



Date: January 2021

**Re: Town of Orangeville's Contractor Health and Safety Package**

Dear Contractor:

The Town of Orangeville requires that all contractors hired to work on Town property are required to submit a completed and signed Contractor Health and Safety Package described in this document prior to commencing work.

Contractors are expected to read and comply with the attached Contractor Health and Safety Package. Contractors must ensure that their employees and subcontractors are aware of the package contents and agree to follow the terms and conditions of the package.

For contractors engaged on a multi-year basis, the Contractor Health and Safety Package must be completed and submitted each year by March 31.

Contractors who are often called upon by the Town to perform work on an 'as required' basis have the opportunity to be listed on a **pre-cleared list** for health and safety purposes by submitting their Contractor Health and Safety Package each year by March 31. Once pre-cleared, it will facilitate the engagement of contractors to perform work. The list of pre-cleared contractors is available to all departments within the Town of Orangeville.

A safety reminder program will be used to ensure that contractors on Town property observe the same internal processes and legislative requirements as in-house employees. If there is evidence of an infraction of the Contractor Health and Safety Package, a safety reminder will be completed and submitted to the Town contact as identified in the bid documents. This will also be kept on file at the Town.

If anything in the package is unclear or if there are questions, contractors should direct questions to the Town contact identified in the bid documents.



**Town of Orangeville**  
**Contractors Health and Safety Package**

**The following forms are the Contractor Health and Safety Package and must be submitted to the Town prior to work starting:**

1. Contractor's Health and Safety Acknowledgement (see attached) – completed and signed
2. Workplace Safety and Insurance clearance number or certificate and proof of liability insurance. (If you are a sole proprietor and do not have WSIB insurance, you will be required to complete the WSIB Independent Operator Status questionnaire. This questionnaire is to establish your status as an independent contractor from the Town. The questionnaire is available on the WSIB website (form 1158A). Once the questionnaire has been completed and submitted to WSIB, you will need to provide the Town with the document proving your status along with the submission of this package.)
3. Copy of your health and safety program. If no documented program exists, contractors must complete the '**Health and Safety Work Plan**' form found in this package –'Part C' of the checklist attached to the Contractor's Health and Safety Agreement.
4. Copies of all legislated and relevant health and safety training/qualification certificates for all workers that are working onsite. This includes general health and safety training as well as hazard specific training/certificates (e.g. Ministry or Labour mandatory worker awareness training, working from heights training)

**The package should be submitted in electronic form or in hard copy format to the Town contact identified in the bid documents**

## **Contractor Occupational Health & Safety Requirements For the Town of Orangeville**

### **Intent**

**To outline the responsibilities of contractors who are contracted to perform work on Town of Orangeville property or in Town buildings or buildings leased by the Town.**

Contractors, their subcontractors and their respective personnel who perform work on Town property, buildings or leased premises must have appropriate health and safety programs in place and comply with applicable Town policies, and any other applicable Occupational Health and Safety laws.

Contractors and subcontractors working on Town premises must take all necessary steps to protect their employees and other personnel, Town employees, the general public and Town property from any injury during the course of the contract.

Contractors are required to ensure their personnel and all subcontractors assigned to perform work comply with the requirements outlined in this package. .

The Town of Orangeville reserves the right to make changes to the Contractor Health and Safety Contractor Package at its discretion.

### **Compliance with Legislation**

As a condition of doing business with the Town of Orangeville, all contractors must comply, and ensure their subcontractors and all personnel comply, with applicable municipal, provincial and federal regulatory requirements and appropriate Town policies and procedures including but not limited to:

- Ontario's Occupational Health and Safety Act (OHSA) and its Regulations;
- Ontario Building Code;
- Ontario Fire Code;
- Electrical Code;
- Environmental Protection Act;
- Applicable CSA Standards;
- This Package; and
- The Town's workplace policies and procedures including those relating to workplace violence, harassment and respectful conduct. All workplace policies are included with this package

## **Obligation to Complete and Submit the Contractor Health and Safety Package**

### **(a) Contractors under Contract with the Town**

All contractors must complete and submit the complete Health and Safety Package to the Town prior to or at the start of the contract and prior to commencing work. Contractors under a multi-year contract must resubmit a Contractor Health and Safety Requirements Package for each year of the contract by March 31.

