

Element 6

Contractor, Visitor, Volunteer & Other Worksite Parties Health & Safety Program





Table of Contents

Contractor, Volunteer & Other Worksite Party Health & Safety Program	4
Purpose.....	4
Definitions & Legislative Obligations	4
Owner	4
Employer	4
Contractor	4
Prime Contractor	5
Service Provider	5
Self-employed Person	5
Alberta Labour Laws – Using Youth Volunteers (Under 18 years of age)	6
Restrictions on Work Activities – Guide for Youth Volunteers	6
Other Worksite Parties.....	7
Contractor, Volunteer & Other Worksite Party Directive	8
Roles and Responsibilities	8
Managers.....	8
Supervisors.....	9
Workers.....	9
Prime Contractors, Contractors, Sub-Contractors & Self-employed Person Responsibilities	9
Volunteers/Visitors	10
Hiring Prime Contractors, Contractors & Other Worksite Parties Decision Flowchart and Checklists.....	10
Contractors, Prime Contractors, Self-employed Persons Pre-qualification Process.....	13
Assigning Prime Contractor Responsibilities	14
Posting Prime Contractor Designation & Contacts at construction sites.....	14
Examples of construction work activities include, but not limited to;	15
Orientation Process	15
General Orientation Topics.....	15
Prime Contractor, Contractor, Self-employed Person & Other Worksite Party Orientations	16
Visitor and Volunteer Orientations.....	16
Monitoring Contractors, Self-employed Persons, Visitors/Volunteers or Other Worksite Parties.....	17
Monitoring Positive Observations	17
Non-compliance of Contractors, Self-employed Persons, Visitor/Volunteers or Other Worksite Parties.....	17
Reporting & Follow up Process	18
Non-compliance/violations for Contractors Hired under Urgent Situations	18



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

Element 6 – Forms & Checklists 19



Contractor, Volunteer & Other Worksite Party Health & Safety Program

Purpose

The Town of Sexsmith has the responsibility to provide a healthy and safe worksite to all types of worksite parties; visitors, volunteers, prime contractors, elected officials hired as contractors or volunteers, contractors, sub-contractors, service providers, workers hired through temporary agencies, self-employed persons or any other paid or non-paid person or employer conducting work on or behalf of the municipality.

Visitors or volunteers, who are not conducting work activities on a municipal worksite, may be attending training, committee meetings, or a member of the public meeting with a town representative.

Definitions & Legislative Obligations

Alberta OHS Act Part 1 outlines the obligations of all work site parties; managers, supervisors, workers, suppliers service providers, owners, contractors, prime contractors, self-employed persons, temporary staffing agencies, and when an individual may hold multiple obligations.

Owner

Obligations of Owners, (Alberta OHS Act, Part 1, Section 8), ensure as reasonably practicable to do so;

- *That the land, infrastructure any buildings or premises on the land that is under the owner's control is provided and maintained in a manner that does not endanger the health and safety of workers or any other person.*

Employer

The employer representative could be a manager, supervisor, CAO and may include a volunteer oriented and trained to act as a project site supervisor.

Obligations of Employers, (Alberta OHS Act Part 1, Section 3), shall ensure, as far as reasonably practicable for the employer to do so;

- *Health and welfare of workers engaged in the work for the employer.*
- *Those workers not engaged in the work of that employer.*
- *Other persons at or in the vicinity of the worksite who may be affected by hazards originating from the worksite.*

Contractor

Obligations of Contractors, (Alberta OHS Act Part 1, Section 9), shall ensure, as far as reasonably practicable for the employer to do so that is under the control of the contractor does not create a risk to the health and safety of any person;

- *Every worksite where an employer, employer's worker, or self-employed person works pursuant to a contract with the contractor.*



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

- *Every work process or procedure performed on a worksite by an employer, employer's worker, or self-employed person pursuant to a contract with the contractor.*

Prime Contractor

A prime contractor is required at every work site where there are two or more employers involved in construction work activities, oil and gas, or a class of worksites designated by a Director. When work activities meet the criteria for a prime contractor, then a contractor, employer or another person who enters into an agreement with the owner of the worksite to be the prime contractor. If there is no agreement, the owner of the work site is automatically the prime contractor.

