## CONTRACTOR PROCUREMENT POLICY

The purpose of this policy is to ensure that the company only hires safe contractors and that selected contractors are responsible to perform in a safe manner and to respect the legal requirements.

POLICY

[Organization Name] is aware that it may be necessary from time to time to have contractors to perform work on our site. To ensure that the standards are being met, management has a responsibility to hire only safe contractors, to communicate performance expectations with the contractors, and to ensure that the consequences of non-compliance are understood.

**Responsibilities**

**Management**

* Ensure that this procedure is implemented and adhered to in the [Organization Name] workplace.
* Ensure that the resources and training have been provided to personnel to do the work safely.
* Ensure that this document is periodically reviewed for adequacy.
* Periodically observe contractors performing work to ensure work is complying with regulatory and [Organization Name] health and safety requirements.
* Correct unsafe behaviours and or conditions created by the contractors and initiate the following discipline process.

**Contractor**

* Provide :
* An up-to-date liability insurance certificate, listing the company as a certificate holder. The contractor must have adequate coverage per occurrence of public and property liability insurance to satisfy the company.
* Safety data sheets (SDS) for all WHMIS products used on site.
* A copy of workplace injuries/illness and MOL reports along with written explanations of their occurrence and steps taken to ensure they will not be repeated.
* A copy of their company Health and Safety Program.
* Ensure their workers work safely in compliance with the Occupational Health and Safety Act, Code and applicable regulations, industry standards and the company Health and Safety Program.
* Ensure machinery and equipment are safe and workers work in compliance with safe work procedures.
* Ensure their workers receive adequate training in their specific work tasks to protect their own health and safety.
* Ensure their workers are instructed in the application and use of the company Health and Safety Policy and Procedures.
* Perform regular health and safety inspections.
* Assess the workplace, equipment and workers under their direction and, when necessary, implement controls for the elimination or control of hazards.
* Ensure that the work they are performing does not pose a threat to others working on the site.
* Report, immediately, accidents to the company management .
* Clean up their respective debris on a regular basis or as necessary.
* Keep all access/egress emergency exits clear of any debris, material(s) and or equipment at all times.
* Notify management that visitors are on site.

**Selection of contractor**

Past performance is a key indicator of future performance. HSE statistics will be obtained and analyzed to ensure that only safe contractors are hired. The company will obtain a copy of the contractor's workers compensation premium rate statement and compare their performance to others in their industry. The selection of the contractor will also take into consideration the ability and competency of the contractor to be able to assess and control hazards arising from their own work that may impact the company and ones arising from the company work that may impact the contractor’s workers.

Those who outperform the industry will be selected whenever practicable.

**Post Job Performance**

Post job performance reviews will be conducted for contractors. A combination of factors will be considered including, but not limited to, risk assessment for hazards arising from the contractor and from the company, inspection score, housekeeping, cost, active participation in safety meetings, and quality of work.

**Contractor Management**

* The company will provide information to all contractors on the company’s OHS Program.
* Contractors will be provided a site orientation that addresses health, safety, and environmental concerns.
* Contractors will be included in pre-job meetings and hazard assessments. Pre-job meetings can include information taken from a hazard assessment and any other safety or operational concerns.
* Contractors must be aware of applicable Health and Safety policies, procedures, and regulations.
* Written Health, Safety, and Environmental programs and training documentation applicable to the type of work the contractor will perform will be obtained and reviewed to assist with the hiring of safe contractors.
* Contractor must be aware of incident reporting requirements and must report all incidents to the company.
* [Organization Name] will communicate with the contractor and all workplace parties when there are changes affecting the OHS Program.

**Contractor’s Worker Training and Orientation**

Contractors are responsible for ensuring every new worker receives adequate worksite training and orientation, before starting work. The Management must continue to follow up to ensure workers can demonstrate safe work procedures. In addition, it is the responsibility of the contractor to ensure only qualified workers perform duties requiring government licensing or certification.

**Contractor Safety Meetings**

[Organization Name] will recommend contractors to hold safety meetings on a regular basis to ensure workers understand the requirements and potential hazards of the job, as well as safety precautions and safety equipment required.

The company may ask to sit in on these meetings or request meeting documentation for our records.

**Contractor Agreement**

A contractor Agreement will fully define the health and safety expectations to be followed by a contractor and its workers. The contractor must ensure that all work must be performed in accordance with the [Organization Name] OHS Program.

**Contractor Checklist**

Contractor Checklist has been developed and should be used to track that contractors have completed all requirements of the company prior to the commencement of work.

**List of Approved Contractors**

At the discretion of the company, a contractor may be placed on the List of Approved contractors. Placement on this list would require the contractor to submit a Contractor Agreement annually.

**Coordinating Multiple Employer Workplaces**

Unless otherwise stated, Contractors are primarily responsible for workplace health and safety responsibilities for their workers and their subcontractors. If there are multiple contractors, two or more, who use the same work area at the same time, then [Organization Name], unless assigned to another qualified individual or organization, will assume the coordination responsibilities of the contractor.

**Failure to Meet Obligations**

[Organization Name] Management will periodically monitor the activities and behaviors of the contractors. If workers are observed to be not following the OHS, Regulations or [Organization Name] Health and Safety Rules, the Management shall stop and correct the unsafe behaviors and or conditions created by the contractor and initiate the following discipline process:

1. Verbal Warning

When a Management identifies a contractor as not complying with a safe work practice, procedure or safety rule, the Management will initiate a verbal discussion with the contractor. It is important to ensure that the contractor understands [Organization Name] ’s standards and is properly informed of continued substandard performance.

1. Written Warning

If the Management observes the contractor's continued failure to comply, a written warning will be issued. The written warning will explain the reason for further disciplinary action and will advise the contracting company that continued failure to comply would result in a more severe action.

1. Termination of Contract

If the contractor’s Management is not performing their duties, [Organization Name]’s Management will inform the contractor of the need to discipline their workers. Payment will be held until the company provides adequate proof that the rules and regulations of [Organization Name] will be followed. If not, this could result in the termination of the contract

Record Keeping - Accurate records of disciplinary measures taken against contractor’s Health and Safety infractions will be maintained by Management in the contracting company’s files, with a copy sent to the contractor. Written documentation will include the following information:

* Name of contractor
* Date and time of infraction
* Type of infraction
* Number of previous warnings issued to contractor
* Action taken by Management
* Name of person initiating the action
* General comments

In the event that a client issues [Organization Name] a fine for any safety violations by the contractor, the company will in turn fine the contractor for these offenses. Contractor cooperation in this regard is necessary to provide a safer work environment.

**Communication**

The procedure will be communicated to the contractors and workers.

**Evaluation**

Evaluation of the program will be done on an annual basis.

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