### **(b) Contractors routinely called upon to perform work on Town premises**

To facilitate the procurement and contracting process, contractors routinely called-upon to provide services to the Town should complete and submit the Contractor Health and Safety Package, including the checklist, annually by March 31.

Signing the Contractor Health and Safety Acknowledgement confirms, among other things, that the contractor has reviewed Town's Contractor Health and Safety Package requirements, understands them, agrees to comply with them and has relayed the contents of the package to their employees and subcontractors.

Signing and returning the Contractor Health and Safety Acknowledgement is a part of the overall contract with the Town. Failing to comply with the requirements of the Contractor Health and Safety Acknowledgement may be grounds for termination of the contract.

## **Steps for Contractors to Follow**

The following are the Town's minimum expectations regarding the health and safety standards to be followed by contractors, subcontractors and their personnel. This is not intended to be a complete statement of the contractor's legal obligations under applicable laws.

### **Before Beginning the Work**

Prior to commencing any work, the contractor must deliver the complete Health and Safety Package as follows:

1. Completed Contractor's Health and Safety Acknowledgement and Safety Checklist
2. WSIB clearance number or certificate and proof of liability insurance
3. If you are a sole proprietor, without WSIB insurance, you will need to submit your proof of independent contractor status from the WSIB.
4. Copy of your health and safety program. If no documented program exists, contractors must complete the '**Health and Safety Work Plan**' form found in this package –'Part C' of the Contractor's Health and Safety Acknowledgement.

5. Copies of all legislated and relevant health and safety training/ qualification certificates for all workers that are working onsite. This includes general health and safety training as well as hazard specific training/certificates (e.g. Ministry or Labour mandatory worker awareness training, working from heights training)

**The contractor is not be authorized to commence work unless and until the complete package is received.**

#### Pre-project Safety Review

On request by the Town, the contractor must attend a pre-project safety review with the Town's designated representative. The purpose of the review is to organize the work and discuss the safety aspects of the project. (Exception: Contractors retained for routine maintenance that includes several projects over a long-term period are only required to attend one pre-project safety review annually).

A pre-project safety review is required for all projects such as, but not limited to:

- Utility modifications;
- Electrical & plumbing work;
- Working with ladders greater than 3 metres, scaffolds, work platforms, suspended platforms and scaffolds and Boatswain's chairs and elevating work platforms;
- Confined space entry;
- Use of chemicals;
- Remediation of mould or asbestos removal, or work in proximity to asbestos;
- Work with any designated substance or in any area where there is a designated substance; and
- Hot work or welding.

The purpose of the meeting will be to identify potential health and safety concerns. Those present at the safety review meeting include the designated Town contact person and the site supervisor for the contractor. All safety concerns must be discussed and resolved prior to the work beginning.

Where applicable, the contractor will submit a Notice of Project to the Ministry of Labour. (Regulation 213/91 Construction Projects). "Where so prescribed, a constructor shall, before commencing any work on the project, give to a Director (Ministry of Labour) a notice in writing of the project containing such information as may be prescribed." The Construction Projects Regulations prescribes that the constructor must complete an approved notification form and file it at the Ministry of Labour office closest to the project if any of the following apply: the total cost of labour and materials for the project is expected to exceed \$50,000; or the work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high; or work in compressed air is to be done at the project; or a tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project; or a trench into which a person may enter is to be excavated at

the project and the trench is more than 300 metres long or more than 1.2 metres deep and over thirty metres long; or a part of the permanent or temporary work is required by this Regulation to be designed by a professional engineer.

Contractors must ensure that they, their subcontractors and their respective personnel have been trained for the work they will be doing during the contract. The training must be completed prior to the commencement of the work.

Contractors must supply their own equipment, materials and other resources. The expectation is that all requirements – tools, equipment material and other resources needed for the job have been costed into the bid/tender unless the bid/tender explicitly says otherwise.

### **On Arrival at the Town to Begin the Work**

Contractor personnel assigned to perform work will sign in or notify the Town contact identified in the bid documents prior to work at the designated sign in area.

In the case of on-going scheduled work in the Town that is off-site, the contractor will provide a schedule of work planned, and notify the supervisor of the department responsible when they are beginning and ending work via phone or by email.

The contractor will take all necessary steps to protect Town employees, workers, the general public and property during the course of the project by cordoning off the work area with barriers and signs that will prevent the Town employees and the public from entering the worksite.

### **Ongoing Requirements during the life of the Contract**

The contractor must conduct daily safety inspections of the work area(s) and identify and correct hazards.