Obligations of Prime Contractors, (Alberta OHS Act Part 1, Section 10)

- *Every construction or oil and gas work site or a work site designated by the Director (Alberta Labour) must have a prime contractor if there are two or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the work site.*
- *The person in control of the work site shall designate in writing a person as a Prime Contractor of the work site.*
- *The name of the Prime Contractor must be posted in a conspicuous place at the work site.*
- *If the person in control of the work site fails to designate a person as the Prime Contractor, the person in control of the worksite is deemed to be the Prime Contractor.*
- *Consult and cooperate with the joint worksite health and safety committee or health and safety representative, as applicable.*
- *Coordinate the health and safety program of employers and the self-employed persons on the worksite and where there are two or more employers, or self-employed persons or one or more employer or one or more self-employed persons have a health and safety program.*

Service Provider

A service provider shall ensure, as far as it is reasonably practicable for the service provider to do so, that any service provided, (Alberta OHS Act Part 1, Section 7);

- *Ensure that all services provided in respect of a worksite comply with the Act, the regulations, and the OHS Code.*
- *Ensure that services provided to a person to meet an obligation in the Act, the regulations, and the OHS Code.*
- *Ensure that no person at or near a worksite is endangered as a result of the service provider's activity.*

Self-employed Person

A self-employed person is anyone who conducts work under a contract but is not an employee of the employer. A self-employed person may be a proprietor and may or may not have a registered company offering services.

Obligations of self-employed person, (Alberta OHS Act Part 1, Section 11), every self-employed person shall;



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

- *Conduct the self-employed person's work so as to ensure that the self-employed person or any other person is not exposed to hazards from activities at the worksite.*
- *When working on a project that has a prime contractor, advise the prime contractor that the self-employed person is working on the project.*
- *Report, to the extent that it is reasonably practicable to do so, to all affected employers and self-employed persons at the worksite a concern about an unsafe or harmful worksite act that occurs or has occurred or an unsafe or harmful worksite condition that exists or has existed.*

Alberta Labour Laws – Using Youth Volunteers (Under 18 years of age)

The Alberta Youth Employment laws stipulate that only non-profit organizations may use youths under the age of 18, as volunteers.

The Alberta youth employment laws restrict certain activities youths may be allowed to conduct as an employed person. Only non-profit organizations are exempt from having youths as volunteers and do not need to follow the same restrictions as all other employers.

A non-profit organization may organize events and bring in their youth volunteers, (volunteers under the age of 18), on the municipality's worksite or facility owned by the municipality. The non-profit organization is only allowed to use youth volunteers. The municipality may wish to have their volunteers at the event, if the municipal volunteers are over the age of majority.

For-profit or commercial organizations are not allowed to use youths under the age of 18 as volunteers. The reason for this is to prohibit for-profit organizations, including municipalities, from exploiting youths for hire.

If the municipality wishes to hire youths under the age of 18, may do so, within the restrictions of Youth Employment Laws and must pay the youth the required minimum wage.

Restrictions on Work Activities – Guide for Youth Volunteers

The following youth labour restrictions when employing youths are included as a guide for the municipality wishing to hire youths and when determining the most appropriate level of volunteer activity for the municipality and non-profit organization for youths under the age of 18.

- *Under 12 years of age, may only be employed in artistic endeavours, and the parent or guardian consent is required.*
- *Youths between the ages of 13 to 14 may be employed for delivering flyers, some clerical work, and artistic endeavours, such as; sweeping and mopping common areas, assembling food orders (food hampers), dish washer, bussing or cleaning tables, providing customer service.*
- *Youths between the ages of 15 to 17 may be employed in any type of work activity, with parent or guardian consent is required to work during restricted hours.*

Any youths under the age of 14 are prohibited from;

- *Using deep fryers, grills.*
- *Using other potentially dangerous equipment or work where equipment is working.*
- *Work with or near moving vehicles, (no traffic directing).*
- *Work in areas where smoking is allowed.*
- *Working alone and must be under continuous adult supervision.*



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

Restricted hours of work for youths;

