



Title: Contractor Qualification Package		Date of Issue: September 1, 2010
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Approvals:		Signatures:
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INTRODUCTION

The following responsibilities have been prepared for Contractors performing work on our project(s). We at the Village of Point Edward expect that as a Contractor performing at our facilities or property, all work and conduct will be performed in a safe manner.

This document is designed to provide Contractors with our minimum requirements for health and safety performance. They are by no means all inclusive of the requirements specified by the Occupational Health and Safety Act and pertinent regulations.

The Contractor is also required to ensure that their subcontractors workers' and visitors are made aware of and abide by the requirements detailed in our Company's Health & Safety policies and procedures, safe work practices, and emergency response procedures.



FORMS CHECKLIST

Return to the Village of Point Edward → Forms, Checklist & Documents

For your convenience we are providing you with a checklist of the required forms. Some forms are already provided.

The qualification process requires the contractor and subcontractor to provide the following:

- Copy of Workplace Safety Insurance Board Clearance Certificate or equivalent insurance.

Please note: to comply with WSIB please send us your updated Clearance Certificate every 60 days

- Copy of Certificate of Insurance for General Liability and Damage Insurance. Please note: Your Insurance certificate requires \$2 million liability coverage (unless otherwise specified).
- Copy of MSDS sheets for all products used at the project
- Signed and completed Form #10-10 Contractor Safety Questionnaire
- Signed and completed Form #11-10 Contractor Sign-off Sheet (Declaration)
- Copy of the Contractor's Health & Safety Policy and Program



CONTRACTOR RESPONSIBILITIES

The Contractor shall ensure the following:

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 "Certificate of Clearance") or equivalent insurance;
2. Material Safety Data Sheets (MSDS) for WHMIS controlled products are provided to the Village of Point Edward;
3. Maintain all equipment and machinery in safe working order and have record of maintenance available for review. Ensure that the operator's manuals are available on site for the workers to review;

Contractors and their subcontractors and workers must ensure the following:

- Have the appropriate training to perform their work safely (maintain documentation);
 - Are equipped with the proper Personal Protective Equipment to conduct the work and use it as required;
 - Know the requirements for the use, limitations and maintenance of the Personal Protective Equipment;
 - Know how to report unsafe conditions, injuries and accidents to the Village of Point Edward;
 - Know the location of emergency systems (i.e. phones, first-aid kits, emergency numbers, safety stations etc.);
 - Are encouraged to participate in health & safety;
 - Are instructed to cooperate with the management team, employees, and governing authorities (e.g. Ministry Of Labour, WSIB);
 - Maintain a safe and clean work area at all times;
 - Attend Health & Safety Orientation.
4. In the event of a workplace injury, illness or incident immediately conduct an investigation, provide to governing authorities all notices in accordance with applicable legislation and provide copies of the investigation report to the Village of Point Edward;
 5. The Contractor must establish an Early and Safe Return to Work Program for its employees and take all necessary measures to accommodate injured workers.
 6. The Contractor must appoint a competent person to act as a supervisor for their workers.



NON-COMPLIANCE

1. The Contractor shall hold harmless the Village of Point Edward, their respective officers, partners, employees and agents for any failure by the Contractor to comply with the requirements of these guidelines or their statutory responsibilities.
2. The Contractor shall be responsible, financially and otherwise for the non-compliance of its subcontractors, employees, or visitors.
3. The following penalties may be levied without recourse, at the discretion of the Village of Point Edward, against the Contractor, its subcontractors, employees, or other person for non-compliance.
 - a) Termination of the contract where the Contractor refuses and/or fails to fulfill its duties and responsibilities;
 - b) Immediate ejection from the site of any offending employee, subcontractor or other person, temporarily or permanently.
4. The Contractor shall be responsible for and shall fully indemnify the Village of Point Edward and their officers, partners, employees and agents for:
 - a) Any and all costs incurred due to charges, fines and convictions resulting from the Contractor or their subcontractors, workers or visitors failure to comply with these procedures or their statutory responsibilities;
 - b) Any and all costs incurred to defend any action resulting from the Contractor or their subcontractor's, worker's or visitor's failure to comply with these guidelines or their statutory responsibilities;
 - c) The Contractor's, or their subcontractor's, worker's or visitor's failure to comply with these guidelines or their statutory responsibilities.



Contractor Health and Safety Guidelines

General:

On arrival at the workplace, inform the Village Contact and follow the sign-in procedure and all posted instructions. Sign-in at entrance in the morning and out in the afternoon.

Work only in areas you are authorized to work in.

Do not enter other areas of the building without authorization.

Comply with all workplace health and safety requirements and applicable government laws, statutes, ordinances and regulations while on workplace property. Failure to do so will result in the Contractor's immediate removal from the workplace. The Contractor may return only when the Village Contact is satisfied compliance will be achieved.

Provide necessary personal protective equipment to contractor employees equal to those specified in workplace standard (e.g. hard hat, safety shoes, flame resistant clothing, eye, hearing and hand protection, lock-out equipment).

Employ only qualified sub-contractors and personnel; trades people are required to have appropriate tickets; occasionally a helper may work under a ticket. Ensure that a valid WSIB clearance certificate for all sub-contractors has been provided to the Village. Only sub-contractors that have been approved by the Village in writing shall be employed.

Read and communicate contents of these *Contractor Health and Safety Practice Guidelines* to ensure all of the Contractor and sub-contractor's workers know and understand Workplace Safety, Health and security requirements.

Ensure all tools, power cords, and equipment are in good working order and meet CSA requirements. Also, all tools and equipment shall not be left overhead at any time where there is potential to fall. In addition, all tools and equipment shall not be left overnight on Village property without written permission of the Village.

Supplies copies of WHMIS and safety training information to the Village Contact or designate for all controlled products used at the workplace.

No chemicals are to be brought on site without an updated approved MSDS. No Designated Substances are to be brought on site without a control program being in place. Contractors must not leave any product open or unopened at the workplace.

Complete a workplace health and safety orientation at the beginning of the contract and update as required.

Ensure all gasoline, diesel, or other combustion engines, portable heaters or any work that creates fumes has exhaust hoses vented outside the building.

Keep outside doors and designate inside doors secured as required.

Keep work areas clean and orderly at all times.



Notify the Village Contact or designate if you will be doing any work around the staff that may cause an injury, i.e. overhead crane, man lift, grinding, welding, etc.

Personal protective equipment must be worn as required.

Certified hard hats must be worn in any area that is deemed to be a construction site due to the size or nature of the job.

Hard hats must be in good physical condition.

Electrical hot gloves must be certified as required.

If using respirators, ensure Fit Testing and medical history evaluation are available to the Village Contact upon request.

Report to the Village Contact any property damage regardless of how minor.

Obey all posted signs and notices.

No worker is to be on the premises without the supervision of a designated management employee, unless preauthorized.

Contractor's employees are not permitted in any other area other than the "worksites"; if they must leave to use washroom facilities, etc., they must stay within the public area of the facility and take the most direct route.

Smoke only in designated areas of the property – no smoking in any building.

Follow all Health and Safety Policies and Procedures of the Village and the department for which work is being performed.

Alcohol, Illegal Drugs and Narcotics:

No person who appears to be under the influence of alcohol, illegal drugs, narcotics, or medications that might impair their ability to safely perform their work will be permitted or allowed to work, nor are such substances to be brought in. The possession, use, or sale of alcoholic beverages, illegal drugs, and narcotics on Village property is prohibited.

Any contractor's employees found under the influence of alcohol, illegal drugs, narcotics, or with any alcoholic beverage, in his/her possession will be barred from the premises and will not be permitted to return.

Firearms, Ammunition, Fireworks:

Firearms, ammunition and fireworks are prohibited on Village property.

First Aid:

The First Aid facilities are available for your use, as posted.

Any injury, incident, near miss or accident must be reported to the Village Contact immediately.



A thorough investigation will be made by the Contractor with the Village Contact.

A report must be submitted in writing, by the Contractor to the Village Contact on the day the injury/incident occurred.

Utilities (Electric, Water and Natural Gas)

The Contractor shall make no connection, whether temporary or permanent, to any utility line, nor shall he/she operate valves or switches on any such lines without specific authorization by the Village Contact.

Cleaning Job Site/Roadways and Walkways:

All aisles, passageways, stairs, platforms and ladders must be kept clear of obstructions.

All waste, tools, etc. must be removed each day and at the completion of the job.

All roadways and walkways must be maintained by the Contractor in a safe, passable condition during the progress of the job.

