

CONTRACTOR SAFETY PROGRAM

Workplace Safety and Health Program Protecting Contractors and Self-employed people while working for the school division.

Evaluation

All potential and existing contractors and self-employed persons considered for contracted work will be evaluated on the basis of their past safety practices and safety program status. The Seven Oaks School Division will also screen contractors and self-employed persons for their willingness to participate in our safety program including procedures, policies and regular monitoring of their work as it relates to safety.

Large Tended Projects Will Include in Tender Prequalification

- Shall provide specific information regarding the safety record and specific safety training of employees of the potential contractor and outstanding DOL improvement orders.
- Contractors shall include a copy of their workplace safety and health plan with the tender.
- Contractors safety plan and records shall be reviewed by senior management taking into consideration the risks and hazards of the contracted work versus the safety training of the contractors' workers.
- Any prequalification received without the contractors' safety record and safety and health plan will not be considered (this statement is to be included in the documents).
- All contractors shall be regularly monitored for safety by the Assistant Director of Operations. The frequency of inspections (including documentation) will be dependent upon the work hazards, size of project, incidents, work location, etc.

Ongoing Maintenance Contractors

The Seven Oaks School Division uses many contractors regularly to perform repairs and maintenance in and on our properties.

Contractors will be required to sign a Contractor Safety Agreement and are expected to be familiar with and follow our safety policies and procedures at all times while working in or on our property. Each contractor working on our property will be assigned to be monitored by a Seven Oaks School Division manager or supervisor whose responsibility it is to ensure that all safety requirements are met. This will be the person who hired the contractor for that particular job.

Initially all contractors will be required to meet and fill out our Contractor Safety Plan and Work Hazard Plan. Contractors will provide documentation of WCB, liability

insurance and a copy of their workplace safety and health plan (or sign an agreement to read, understand and follow the Seven Oaks School Division's Safety and Health Plan). Contractors shall provide documentation of employee training that will confirm safety training for each employee. Contractors shall update additional employee training, new equipment and training or additional work hazards as they become known.

Ongoing Maintenance Contractors Accident Reporting

Contractors are required to report accidents/incidents to a Seven Oaks School Division Director should one happen, reporting should happen directly, dependent upon the seriousness, but no longer than 24 hours after an accident or incident.

Yearly

A signing authority from the contractor shall meet with the Seven Oaks School Division management to review safety and health issues, update employee training information, provide updates on new equipment and techniques, sign and complete this form, bring forward any information that they are aware of that may affect the health of their employees or any other person.