate fresh air breathing apparatus shall be provided and used by competent trained employees.

#### **SERVICES:**

1. If it is necessary to disrupt any services for construction or installation purposes, prior notice must be given to the Township Manager/Supervisor.
2. Qualified workmen must make connections to and disconnection of Township services.

#### **OVERHEAD CRANES AND CRANE RUNWAYS & HOISTS:**

1. Under no circumstances is anyone permitted to work or walk on a crane or crane runway, or work in the path of a crane cab, until effective procedures have been established between the contractor and Township personnel for isolation and lock out.
2. Do not, under any circumstances, walk or stand under a suspended load whether moving or stationary.

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#### **TRAFFIC:**

1. All vehicles must be driven with caution and posted signs observed.
2. Trucks, cars or other vehicles are not permitted in existing Township buildings, except for loading or unloading. Private cars must be parked in the appropriate areas unless specific approval has been received the Dept. Head/Supervisor. All vehicles operating on Township property must have lights turned on.
3. Trucks and other vehicles must not be allowed to stand with engine running while in any building or near any entrance to the facility.
4. Mobile cranes and their operators must be licensed as required under provincial legislation.

#### **HOUSEKEEPING:**

1. Aisles, walkways and doorways must be kept clear at all times.
2. Contractors are required to maintain working areas in a reasonably clean and tidy condition. Nails in lumber must be removed or clinched. Material must be piled or stacked. The worksite must be cleaned up daily. On completion of the work, the worksite must be cleaned to the satisfaction of Township Manager/Supervisor.
3. Unless specific arrangements to the contrary are made, contractors are expected to arrange for removal of their own refuse.

#### **HAZARDOUS MATERIALS:**

1. All contractors and their employees shall handle potential hazardous material in a manner so as not to cause injury or overexposure. Contractor's employees must be informed on the safe handling procedures of materials with which they will be working.
2. Hazardous material must be handled according to the Federal Department of Labour and the Provincial Ministry of Environment guidelines.

#### **Communication:**

The responsibilities for Health & Safety will be communicated by Manager/Supervisor through issuing of this program to all contractor(s). This is to be issued yearly to all contractors that are expected to do work for the Township during the year.

#### **Training:**

Training is the responsibility of the individual contractor(s).

#### **Evaluation:**

The program may be evaluated through Health and Safety quizzes conducted periodically on the employees of the contractor (s).

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### CONTRACTOR'S GENERAL SAFETY WORK PERMIT

Contractor:	Address:
Representative	Phone #:
Contractor Certificate of Insurance Received? Yes: _____ No _____	
Scope of Work: _____ _____	

At no time is the contractor to sub-contact any work without the written permission of the employer – should this occur without the written permission of the Employer the contract may be cancelled or a financial penalty will be applied.

The documentation has been forwarded to the contractor representatives. The contractor has reviewed the safety requirements and agrees to abide by the conditions. The contractor has confirmed that their employees have been instructed in compliance to "The Occupational Health And Safety Act" and its regulations, specific codes applicable to their work, and the safety regulations of **the Township** will be complied with by their employees and supervisory staff. (It is the sole responsibility of the contractor to ensure compliance of these requirements. Attached is a copy of certificate of insurance (\$2,000,000.00/\$5,000,000.00 liability insurance and/or the W.S.I.B. certificate of clearance.).

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Contractor Representative Signature

DATE SIGNED: \_\_\_\_\_ Work Start Date: \_\_\_\_\_

**FAILURE TO COMPLY WITH THESE REQUIREMENTS BY THE CONTRACTORS EMPLOYEES WILL LEAD TO THE EMPLOYEE (S) BEING REQUIRED TO LEAVE THE PREMISES. FAILURE TO ABIDE BY THIS AGREEMENT COULD LEAD TO IMMEDIATE SUSPENSION OF THE CONTRACT OR A FINANCIAL PENALTY BEING APPLIED.**

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### Contractors – Quotes

Project Name: \_\_\_\_\_

### Occupational Health & Safety Regulations

The Contractor hereby agrees to abide by the Occupational Health and Safety Act and its applicable Regulations and demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation, as well as the Township’s health & safety policy and procedures and to be held accountable for his/her health and safety performance. The contractor further agrees to provide all the required WSIB clearance certificates and ensure the workers in their employment are aware of the hazardous substances that may be in use at a workplace and wear the appropriate personal protective equipment required for the area. Failure to do so will result in immediate stoppage of work until the problem is rectified to the satisfaction of the Township and/or Ministry of Labour. The Contractor shall be responsible for supplying all protective equipment, securing necessary signage, locates and site specific precautions required by the Act and regulations thereto to carry out the required work.

The Contractor shall indemnify and hold harmless the Township of South – West Oxford for all fines and legal fees resulting from his/her activities which are in contravention of the Act. This shall include any fines against the municipality and legal fees defending those fines which are imposed as a result of the Contractors’ activities.

The Corporation may deduct any amount under this paragraph from any monies that may be due or payable to the Contractor on any account whatsoever. The Liquidated Damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Corporation.

### Traffic Provision and Control (if applicable)

The Contractor shall, at his/her own expense, develop in writing and implement a traffic protection plan, erect and maintain signs, barricades and lights as required, to ensure safety to the workers and to the public and the smooth flow of traffic at the Construction Site.

The Contractor to supply necessary signs and posts, and all lights and barricades required; also trained traffic control person(s), if required.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Print Name

Form – A 103

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