All Fire Routes must be kept clear at all times.

Vehicles obstructing Fire Routes or in unauthorized areas will be towed away at the owners' expense.

Fire Prevention:

Become familiar with the location of the fire alarm "pull stations", fire extinguishers and exits.

Anytime a fire extinguisher is used, report it immediately to the Village Contact so it can be refilled.

An Incident Report must also be filled out with the help of the Village Contact.

All flammable liquids used by the Contractor must be stored in approved safety containers.

Hot Work Procedures are to be adhered to at all times.

Lock-out Procedures are to be adhered to at all times.

Spill Response:

Contractors shall report any spills to the Village Contact or designate, the Ministry of the Environment, and any other agency as appropriate as required by regulation.

Contractors dealing with refrigerants must report leaks/spills to the Village Contact or designate.

Never attempt to clean a spill if you are unfamiliar with the chemical (Refer to the MSDS).

Evacuation:

It is important for all contractors and their employees to sign in and out where applicable.



Should the fire alarm sound, all Contractors and their employees must report to the designated safety area as per the site emergency plan.

UNDER NO CONDITIONS SHOULD ANYONE TURN BACK OR RE-ENTER AFTER AN ALARM SITUATION.

Confined Space Entry:

NO CONTRACTOR WILL PERFORM CONFINED SPACE ENTRY WITHOUT THE WRITTEN APPROVAL OF THE VILLAGE AND ONLY AFTER PROVIDING TO THE VILLAGE A DETAILED CONFINED SPACE ENTRY PROCEDURE AND TASC CARD INCLUDING ALL TRAINING RECORDS OF EMPLOYEES OF THE CONTRACTOR THAT ARE TAKING PART IN THE CONFINED SPACE ENTRY.

IN THE EVENT A SUB-CONTRACTOR IS REQUIRED, THE VILLAGE PREFERS THE USE OF GRIP SAFETY. IN THE EVENT ANOTHER SUB-CONTRACTOR IS USED FOR THIS PURPOSE, ALL INFORMATION AS SET OUT ABOVE WILL BE REQUIRED.

Sign Out Policy:

When vacating the premises, all Contractor's employees must complete the sign-out process to clearly record that the individual has left, where applicable.



DECLARATION

Company Name (Legal and Trade Names):		
Address:		
City:	Province:	Postal Code:
Contact Person:		Title:
Phone:	Fax:	
Email:		

By providing my signature below, I declare that I have read and understand the Contractor Health and Safety Guidelines and the Village of Point Edward Health and Safety Policy. As a condition of my contract, I agree to abide by all items specified in these documents. In addition, the answers given on the Contractor Safety Questionnaire are correct to the best of my knowledge and authorization is hereby given to the Village or its representative to investigate these statements and obtain any verification necessary. I understand that any statement or concealment of fact(s) may result in the removal of the Contractor, its subcontractor, workers, or visitors from any Village of Point Edward facility / property.

In addition, I acknowledge and recognize that in accepting the contract our Company, subcontractors, and all workers and visitors shall abide by the rules and procedures set out by Village of Point Edward and in the *Ontario Health and Safety Act, and pertinent regulations*, and any other governing legislative bodies. I acknowledge that any violation will be cause for disciplinary action and termination of the contract with The Village of Point Edward.

Our Company shall also ensure that all employees, subcontractors/suppliers assigned to work on Village of Point Edward projects/worksites have been informed and trained in the following:

- Contractor Health and Safety Guidelines and the Village of Point Edward Health and Safety Policy and Program.
- Specific hazards for the particular project/worksite as may be applicable.
- WHMIS and any other specific training required for the project/worksite and are able to provide proof of training as may be requested.
- That all workers who work in a skilled trade set have the required training. The subcontractor is able to provide proof of training as may be requested.
- Right to know about safety, participate in safety and their right to refuse unsafe work.
- It is also understood that depending upon the type of work to be performed, additional safety and health requirements may be specified by the Department/Facility.

I UNDERSTAND THE ABOVE SAFETY REQUIREMENTS AND WILL PERFORM THE WORK IN ACCORDANCW WITH THESE REGULATIONS AS A MINIMUM REQUIREMENT.

I have the authority to commit and bind the Company:

Signing Authority (print name): _____

Signing Authority Signature: _____

Signing Authority Title: _____ Dated: _____