- *12 years of age or under;*
 - *Will be decided upon in the employment permit approval (for employment, but not stipulated for volunteering) require parent or guardian approval.*
- *13 to 14 years of age;*
 - *Cannot work between 9:00 pm and 6:00 am.*
 - *Cannot work during school hours unless they are enrolled in an off-campus education program.*
 - *Can work only up to 2 hours outside of regular school hours on school days.*
 - *Can work up to 8 hours on non-school days.*
- *15 to 17 years of age;*
 - *Cannot work during school hours unless they are enrolled in an off-campus education program.*
 - *Can work between 9:00 pm and 12:00 am, in retail or hospitality, and with adult supervision.*
 - *Cannot work between 12:01 am (Midnight) to 6:00 am.*

Visitor/Volunteer

A visitor or volunteer is any person other than a municipal employee who visits or volunteers for activities on behalf of the Town of Sexsmith. The purpose can be to attend a meeting, tour, or any other extended period.

Non-profit organizations wishing to organize events with the assistance of the municipality may do so, and only non-profit organizations may use youths under the age of 18 as volunteers. The municipality cannot use youths under the age of 18 as volunteers.

Examples of events where the non-profit or education provider wishes to organize and even with the municipality or on the municipality owned facility;

- 4-H Club organizing with FCSS for bake sales or donation raising for the 4-H club.
- Food Bank Association brings youth and adult volunteers to assist in organizing food at a municipal worksite.
- Swim Club Association sponsors youths to assist at the pools or lifeguards.

Other Worksite Parties

Other worksite parties may include service providers, self-employed persons, temporary agencies used to hire short service workers, and leaser/lease agreements between the municipality and societies, such as the Ag Society, Museum Society, and Library boards.

When the Town of Sexsmith is the landowner, or the owner of the infrastructure or buildings has obligations as the owner within the Alberta OHS legislation, Alberta OHS Act, Part 1, Section 8.

- Ensure anyone renting the building or long-term lease land agreement the leaser's activities do not cause harm or create hazards to people entering the facility.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

- The municipality has obligations that activities on their land, infrastructure or buildings does not cause a health and safety harm to others using the land, entering the land or conducting operations on the land or permanent structure or a temporary structure.

Contractor, Volunteer & Other Worksite Party Directive

The Town of Sexsmith is committed to protecting the health and safety of all types of worksite parties, and may include, but not limited to;

- contractors, sub-contractors, prime contractors, self-employed persons
- volunteers, visitors, elected officials visiting a site or volunteering for a municipal sponsored event
- service provider or supplier
- or any other type of worksite party

All contractors, sub-contractors, prime contractors, self-employed persons, volunteers, visitors, elected officials visiting a site, or volunteering for a municipal sponsored event, service provider, or any other type of worksite party must be oriented to the worksite before work activities commence.

Managers and supervisors ensure orientations are completed and documented and signed off by the hiring manager or individual overseeing volunteers, prime contractors, contractors, sub-contractors and self-employed persons.

Documented orientations must include the minimum, but not limited to, hazard assessments, emergency procedures, general safety rules, code of conduct, roles and responsibilities, and expectations.

Additional topics addressed during the pre-qualification process may include a tour of the worksite or facility and confirmation of training or qualifications.

Roles and Responsibilities

Managers

Ensure pre-qualification processes for prime contractors, contractors, sub-contractors, service providers, self-employed persons, or any other worksite party hired to conduct work activities.

Ensure prime contractor acknowledgements and responsibilities are agreed upon and signed off.

Ensure notification for the posting of prime on construction sites, or where the Director of OHS, (OHS Officer), imposes a prime contractor needs for a worksite.

Ensure orientations completed for any visitors, volunteers, service providers, or any other worksite parties conducting work activities, inspections, or regulatory inspections to the worksite hazards, emergency evacuations, and when required, sign in/out of the facility.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

Supervisors

Supervisors are to ensure any contractor, sub-contractor, self-employed persons, visitors, or volunteers complete their orientations and when needed to follow up or report any non-compliance, unsafe acts, conditions, or behaviours from all work site parties.

Workers

Workers are to report any non-compliance or unsafe acts, conditions, or behaviours from contractors, prime contractors, self-employed persons, visitors, volunteers, or any other worksite party to their manager or supervisors right away.

Reporting non-compliance or unsafe acts, conditions, or behaviours help to identify any corrective actions or additional preventative measures needing implementation.

Prime Contractors, Contractors, Sub-Contractors & Self-employed Person Responsibilities

All contractors and sub-contractors will be held accountable for their health and safety performance and will be subject to periodic inspection, as determined at the time of the contract, of their operations

All contractors and subcontractors will be required to implement corrective measures as identified during work site inspections, hazard assessment reviews, and investigations.

Any non-compliance with the designated health and safety program from prime contractors, contractors, sub-contractors, or any hired worksite party will be considered a serious matter, and unless corrected may constitute grounds for contract termination and removal from the pre-qualification list.

The prime contractor, contractor, sub-contractor, self-employed person or any other worksite party in violation or found to be non-compliance will be informed both verbally and in writing of the non-compliance; if corrective actions are not completed after written notice, then a stop work order will be issued, and the violating party will be required to leave the site.

Prime contractors, contractors, sub-contractors, and self-employed persons will be actively involved in the hazard assessment process.

When a worksite requires a prime contractor, then the prime contractors will be assigned the duties to establish either a joint work site health and safety committee (20+ workers on site) or a health and safety representatives (5-19 workers on site) when the work activities last longer than 90 days.

Prime contractors, contractors, and sub-contractors and self-employed persons will participate in the municipality's health and safety orientations or when a prime contractor on a worksite may be assigned the responsibility to conduct site-specific orientations for new workers assigned to the job site and job tasks or a combination of both.

Prime contractors, contractors, sub-contractors, and self-employed persons will report all types of incidents and conduct investigations when asked and required to do so.



Volunteers/Visitors

- All visitors or volunteers must report to the main office or reception area identified for the location before entering any restricted areas or engaging in any work or non-work activity.
- Follow the municipality's health and safety and other relevant policies, procedures, and safety rules.
- Complete any training and orientations, provided by a municipal representative.
- Volunteers or parents responsible for youth volunteers are to adhere to the municipal health and safety rules and responsibilities and have additional responsibilities for escorting and overseeing youth volunteers, individuals who are under the age of 18.
- Sign-in when asked to do so to the facility visited.
- Reporting any observed hazards to their site contact.
- Report any incidents, near misses, first aid, and/or environmental spills and/or releases.
- Participate in site health and safety system requirements such as fire drills that may take place while they are on site.
- Wear and use all provided personal protective equipment.

It is the responsibility of the town representative, who has invited the visitor onto a municipal work site, to ensure visitors and volunteers complete the appropriate sign-in and reporting process.

The non-profit organization is responsible for organizing and providing adult supervision and signed parental or guardian waivers for events that have youths under the age of 18 volunteers at the event.

The non-profit organization, such as custodians, guardians, or parents, are responsible for ensuring the youths follow the municipal site health and safety rules and hazard controls.

The municipality's representative may request the removal of an adult or youth volunteer if the adult or youth volunteer is not following the rules or behaving in a manner that is unsafe for the volunteer or others in the vicinity.

Hiring Prime Contractors, Contractors & Other Worksite Parties Decision Flowchart and Checklists

Principle: The Town accepts liability if the contractor does not have WCB or an appropriate level of insurance or certification to conduct the job tasks hired to complete.

When hiring a contractor for services, the tendering process will identify the type of work activity and determine if the work is construction or non-construction in nature.

The municipality decides at the tendering or urgent situation if the municipality has the ability and capacity to be designated as Prime Contractor for the construction site work activities.

Non-construction work activities do not need a Prime Contractor acknowledgement form signed nor the posting of the Prime Contractor Notification at the worksite. The municipality is responsible for the worksite, and part of the municipality's due diligence is to complete the pre-qualification process to help ensure contractors are qualified and able to conduct the work activities healthily and safely.

The following checklists are a guide to assist managers in completing the applicable documentation.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

Checklist – Construction and Non-construction work activity, Municipality is Prime or in Control

- Non-construction sites, the municipality is designated as equivalent to “Prime Contractor” responsibilities and under the legislation is not required to be designated or post a prime contractor notification.
- Construction site work activities, the municipality defaults as Prime Contractor and must post Prime Contractor notification stating the municipality is prime and must include the municipality’s site supervisor and contact information.
- Any tendering or contract agreements completed, as per tendering and procurement practices.
- Contractor discloses any OHS or other regulatory violations, stop work orders that are outstanding any outstanding order, then must supply a Risk Assessment Plan to rectify the order.
- Reference checks and check with other departments/municipalities.
- Complete pre-qualification and orientation.
- Confirm WCB and appropriate level of insurance and a copy of the Certificate of Insurance.
- Ensure the insurance policy includes the municipality is “an additional name insured” on the policy.
- Reviews the municipal's health & safety elements.
- Completes a hazard assessment, if not already provided.
- Confirms contractor has bona fide training and qualifications, such as, but not limited to;
 - Confined Space
 - Ground Disturbance
 - Auditing
 - CVIP inspections
 - Fire extinguisher and equipment inspections
 - Fireworks
 - Working from heights and fall protection
 - Entering hazardous atmosphere conditions, e.g., H2S and methane
- Collects applicable training certificates.
- Review and identify the emergency procedures and contractor’s emergency contact information
- Contracting workers sign off.
- Contracting workers assigned to the worksite sign off.
- Hiring manager or supervisor signs off.
- When new contracting workers assigned to the project site, may use original orientation and have new workers sign off on orientation form.
- If reports of violations or non-compliances from contractors;
 - Hiring manager investigates and follows-up with the contracting company.
 - Hiring manager decides if the violation is severe enough to remove contractor from worksite and pre-qualification list.

Checklist - Construction work activity, Contractor is Prime Contractor

- Any tendering or contract agreements completed, as per tendering and procurement practices.
- Contractor discloses any OHS or other regulatory violations, stop work orders that are outstanding any outstanding order, then must supply a Risk Assessment Plan to rectify the order.
- Reference checks and check with other departments/municipalities.
- Complete pre-qualification and orientation.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

- Confirm WCB and appropriate level of insurance for work activity, and a copy of the Certificate of Insurance.
- Ensure the insurance policy includes the municipality is “an additional name insured” on the policy.
- In the contract process, the municipality and prime contractor will decide which health and safety program to follow; generally, the higher level or completed program is followed.
- Complete Prime Contractor signed authority when contractors are designated as Prime Contractor and is responsible for posting Prime Contractor Notification at the worksite, including the name and contact information of the site supervisor.
- Completes a hazard assessment, if not already provided.
- Collects applicable training certificates.
- Confirms contractor has bona fide qualifications, such as, but not limited to;
 - Confined Space
 - Ground Disturbance
 - Auditing
 - CVIP inspections
 - Fire extinguisher and equipment inspections
 - Fireworks
 - Working from heights and fall protection
 - Entering hazardous atmosphere conditions, e.g., H₂S and methane
- Review and identify the emergency procedures and contractor’s emergency contact information
- Contracting workers sign off.
- Hiring manager or supervisor signs off.
- Hiring manager ensures the prime contractor posts the Prime Contractor Notification
- Prime contractor responsible for daily hazard assessments for site activities and orienting sub-contractors or their workers to the worksite.
- If reports of violations from the prime contractor or contracting companies under the responsibility of the prime contractor;
 - Prime Contractor and hiring manager may both be involved in the investigation and follows-up with contracting company.
 - Hiring manager decides if the violation is severe enough to remove contractor from worksite and the pre-qualification list.

Checklist - Urgent Situation requiring a Contractor

Depending upon the emergency, all the information on the pre-qualification process may not be completed before the contractor working on remediating the emergency services.

The following checklist is a guideline for hiring managers and supervisors to ensure the worksite is safe for the contractor to being work activities.

When a ground disturbance is required, then Emergency One Call services will also need to be contacted, and work does not commence until One Call identified the buried utilities.

- Check if the contractor is pre-qualified or recommended by the regulator.
- Check if One Call completed the emergency locates and retain copy of map.
- Types of an emergency requiring a contractor may be, but not limited to;
 - Wastewater main breaks.
 - Flood or fire remediation.
 - Post clean-up of spills or releases of hazardous materials, such as ammonia leak.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

- Complete the Prime Contractor acknowledgement form, if work activities are construction and if the municipality will be designating the contractor as Prime Contractor for the worksite.
- Hiring manager completes the site-specific hazard assessment with contractors and workers;**
 - Contractor may complete their site-specific hazard assessment, FLHA form.**
 - Identify emergency procedures and what to do if the condition worsens.**
 - Identify the contractor's emergency contact numbers.**
- If a work activity is a construction, then post the prime contractor notification form.**
- If any violations during the urgent situation, the hiring manager may wish to follow up with the investigation post work activities or, depending upon the severity, may need to shut down work activities of the contractor.
- Before payment of contract;**
 - Collect WCB and insurance information.
 - Complete pre-qualification process, if required.
 - If required, collect copies of the site-specific hazard assessment forms.
 - The hiring manager and contractor may wish to conduct a post-project deficiency list for the municipality or contractor to follow up with and determine if the contractor used wishes to be pre-qualified, if not already pre-qualified.

Contractors, Prime Contractors, Self-employed Persons Pre-qualification Process

- Write contracts with appropriate clauses to identify responsibilities for safety.
- Confirmation of current WCB Account status and proof of the appropriate level of industry coverage.
- Confirm contracting company has the correct WCB Industry Code coverage for the work being hired to complete.
- Confirm the contracting company has the qualified/bona fide qualifications to conduct the work activities, such as, but not limited to;
 - Fire inspection of equipment, sprinkler and fire extinguishers
 - CVIP mechanical shop certified and mechanics are CVIP certified
 - Contractor hired to operate a rink or arena facility, which has ammonia or freon
 - Contractor hired to clean out wastewater facilities and the work requires the contractor to enter a confined space, work in potential H2S and ammonia environments
- Confirmation of appropriate level of Certificate of Insurance with expiry dates, minimum of;
 - \$2,000,000.00 for minor work activities.
 - \$5,000,000.00 for major construction or more depending upon the insurance requirements and the overall cost of the project.
- Certificate and Recognition Program status from a Certifying Partner may save time in reviewing specific program policies and procedures relating to the following;
 - Hazard Assessments
 - Inspections
 - Investigations
 - Training and Qualifications of Contractor's workers
 - Emergency Response Plans and general emergency procedures
- Orientations are conducted before commencing with work activities and when new projects begin and for repeated contractors on an annual basis.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

- Any contractors with outstanding OHS Orders or Stop Work Orders will require confirmation the Order or Stop Work Orders have been completed and in compliance with Alberta OHS legislation. Confirmation may be to request the clearance letter from OHS Officer satisfied with the compliance.
- The link to check on OHS Orders, <https://work.alberta.ca/occupational-health-safety/employer-records-search.aspx>.

Assigning Prime Contractor Responsibilities

The Town of Sexsmith is responsible for ensuring the contractor awarded prime contractor responsibility is competent and qualified to complete prime contractor responsibilities.

Prime contractor key responsibilities include, but not limited to;

- Experience and appropriate level of training.
- Ability to supervision, examine the workplace for risks, have procedures in place for hazardous activities, monitor worker compliance with OHS legislation, and the municipality's health and safety and code of conduct rules.
- Ability to review and manage sub-contractors, self-employed persons, and other worksite parties.
- Providing first aid services, equipment, and supplies available at the work site.
- Providing toilet facilities to all contractors and sub-contractors while conducting work.
- Provide required equipment, infrastructure, and excavations that are designed, constructed, erected, or installed on behalf of the municipality.
- Providing scaffolding, guardrails, waste disposal, propane tanks, and entry/exit ramps at construction site and fall protection anchorages.
- Establish either a joint work site health and safety committee (20+ workers on site) or a health and safety representatives (5-19 workers on site) when the work activities last longer than 90 days.

A designated prime contractor is required for all construction sites, where two or more employers are reporting to the worksite.

For example, the municipality is one employer and hires ABC Construction Company to build a new community centre building. At the construction site, the municipality needs to decide if the contractor is assigned prime contractor responsibilities, or the municipality will be the designated prime contractor.

When deciding upon which employer will be prime contractor, Alberta Labour published a guideline for the *Roles and duties of Prime Contractors, L1018*, to assist employers in understanding the roles and responsibilities when hiring and designating a contractor or the employer as prime.

Posting Prime Contractor Designation & Contacts at construction sites

Posting the Prime Contractor Designation is required for all construction sites, when there is two or more employers on a worksite.

When the municipality is the Prime Contractor for the site, the municipality is also responsible for posting a notification at the construction site, stating the municipality is Prime.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

Post the Prime Contractor Designation form in a conspicuous place for the workers and the public to quickly know who the prime contractor is for the work site. The notification can be as placing in the window of a vehicle on the site.

The notification must identify the following;

- Name of the company/municipality.
- Name of the site contact.
- Telephone number of the site contact.

On the Prime Contractor Designation form is to list contacts and telephone numbers available at the work site. Include the names of the on-site individuals, who are directing the work activities. The form may be the contractor's contact or any self-employed persons and their contact numbers.

Examples of construction work activities include, but not limited to;

- Erecting a building or a prefabricated structure, major renovation, or addition to an existing building, new building construction.
- All roadway or streetway construction, repairs, excavations, pothole repairs.
- All types of ground disturbance or excavation work activities, such as water/wastewater repairs, breaks, or new installations.
- Major renovations to a building, such as roof repairs or a new roof replacement or overhauling a workspace that includes any level of demolition.
- All types of demolitions, major building demolition to a minor demolition, such as "gutting" a washroom facility.
- Erecting tents or temporary structures at an event, even if volunteers are hired to assemble the tents or temporary structures.

The prime contractor is responsible for posting the Prime Contractor Notification in a conspicuous place at all construction sites.

Orientation Process

All work site parties, which include prime contractors, contractors, sub-contractors, self-employed persons, visitors, volunteers (parades and election workers, elected officials hired as a contractor or volunteer) are to complete an orientation before work commences.

Orientations have specific orientation forms to use for each type of group;

- Contractors, Prime Contractors, Self-employed persons, Service providers
- Visitors/Volunteers

General Orientation Topics

The orientation topics must include as the minimum, and may need to review additional health and safety topics;

- Hazards in the work activities or at the worksite (complete the Hazard Assessment included in the orientation form or may reference a Formal Hazard Assessment related to the job task, contractors may provide a project hazard assessment).
- Emergency response plans, muster locations, safe evacuation routes.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

- Emergency contact information and emergency chain-of-command procedures.
- Location of appropriate eating, washroom facilities, parking, etc.
- Reporting expectations; injury, near miss, workplace harassment/violence, hazardous condition, work refusal.
- Specific job procedures or worksite practices.
- General health and safety rules.
- Smoking rules.

Prime Contractor, Contractor, Self-employed Person & Other Worksite Party Orientations

The contractor orientation is to identify hazards, emergency procedures, safe work practices, rights of workers at the work site, critical hazards, and the means to control the hazards.

Contractor orientations may need to confirm the training verifications for contracting workers in the specific work tasks, such as, but not limited to;

- First Aid
- WHMIS 2015
- Trade Certificate (e.g., confirm bona fide requirements, CVIP mechanic, Fire inspector qualified to conduct annual fire extinguisher inspections)
- Confined Space
- Ground Disturbance
- Fall Protection
- TDG

Contractors, sub-contractors, prime contractors, self-employed persons, or any other worksite party hired are required to report to the department manager or supervisor. They may need escorting into any restricted or construction areas that are generally not available for public access.

Orienting contractors, prime contractors are to be done before the commencement of project work and contractors, prime contractors, self-employed persons wishing to remain on the pre-qualification list are to conduct a general orientation on an annual basis.

Managers are to ensure orientations are completed and the orientations may need to include a site orientation tour.

Contractors, prime-contractors, self-employed persons bringing their own workers onto a municipal site will be responsible for orienting their own workers to the specific hazards, emergency response procedures, safe work practices and procedures any additional health and safety topics to keep their own workers healthy and safe on the municipal worksite or a worksite the municipality is overseeing.

Visitor and Volunteer Orientations

Visitors or volunteers who conduct work activities under the direct supervision or escorted to worksites to perform inspection, regulatory or auditing activities are oriented to the hazards, emergency response, safety procedures and rules and conduct before performing the visitor work activities.

Visitors and volunteers are required to report to the department manager or supervisor where they are to conduct work and may be escorted into any restricted or construction areas that are generally not



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

available for public access. Review the hazards and rules before escorting a visitor or volunteer into a restricted area.

Visitor sign in-out sheets can be used to identify when a visitor or volunteer is on a worksite and will be required to proceed to the muster point during evacuations or drills.

Visitors or volunteers may complete the orientation on an individual basis or as a group.

Orienting volunteers, the site supervisor, may wish to use the volunteer sign-up sheet for confirming attendance to the volunteer group orientation.

Managers are to ensure the orientations are completed, and the orientations may need to include a site orientation/tour or have a visitor sign-in and verbally review the hazards and emergency procedures.

Monitoring Contractors, Self-employed Persons, Visitors/Volunteers or Other Worksite Parties

Managers or assigned supervisors are to monitor the project site hazards and other worksite party or volunteer work activities and behaviours. Monitoring hazards and work activities and acts help ensure all health and safety program requirements are meeting legislative, regulatory and municipal standards.

During the contract negotiations, the contract will determine the schedule for municipal representatives, managers, supervisors, or competent workers to observe and monitor the overall health and safety performance of contractors, sub-contractors, prime contractors, self-employed persons, or other worksite parties.

When required and identified in the contract, the municipality's representative or project supervisor will follow up with monitoring or observations of the contractor, prime contractor.

Monitoring Positive Observations

Positive observations are encouraged to be documented and shared with the contractor, visitor/volunteer or other worksite party.

Monitoring contractors, volunteers, and any other worksite party through observations, informal inspections for non-compliances and positive behaviours and acts helps managers determine the quality and continual use of the contractor, volunteer, or worksite party.

Managers and supervisors are to monitor contractors, prime contractors, and sub-contractors and self-employed persons, visitors, and volunteers to ensure all work site parties are following the prescribed health and safety standards and practices and positive observations.

Non-compliance of Contractors, Self-employed Persons, Visitor/Volunteers or Other Worksite Parties

Recording non-compliance with other worksite parties provides evidence for the municipality to continue to use or discontinue or cancel contracts with the worksite party, prime contractors, contractors, self-employed persons.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

Follow ups with other worksite parties on their performance, helps to ensure the municipality and contracting worksite party or visitor/volunteer provide another level of communication and may help resolve performance issues from the other worksite party.

Reporting & Follow up Process

1. The observed violation may be resolved with a verbal warning; verbally reports are to be documented and submitted to the department manager affected by the non-compliance.
2. It is equally important to communicate positive observations to the contracting party, visitor or volunteer.
3. Department manager reports to the contractor on the specifics to the non-compliance/ violation or positive observation.
4. The assigned municipal worker or department manager completes a written report, Monitoring Report form.
5. Copy of the Monitoring Report form is sent to the other party to develop and implement corrective actions, when required or acknowledge a positive finding.
6. Final sign off by contractor, prime contractor, volunteer
 - Contractor sends back a completed copy of the report, describing corrective actions completed and confirms corrections and signs off acknowledging corrective actions completed.
7. Final sign off by the worker who reported the observation.
8. Final sign off by department manager and determines if the contractor remains on the pre-qualification list.
9. Final sign off by CAO, for serious and imminent dangerous violations.
10. File the completed Monitoring Report in the contractor's or volunteer's file.

Non-compliance/violations for Contractors Hired under Urgent Situations

1. When observing a non-compliance or violation, then the site needs to be stabilized, and this may include a work stoppage.
2. Report the non-compliance or violation to the department manager or CAO, if the department manager is unavailable.
3. Follow up with the contractor for corrective actions.
4. Determine if the contractor remains on the pre-qualification list.



Element 6 Contractor, Visitors, Volunteers & Other Worksite Parties Program

Implementation: 2020-01-01

Revised:

Element 6 – Forms & Checklists