The contractor must immediately notify the Ministry of Labour, the designated Town contact person and the Town's Health and Safety Officer of any critical injury on the project.

The contractor must notify the designated Town contact person of any other accidents and injuries on the project within 48 hours of the injury.

The contractor must maintain up to date WSIB coverage.

## **Hazardous Chemicals**

Contractors must provide proof that their employees and other personnel, as applicable, have updated WHMIS training if the work being done to fulfill the contract involves chemicals or paints. The contractor must follow requirements of the WHMIS Regulation including safe use, handling, storage and disposal of chemicals. Contractors must inform the designated Town contact person of hazardous substances brought on to Town property, including providing the most current Material Safety Data Sheet/Safety Data Sheet for each substance. The contractor must consult with the designated Town contact person on how and where they will be permitted to use hazardous materials prior to the material being used. All spills and leaks of hazardous chemicals must be immediately reported to the Town's contact person.

## **Designated Substances**

The Town will provide the contractor with a list of designated substances present at the project site prior to the contract being signed. The contractor will provide each prospective subcontractor for the project with a list of designated substances that are present at the project site prior to the Contractor or subcontractor prior to entering into a contract.

## **Asbestos**

Only contractors certified in asbestos work are allowed to work in areas of the Town where asbestos is located. A contractor hired to perform a Type 3 asbestos removal will notify the Ministry of Labour orally and in writing before beginning the work. Contractors will follow the requirements under the Town's Asbestos Management Program. This document will be made available where applicable.

## **Confined Space Entry**

The contractor must comply with the Occupational Health and Safety Act (OHSA) and its Regulations regarding Confined Space Entry. Employees and other personnel of the Contractor are not authorized to enter confined spaces on the Town property unless specifically required by the service or construction contract and they have been trained in confined space entry. The designated Town contact person must be notified prior to a contractor entering a confined space on Town property.

A "confined space" means a space to which or from which access or egress is restricted and in which, because of its construction, location or contents or the work activity therein, a hazardous gas, vapour, dust or fume or an oxygen-deficient atmosphere may occur." (O.Reg. 632/05).

## **Work at Elevated Locations**

All contractor employees and other personnel must use fall protection equipment in accordance with the OHSA and its Regulations, when working at elevated heights where fall protection equipment is required. Contracted workers must not use fall protection equipment unless they can show in writing that they have attended fall-arrest training. All

contractors must comply with the OHS Act and its Regulation regarding scaffolds and work platforms, elevating work platforms, guardrails and protective coverings.

### **Working with Ladders**

All contractors working with ladders must comply with the OHS Act and its Regulations and applicable CSA standards.

### **Personal Protective Equipment (PPE)**

Contractors are required to comply with the OHS Act and its Regulations and applicable CSA standards regarding PPE (where applicable) including but not limited to:

- Head Protection;
- Eye Protection;
- Foot Protection;
- Skin Protection (gloves and protective clothing);
- Hearing Protection;
- Respiratory Protection; and
- Fall Arrest Protection.

Contractors must provide their employees and other personnel with the necessary PPE to do the work in a healthy and safe manner and to comply with the OHS Act and its Regulations. Contractor employees and other personnel assigned to perform work must be trained in the use of PPE. It is the responsibility of the contractor to see that their employees and other personnel, as applicable, use/wear the PPE.

### **Electrical Safety**

Only contractors who are certified electricians have the right to work on electrical equipment at the Town. Contractors working with electrical equipment or devices must follow the requirements of the Electrical Safety Code and the OHS Act and its Regulations. All electrical projects must be completed with an Electrical Safety Authority Inspection and Certificate.

### **Mould (Ontario Environmental Guidelines)**

If mould or suspicion of mould is discovered during any contract work at the Town, it must be reported immediately to the Town's designated contact person. Mould removal can only be performed by contractors trained in proper mould abatement procedures, using Ontario guidelines and other applicable legislation.



## Contractor Health and Safety Acknowledgement And Safety Checklist

The Contractor Health and Safety Acknowledgement includes the main body of the acknowledgement and Attachment "A" Contractor Health and Safety Checklist, both of which must be reviewed and completed by the contractor and then submitted as part of the Health and Safety Package.

