

CONTRACTOR SAFETY REQUIREMENTS

When working on our property, all contractors and self-employed persons will:

- **Meet** the requirements of Workplace Safety and Health Act and regulations and follow applicable policies and procedures established by our company.
- **Maintain** work areas in a safe manner and correct unsafe working conditions as they are identified.
- **Instruct contract employees** in safe work procedures and advise them of the hazards on the job and in the working environment.
- **Ensure** that all contract work is completed in a manner that does not jeopardize the safety of anyone in the work area.
- **Provide** safe tools and equipment, all necessary personal protective and emergency response equipment and first aid supplies required for contractor use.
- **Maintain** Workers' Compensation Board coverage for employees.

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 on our property. A Contractor Safety agreement is attached. 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.

**CONTRACTORS' TERMS AND CONDITIONS
GOVERNING WORK FOR SEVEN OAKS SCHOOL DIVISION**

GENERAL

This document provides information regarding the conditions of work for Contractors working on Seven Oaks School Division premises and the rules to which they must comply during the term of their Contract. This document, when signed, will be held on file by and will be considered as part of the General Terms and conditions of any Purchase Order issued by Seven Oaks School Division to the Contractor. It is the sole responsibility of the Contractor to ensure that all Contractor personnel are aware of this document and comply with all the terms therein. Failure to comply may be construed as a fundamental breach of contract including but not limited to expulsion from the premises and may be cause for exclusion from any future bidding considerations.

DEFINITIONS

1. Contractor: Any person or firm engaged by Purchase Order to perform a job or provide a service at any Seven Oaks School Division property.
2. Contractor Personnel: The employees and/or subcontractors engaged by the Contractor in performance of his work.
3. Site Supervisor: The Seven Oaks School Division employee designated to supervise the job for which the Contractor has been engaged, to ensure compliance with all applicable regulations, and to resolve situations that would delay or prohibit completion of the Project.

CONDITIONS OF ENTRY AND WORK

1. The Contractor will provide, to the Seven Oaks School Division Site Supervisor, the names of all Contractor personnel engaged in the project. This is to be done at least 48 hours prior to commencing work on the property. If work is to be performed other than during regular working hours (8:00 a.m. to 3:30 p.m., Monday through Friday), the Seven Oaks School Division is to be so notified by the Site Supervisor. All Contractor personnel must enter and leave the property through the main reception area. Contractor personnel will be issued with identity badges which are to be worn at all times while on Seven Oaks School Division property and returned to receptionist when leaving the premises.
2. Contractors must request permission to park on Seven Oaks School Division property and must register the vehicles parked on Seven Oaks School Division property with the receptionist, including vehicle description and license number. The receptionist will issue temporary parking passes and will assign parking locations. Vehicles not parked in their designated location will be towed. Contractor personnel operating vehicles on Seven Oaks School Division property must exercise due care and caution and obey all posted regulations.

CONTRACTORS' TERMS AND CONDITIONS

3. The Site Supervisor will arrange a Material & Equipment Storage Area if necessary, and will advise contractor personnel of general precautions and special requirements. If the work is to be carried over from one shift to another, material and tools must be stored in the designated storage area, and the work site left tidy and free of hazardous conditions at the end of every shift.
4. Controlled or restricted materials are not permitted on the property without prior written consent of the Seven Oaks School Division Health and Safety Officer or his designate. The contractor must supply an inventory list of WHMIS controlled products including the product description and quantity in storage or use on Seven Oaks School Division premises. All controlled materials and substances must be clearly identified in accordance with WHMIS regulations (MR217/06 Part 35). Material Safety Data Sheets must accompany all controlled materials entering Seven Oaks School Division property.
5. The Contractor shall not dispose or permit to be disposed any hazardous material except in accordance with the regulations of the Province of Manitoba. In particular, the Contractor shall not permit the discharge into the City of Winnipeg sewer system any restricted material as provided in City of Winnipeg By-Law 5058/88 Part 5. All Hazardous and waste materials must be removed by the contractor of the contract.
6. Contractor personnel must remain in the immediate vicinity of their work area unless escorted by a Seven Oaks School Division employee, and must not enter any controlled or restricted areas. Normal access to washrooms will be permitted.
7. Contractor personnel will comply with all provisions of the Manitoba Workplace Safety and Health Act Chapter W210 of the Statutes of Manitoba and all regulations thereunder, and all provisions of the Seven Oaks School Division's health and safety requirements, including but not limited to the wearing of eye and hearing protection and safety footwear in designated areas, the proper use of confined space entry procedures and equipment, application of electrical lockout procedures, and the use of fall arresting devices when working in high places.
8. The Contractor will provide adequate fire protection for all equipment and welding operations. Trained fire watchers equipped with all necessary fire extinguishing equipment are required during all welding operations. Contractor personnel are to be familiar with Seven Oaks School Division emergency egress routes and must not leave Seven Oaks School Division premises in an evacuation situation without advising the Site Supervisor.
9. The Contractor will adequately protect the work, the owner's property and buildings, other Contractors, and Seven Oaks School Division and shall be responsible for any damage due to any act or neglect by Contractor personnel.

CONTRACTORS' TERMS AND CONDITIONS

9. All incidents involving plant or contractor personnel or plant equipment or services must be immediately reported to the Site Supervisor, who will take action as necessary to correct the situation and/or remove the hazard.
11. The Contractor will submit daily time sheets for approval by the Site Supervisor where the original Purchase Order permits additional costs for installation or the job is awarded on a time and materials basis. In the latter case, the Contractor will also submit material lists for approval.
12. The Contractor is responsible for the provision of all tools and equipment required to complete the work unless specified otherwise in the original Purchase Order. A charge will be levied against the Contractor for all tools, equipment, and materials provided by Seven Oaks School Division for the completion of the work. Seven Oaks School Division assumes no liability for the loss, theft or disappearance of the contractor's tools and equipment while on a Seven Oaks School Division premises. The contractor may be required to show evidence that the property is insured against such perils.
13. All building permits, licenses, or other legislated requirements for the approval, construction, and inspection of a Project are the sole responsibility of the Contractor unless otherwise specified on the Purchase Order.

CONTRACTORS' TERMS AND CONDITIONS

I hereby certify that I have read and understood the above Terms and Conditions and agree to comply with same.

Dated at _____ this _____ day of _____, 20 ____

Worksite / Project: _____

Signed: _____

Name: _____

Title: _____

Company: _____

Address: _____

Received by
Seven Oaks School Division

Date: _____

Sign: _____

Print
Name: _____