**PLEASE COMPLETE:**

**Contractor Information**

Contractor Company Name	
Type of Business	
Address	
Office Phone Number	
Fax Number	
Email	
On Site Cell Phone Number	
No. of Workers on Site (maximum)	
Site Supervisor	
Alternate	
Expected Start Date	
Expected End Date	

**Contractor Representative Information**

Name of Contractor Representative	
Title/Position	

**List of Subcontractors Involved in this Project**


**Health and Safety Acknowledgement Terms:**

Signing this acknowledgement indicates that the contractor has read the Town of Orangeville’s Contractor’s Health and Safety Package and agrees to comply with the terms and conditions within.

It is the responsibility of the contractor to ensure that all subcontractors and all personnel assigned to perform work on Town property or in Town buildings comply with the Town’s Contractor Health and Safety Package while working on Town property or in Town buildings.

Contractor acknowledges and understands that the Town is relying on the statements, commitments and representations made in this Contractor Health and Safety Acknowledgement to enter into a contract and to continue doing business with the contractor under an existing contract. All commitments in the Contractor Health and Safety Acknowledgement are deemed incorporated into, and to form part of, the contract with the Town without the requirement of a formal contract amendment or additional consideration.

Contractor shall submit the required forms as required or when requested. The Town may request proof of other qualifications, safe procedures and /or certifications at any time. Should contractor fail to submit the forms or other information when requested, the Town has the right to terminate or suspend work without any liability to contractor in connection with such termination or suspension.

**AGREED TO BY THE FOLLOWING DULY AUTHORIZED REPRESENTATIVE:**

Contractor’s Representative (name and title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ON BEHALF OF THE TOWN OF ORANGEVILLE, I CONFIRM THAT I HAVE REVIEWED AND AM SATISFIED WITH THE CONTRACTOR’S HEALTH AND SAFETY PACKAGE:**

Town of Orangeville Representative (name and title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Attachment “A”

### Contractor Health and Safety Checklist

**Part A: This section is mandatory and must be initialed by the contractor**

<i>Initial</i>	<b>CONFIRMING INFORMATION PROVIDED TO THE TOWN</b>
	<b>The Town has been provided with a copy of the company’s health and safety policy and program. If there is no written health and safety program, Part C: ‘Healthy and Safe Work Plan’ is completed.</b>
	The Town has been provided proof of WSIB coverage in good standing prior to start of work.
	The Town has been provided with copies of all training and qualification certificates of all workers on site that is legislated and relevant to the work they are engaged in for the Town. ( e.g. working from heights, worker roles and responsibilities)
<b>CONFIRMING COMMITMENT TO COMPLY</b> <b>Contractor commits:</b>	
	To comply with applicable legislation, regulations, codes, including Accessibility legislation where applicable.
	To enforce safety compliance with employees and sub-contractors.
	To perform regular safety inspections of project.
	To employ only qualified, competent workers and supervisors on the project.
	To provide copies of MOL report, orders, charges laid related to this project to the Town within 24 hours of receipt.
	To inform the Town of any injuries related to this project within 48 hours. If it is a critical incident – contact MOL and Town immediately.
	To inform Town representative prior to the disposal of hazardous materials related to this project.
	To take all necessary steps to protect the Town and its employees from harm during the course of this project.
	Other concerns:

**Part B: Initial all the requirements/qualifications that you, your employees and/or subcontractors and subcontractor personnel satisfy and are required to have for the project/work you are engaged in.**

<i>Initial</i>	<b>Contractor Responsibilities</b> <b>Proof of Procedures/training</b>
	Sign in and out procedures.
	Emergency procedures.
	Lock out and tag out.
	Fall protection.
	Scaffolding and ladders.
	Elevated work platforms.

	Excavation and Trenching.
	Traffic control.
	Confined Space.
	WHMIS program.
	Health and safety representative where applicable.
	Electricians
	Plumbers
	Refrigeration and Air Conditioning Mechanic
	Use of Designated Substances.
	Designated Substance Removal
	Other:
	Other:

**Part C: Healthy and Safe Work Plan  
(To be completed if no documented Health and Safety Program is available)**

<p>Please provide a brief outline of the type of work to be done:</p>
<p>List the hazards associated with this type of work:</p>
<p>List the measures in place to protect workers against the hazards listed (ie. Policies, equipment guarding, established equipment maintenance program, personal protective equipment, etc.):</p>

Training: (list specific relevant qualifications obtained by all personnel)

Additional Information related to worker safety for this project: