

<b>Procedure Title</b>	<b>Contractor Health &amp; Safety</b>		
<b>Date of Issue</b>	January 19, 2000	<b>Related Policy</b>	BP 3801-D
<b>Revision Dates</b>		<b>Related Forms</b>	
<b>Review Date</b>		<b>Originator</b>	System Administrative Team
<b>References</b>			

**Procedure:**

**Rationale:**

It is our objective at Bluewater District School Board, to provide all persons associated with any of our projects, the opportunity to work in a safe environment. The Board recognizes that maintaining thorough Safety & Health standards will ensure that incidents, accidents and occupational illness or injury, are kept to an absolute minimum.

To help meet our health & Safety objective, our management team, contractors, suppliers and workers must work collectively and be **proactive** in the identification and control of hazards, thereby preventing workplace incidents, accidents and personal injury.

Bluewater District School Board believes the following ideals must be accepted and followed in order to ensure safety on our projects:

- Health & Safety issues will always be given immediate attention by the Board, its representatives, contractors and sub-contractors;
- Project accidents, injuries and illness can be reduced/eliminated through the implementation and maintenance of our Contractor Safety Program;
- Occupational health & Safety Legislation/Regulation(s) are considered the minimum requirement;
- Working with health & safety professionals, site personnel and certified members of the Joint Health & Safety Committee, will help us meet our objective;
- Training, awareness and orientation are vital to the understanding of health & safety in the workplace;
- All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, accidents to the Project/Site Supervisor or the Bluewater District School Board Occupational Health & Safety Officer;
- Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion;
- All accidents will be investigated to determine the causes and corrective actions to prevent recurrence;

- Disciplinary action will be used for disregard of the Occupational Health & Safety legislation/Regulation(s), Bluewater District School Board Contractor Safety Program, and unsafe work practises.

Bluewater District School Board takes pride in our facilities, the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

**Board Responsibility:** A copy of this Administrative Procedure (Contractor Safety Procedure - AP 3840-D) will be provided to every contractor doing work for Bluewater District School Board.

**Principals' Responsibility:** To advise their school staff, that while construction is underway, access to the site is restricted to authorized staff only.

**Employees' Responsibilities:** Employees authorized to enter the construction site are to wear proper personal protective equipment, including safety footwear and head protection as necessary.

**Procedure:**

**See attached document**

# CONTRACTOR SAFETY PROGRAM

(AP3840-D APPENDIX A)

## PREAMBLE

The following document has been prepared by **Bluewater District School Board** to identify our commitment to, and requirements for, Safety on our projects. It has been designed to assist our Contractors in understanding the actions and procedures necessary to reduce incidents/accidents, control cost and ensure that all necessary precautions have been taken to ensure the Health & Safety of **all** workers on-site.

Health and Safety on our projects is of the utmost concern and we consider Health & Safety legislation to be the **minimum** requirement. Therefore, we have prepared procedures and guidelines beyond the legislated standards to ensure all projects are operated in a clean, safe and efficient manner.

All contractors to be performing work for **Bluewater District School Board** will receive this document and this will become part of their contract. The Acknowledgment sign-off sheet must be returned to **Bluewater District School Board** or its representative, with the signed contract prior to the Contractor beginning work of the project.

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# CONTRACTOR SAFETY PROGRAM

(AP3840-D APPENDIX A)

## ADMINISTRATIVE REQUIREMENTS

### **INTRODUCTION**

It is the responsibility of the CONTRACTOR to review and abide by the *Contractor Safety Program* at all times, while on the project or on site. The *Contractor Safety Program* is meant to assist the CONTRACTOR in reducing accidents and incidents, complying with legislation and maintaining a cooperative, safe worksite. They are by no means all-inclusive. Additional guidelines and requirements may be necessary depending on specific Site Requirements. They will be added as an addendum to the Contractor Safety Program or contract as necessary.

The CONTRACTOR is also responsible to ensure that any sub-contractors, suppliers or persons bidding on their behalf or working on their behalf, are provided with a copy of the *Contractor Safety Program* prior to commencing work.

### **CONTRACTORS' RESPONSIBILITIES:**

Prior to and during the commencement of work onsite, the CONTRACTOR shall;

Ensure the appointment of a competent<sup>1</sup> onsite supervisor to oversee Health & Safety responsibilities. This person must complete the "Contractor/Supplier Orientation Checklist" form in conjunction with Bluewater District School Board's Construction Supervisor, Occupational Health & Safety Officer or the Board's representative.

Ensure all applicable legislation and Site Policies/Safety Requirements, as a minimum standard, are complied with and posted in their work areas, and undertake every reasonable precaution to ensure the health and safety of all workers, persons and property.

Abide by the requests of Bluewater District School Board and all Authorities Having Jurisdiction. Ensure that the *Contractor Safety Program* is implemented and enforced by their supervisor and understood by workers.

### **PRINCIPALS' RESPONSIBILITY:**

To advise their school staff, that while construction is underway, access to the site is restricted to authorized staff only.

### **EMPLOYEES' RESPONSIBILITY:**

1. Employees authorized to enter the construction site are to wear proper personal protective equipment, including safety footwear and head protection as necessary.

<sup>1</sup> - *Competent* - refers to the definitions as provided in the Occupational Health & Safety Act and Regulations for Construction Projects. {Competent Person & Competent Worker}

# **CONTRACTOR SAFETY PROGRAM**

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## **TRAINING AND ON-SITE MEETINGS**

The CONTRACTOR must ensure that their supervisors and workers have received the appropriate training in Health & Safety to ensure that they are competent to perform all required work in a safe manner.

Health & Safety “TOOL BOX” or “TAIL GATE” talks shall be held by the CONTRACTOR at least once per week with records of these talks available for review by Bluewater District School Board at their discretion. All sub-contractor employees working on site must be included.

Records must include:

subject

attendance

Company and presenter’s name

date, time and location

The CONTRACTOR’s Supervisor must attend Health & Safety and/or Production Meetings, as required by Bluewater District School Board.

## **HEALTH & SAFETY REPRESENTATIVE**

Each trade with greater than five (5) workers on-site is to be represented by a Health & Safety Representative elected by the workers in their trade or selected by their trade union. All CONTRACTORS shall co-operate and facilitate the selection of this representative. This representative must be working on-site and may be required to participate in the site Joint Health & Safety Committee or Workers Trade Committee (where applicable).

## **HEALTH and SAFETY COMMITTEES (J.H.S.C.)**

In accordance with legislated requirements, Bluewater District School Board is required to facilitate the establishment of a Joint Health and Safety Committee (J.H.S.C.) and Worker Trades Committee. Where there are twenty (20) or more workers on site this must be comprised of at least two (2) persons, one (1) being a worker representative, the other a management representative selected by the Contractor.

Where there are fifty (50) or more workers, four (4) persons are required for the J.H.S.C., two (2) being a worker representative, the other two (2), management representatives selected jointly by Bluewater District School Board and the Contractor. At least one (1) worker representative and one (1) management representative must be selected as certified members. A Worker Trades Committee must also be established to represent all trades on site (no management personnel attend these meetings).

A CONTRACTOR’s worker representative may be elected by the workers or appointed by the trade union as a member of the J.H.S.C., in accordance with the Occupational Health and Safety Act (OHSA). The CONTRACTOR must provide training for this representative as required, to meet “Certified Member” standards (when & where applicable).

# CONTRACTOR SAFETY PROGRAM

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Ensure powers of Health & Safety Representative not hindered or obstructed, as required by all Authorities Having Jurisdiction, OHSA and/or site procedures.

Allow the Health & Safety Representative such time as required to attend on-site safety meetings, as required by all Authorities Having Jurisdiction, OHSA and/or site procedures.

The J.H.S.C. will meet as often as required by the OHSA and/or site procedures. Members are to be paid by their respective employers for the time to prepare for meetings, attend meetings and carry out other duties as determined by the Committee.

The CONTRACTOR must ensure their Health & Safety Representative is familiar with *their* Safety Policies & Program and the *Contractor Safety Program*.

## **PROVISION OF DOCUMENTS**

The CONTRACTOR must submit a copy of *their* Health & Safety Policy, Program and any drawing, specification, license, document, safe work procedures, material safety data sheets, record or report pertaining to the health and safety of workers on the project, to Bluewater District School Board, prior to commencement of the work.

Maintain a copy of all documentation required to be kept on the worksite, according to applicable legislation prior to the work commencing and/or material arriving on the worksite. This includes, but is not limited to, Health & Safety Policy, Equipment Operators Manuals, Log Books, Material Safety Data Sheets (MSDS) as required by WHMIS legislation, Engineers Drawings & where required, authorizations, Notice of Projects, Building Permits, etc.

## **NOTIFICATION OF NEAR MISSES/INCIDENTS/ACCIDENTS**

***Immediately*** report **ALL** accidents, incidents and near misses to Bluewater District School Board or its representative.

Submit documentation as required by - Sections 25 and 26 of the Occupational Health and Safety Act and section 121 of the Workplace Safety and Insurance Act, notify all Authorities Having Jurisdiction, and **Bluewater District School Board** of any occurrence.

In cases of accidents resulting in Critical Injuries, the CONTRACTOR shall ensure that the scene of the accident is not disturbed except for the purpose of;

saving life or relieving human suffering;  
maintaining an essential public utility service or public transportation system, or;  
preventing unnecessary damage to equipment or other property

# **CONTRACTOR SAFETY PROGRAM**

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## **INVESTIGATION and REPORTING FORMS**

Conduct a full investigation regarding any loss-causing situation. Identify events and causes, provide information pertaining to the incident, recommendations and steps to be taken to prevent recurrence.

Submit copies of the investigative report to Bluewater District School Board and all Authorities Having Jurisdiction, within the time restraints required by the Authorities.

If any claim is made against the Constructor or a CONTRACTOR for any accident, incident or material/property damage, ensure that Bluewater District School Board is given notice within one day (24 hours) of the occurrence/claim.

## **FOLLOW UP PROCEDURE**

Ensure that preventive measures are implemented to prevent a recurrence, and ensure that notices of accident/occurrence have been received by all Authorities Having Jurisdiction and Bluewater District School Board.

## **ENFORCEMENT**

Ensure the Contractor Safety Program, all requirements of all Authorities Having Jurisdiction, and Statutory Regulations are enforced with all employees, sub-contractors, suppliers or visitors, and immediate corrective action is taken to eliminate any hazardous conditions, violations, or other non-compliance. Notify Bluewater District School Board in writing of any such action.

## **NON-COMPLIANCE PENALTIES**

Failure of the CONTRACTOR to comply with the requirements, instructions (verbal or written) or orders from all Authorities Having Jurisdiction or Bluewater District School Board regarding safe work practices or provisions of applicable legislation or site policy shall be considered non-compliance.

The CONTRACTOR shall be responsible, financially and otherwise for the non-compliance of his employees, sub-contractors, suppliers or other person on the job site for any reason relating to the CONTRACTOR.

The following penalties shall be levied without recourse, at the sole discretion of Bluewater District School Board, against the CONTRACTOR, his employees, sub-contractors, suppliers or other person for non-compliance.

termination of the contract where CONTRACTOR refuses and/or fails to fulfill their duties and responsibilities.

immediate ejection from the site, temporarily or permanently.

# **CONTRACTOR SAFETY PROGRAM**

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The CONTRACTOR shall be responsible for and shall fully indemnify the Owner and/or Bluewater District School Board for:

any and all costs, charges, fines and convictions created as a result of the activities of the CONTRACTOR or sub-contractor

any and all costs of defending any action which results from the CONTRACTOR's or sub-contractor activities

any and all costs due to delays in the progress of work resulting from the CONTRACTOR's or sub-contractor non-compliance with:

requirements of all Authorities Having Jurisdiction  
the requirements of the Contractor Safety Program

Where the responsibilities of the CONTRACTOR or sub-contractors are carried out by Bluewater District School Board, for any reason, all costs shall be back charged to the CONTRACTOR.

## **EVALUATION**

The CONTRACTOR may be rated pertaining to its safety record, health and safety policies and performance while on the project.

## **SUB-CONTRACTOR SAFETY PROGRAM**

The CONTRACTOR will ensure that the preceding requirements are provided, reviewed and "acknowledged" by *their* sub-contractors performing work on *their* behalf on the project.



# CONTRACTOR SAFETY PROGRAM

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## SITE SAFETY REQUIREMENTS:

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# CONTRACTOR SAFETY PROGRAM

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## GENERAL

### Procedure:

**Bluewater District School Board** considers the safe condition of our project and its surroundings to be of prime importance. All employees, contractors, suppliers and any other visitors to our project must co-operate and make all reasonable efforts to ensure;

- guardrails/floor openings
- access/egress
- ladders/ramps
- scaffolds
- trenches & excavations
- general cleanliness

meet all requirements of the Regulations for Construction Projects identified by the Occupational Health & Safety Act and the following site specific requirements.

### Guardrails & Floor Openings:

Where there is a possibility of a worker falling from one level to another or more than 1.2 meters, guardrails must be provided (ie. work platforms - scaffolds, floor openings, stairs, ramps).

Guardrails must consist of a top rail, intermediate rail and toe-board or be otherwise approved by the Ministry of Labour to meet the criteria for guardrails (ie. Safety Fence, Cable).

Guardrails removed temporarily for the purpose of doing work must be replaced in a proper manner immediately after work is completed. (where removed, the worker must use a fall arrest system).

Floor openings not protected by guardrails, to which workers have access, must be covered with securely fastened planks capable of supporting all loads they may be subjected to. This applies to all openings 4" dia. and greater.

### Access/Egress:

Access to and egress from work areas that are above or below ground must be provided and maintained in a safe condition. (ie. ladders, scaffolds, stairs, ramps and runways, etc.)

Overhead protection or other appropriate barricades or warnings must be provided where work is being carried out above a means of access/egress or in an elevator shaft.

No means of access or egress to a building or to the site in general shall be blocked or restricted without notification to the Site Supervisor (due to emergency access/egress). The Site Supervisor will only allow this condition under strict supervision.

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## GENERAL (cont'd)

### Ladders/Ramps:

Always visually inspect ladders prior to using them. Ladders with weakened, broken, bent or missing steps; broken or bent side rails; broken, damaged or missing non-slip bases; or otherwise defective must not be used and are to be **removed** from the site **immediately**.

Ladders should be set up on a firm level surface. If the base is to rest on soft un-compacted or rough soil, a mud sill must be used.

Ensure ladders are of proper length (extended three feet or 90 cm. beyond the landing).

Landing areas at both ends of the ladder must be clear of debris and materials.

All ladders must be tied off or otherwise secured to prevent movement.

Wooden ladders are to be constructed as outlined in the Construction Regulations (made of straight grain wood, not painted or coated, equipped with filler blocks, etc.)

Depending on length, straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points.

Always maintain three point contact when climbing ladder (e.g. two feet and one hand or one foot and two hands).

When a task must be performed while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top and with his body between the side rails.

Ladders shall not be erected on boxes, carts, tables, scaffold platforms or on vehicles.

Metal ladders, or ladders with metal reinforcing, must not be used near energized electrical conductors. Only CSA, UL approved fibreglass ladders must be used for such work.

Ladders should not be used horizontally as substitutes for scaffold planks, runways or other service for which they have not been designed.

Record ladder inspections and repairs following the manufacturers' instructions.

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## **GENERAL (cont'd)**

### **Scaffolds:**

The erection and dismantling of scaffold must be carried out under the supervision of knowledgeable and competent personnel.

Scaffold planks must be of good quality; free of defects such as loose knots, splits or rot; rough sawn; measuring 51 mm x 25.4 cm (2" x 10") in cross section; and No. 1 spruce.

Scaffolds must be erected with all braces, pins, screw jacks, base plates and other fittings installed as required by the manufacturer.

Scaffold platforms and benches must be at least 46 centimeters (18 inches) wide and if they are over 2.5 meters (8 feet) high, they must be planked across their full width.

Scaffolds must be tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.

Where scaffolds cannot be tied into a building, adequately secured guy lines should be used to provide stability.

Scaffold planks must be securely fastened to prevent them from sliding.

Scaffolds must be erected, used and maintained in a reasonably plumb condition.

Remove ice, snow, oil, grease and other slippery material from the platform and sand the surface.

### **Trenches & Excavations:**

Where personnel are required to enter a trench or excavation, proper means of access must be provided, it must be properly sloped, or shored and/or trench boxes used.

Where personnel are required to enter a trench deeper than 1.2 meters (4 feet), the walls must be cut back on a one to one gradient or be supported as prescribed in the regulations.

When a worker is in a trench, a competent worker must be stationed on the surface to alert the workers in the trench if any unsafe conditions develop.

All loose material must be scaled or trimmed from the side of an excavation or trench.

Workers must stay within the protected area of the trench. No one may enter an unprotected trench, no matter how short the period.

Soil conditions and protective systems must be regularly inspected.

# CONTRACTOR SAFETY PROGRAM

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## **GENERAL (cont'd)**

### **Trenches & Excavations (cont'd):**

Materials, equipment or machinery must be store or used at least 1.8 meters (6 feet) from the surface of the trench or excavation.

Proper means of access/egress and protection must be provided in and around all trenches/excavations.

**Confined Space Entry Procedures** must be used and workers must be competent and trained before entering a Caisson or Tunnel. Caissons must have linings installed to within 4 feet of the bottom.

### **General Cleanliness:**

All pathways, routes to and routes from a work area shall be kept clean and free of obstructions at all times!

Broken/spilled scrap materials shall be placed in the appropriate waste containers immediately and removed from the work area on a daily basis.

Each Contractor is responsible for maintaining and cleaning their work area on a daily basis.

Pieces of lumber with protruding nails are to be promptly piled out of the way and the nails withdrawn or bent over.

These procedures are not meant to be all inclusive. Contractors should have policies/procedures in place to meet or exceed these requirements and to address the specific nature of their work.

# CONTRACTOR SAFETY PROGRAM

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## MATERIAL STORAGE

### Procedure:

To ensure both the appropriate flow of material and the safe storage of materials on site, **Bluewater District School Board**, expects that all employees, contractors and suppliers will take all reasonable precautions. This procedure is meant to address the areas of:

- compressed gas cylinders
- flammable/combustible materials
- general material storage (securing, storage areas determined)
- hazardous materials
- fire protection

and achieve awareness through compliance with the Occupational Health & Safety Act & Regulation for Construction Projects & WHMIS Regulations, etc.

### Compressed Gas Cylinders:

Always handle compressed gases with extreme caution.

Only competent authorized workers are to handle compressed gas cylinders.

Use/store all compressed gas cylinders adequately secured in an upright position and away from potential sources of head, flame or spark.

After using a compressed gas cylinder, ensure the valve has been closed.

Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use until rectified. ***UNDER NO CIRCUMSTANCES IS A LEAKING COMPRESSED GAS CYLINDER TO BE USED!***

When not in use, the valves on the cylinders of Oxygen and Acetylene must be covered with their appropriate screw on caps.

***EMPTY*** containers of compressed gases shall be stored separately from ***FULL*** or partial containers. Only a day's supply or less of compressed gas is to be stored indoors, at any time.

Store cylinders in the **identified areas** on site (see Construction/Site Supervisor) when not in use.

All cylinders not in use shall be capped.

### Flammable/Combustible Materials:

Flammable materials must be stored in approved containers (CSA, UL, FM) with caps in place.

# CONTRACTOR SAFETY PROGRAM

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Flammable or combustible materials must not be stored or situated in areas where welding, cutting or open flames are produced.

Quantities of flammable materials greater than 235 litres must be stored outside in an isolated/fenced area with no smoking signs clearly posted.

All flammable or combustible materials must be clearly labeled as to their inherent dangers. (Re: WHMIS Regulations)

All portable containers used for dispensing flammable liquid on site shall be made of a suitable material and have: a spring loaded cap and a flame arrester.

## **Hazardous Materials:**

Storage of any hazardous material is only to be done in areas designated by the Construction/Site Supervisor. Contractors must notify the Construction/Site Supervisor of special storage requirements for Hazardous materials which must be stored on site.

All hazardous materials brought on site must be equipped with appropriate labeling and Material Safety Data Sheets not more than three (3) years old.

All employers must ensure that their employees have been WHMIS trained and are fully aware of storage requirements for the Hazardous Materials they use.

Improper use handling, storage and disposal of hazardous materials may create imminent hazards which could result in a serious accident. To ensure proper storage of hazardous materials, refer to Material Safety Data Sheets.

## **General Material Storage:**

Large shipments of material and equipment must be pre-arranged with the Construction/Site Supervisor.

All materials are to be stored in an organized manner in the designated storage areas (as approved by the Construction/Site Supervisor).

Materials must be stored in such a manner that they will not tip, collapse or fall.

Objects or materials are not to be projecting from loads in a dangerous manner.

Doorways, aisles, roadways and other Contractors work areas are to remain unobstructed, by materials and other objects.

Materials must not be stored within 1.8 meters from the edge of a roof, floor, excavation or other openings.



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Materials must be adequately secured in place to prevent movement in strong winds or other inclement weather conditions. Contractors must ensure compliance.

Approval must be obtained from Construction/Site Supervisor for receiving of materials from a major roadway. Appropriate signaling, traffic control and electrical conductor precautions must be taken. Delivery vehicles must not back up on site without a signal person provided.

## **Fire Protection:**

Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use.

Extinguishers must be supplied by the Contractor for use at all times where an open flame is present.

Portable extinguishers must be secured to all moving vehicles and machines (ie. backhoes, crane cabins, etc.).

Portable extinguishers are classified according to their capacity for handling specific types of fires **Underwriters Laboratories of Canada 4A40BC rating are the only acceptable type on Construction Projects.**

All "HOT WORK" must have a fire extinguisher readily accessible. "Hot work" includes torch soldering, welding, cutting, grinding, etc. where hot metal open flames and/or sparks are generated.

### ***Class "A" Extinguishers***

For fires of ordinary combustion materials such as wood, paper textiles where a quenching, cooling effect is required.

### ***Class "B" Extinguishers***

For flammable liquid and gas lines, such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.

### ***Class "C" Extinguishers***

For fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial.

These procedures are not meant to be all inclusive. Contractors should have policies/procedures in place to meet or exceed these requirements and to address the specific nature of their work.

# CONTRACTOR SAFETY PROGRAM

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## PERSONAL PROTECTIVE EQUIPMENT

### Procedures:

**Bluewater District School Board** requires that appropriate personal protective equipment be worn and used properly when and where required. This procedure is meant to clarify the types of protective equipment and identify when they must be worn on the project.

Contractors must ensure their employees are familiar with all safety equipment and have been instructed how to use and maintain the equipment, according to good safety and hygiene standards.

The following is a list of the Personal Protective Equipment to be used in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects:

### *Foot Protection*

CSA certified Grade I footwear (Green Patch) must be worn at all times on all construction sites.

**NOTE:** Work boots shall be fully laced and tied. Badly worn or deteriorated work boots, i.e. steel top caps showing, cracked soles, split leather on the uppers, loose stitching are not acceptable on site.

### *Head Protection*

CSA certified Class “B” or “E” Hard Hats must be worn **at all times** on all construction sites.

### *Skin Protection*

Proper protective clothing must be worn at all times, i.e. full length pants and preferably long sleeve shirts.

Other protective clothing must be worn when required to prevent exposure to a noxious gas, liquid, dust, fume, or objects which may cut, puncture, abrade or burn skin, or as required by Material Safety Data Sheets.

### *Eye and Face Protection*

Suitable CSA approved glasses and/or face shield shall be worn when grinding, buffing, sanding, cutting, chipping, handling acids and caustics, etc., and while working in designated locations or where there is a possibility of injury to eyes or face.

# CONTRACTOR SAFETY PROGRAM

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## ***Fall Protection***

All workers in danger of falling 3m (10 ft.) or more must use a *fall arrest system*, including CSA approved shock absorbing lanyards, lifeline, rope grabs and safety harnesses used in accordance with the OSHA and Regulations for construction and Contractor procedure. Safety belts may be used with an appropriate *travel restraint system* to restrict a worker's movement from an area where he/she may fall. An Engineer's drawings are required where more than one worker is to be supported by the fall arrest system or a "static" line is used.

## ***Hearing Protection***

All workers should have hearing protection available for use at their work area (to be worn at all times in designated areas where noise levels exceed 90 dB, ie. chipping, using power actuated tools drilling, etc.).

## ***Respiratory Protection***

NIOSH approved respiratory protection should be available on the project and must be worn whenever the hazard of inhaling a noxious gas, fume or dust, or a lack of oxygen exists. The level and extent of protection required is specified on Material Safety Data Sheets, identified in Designated Substance Regulations, or, according to confined space entry requirements.

These procedures are not meant to be all inclusive. Contractors should have policies/procedures in place to meet or exceed these requirements and to address the specific nature of their work.

# CONTRACTOR SAFETY PROGRAM

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## **EQUIPMENT AND MACHINERY**

### **Procedure:**

Equipment and machinery are the direct responsibility of the Contractor. However, Bluewater District School Board must ensure compliance with legislation and ensure protection of a worker's safety. It is, therefore, our procedure to identify equipment and machinery requirements so that our Contractors may ensure their safe use, maintenance and documentation.

This procedure covers the areas of;

- general equipment,
- hoisting equipment,
- log books & operator's manuals
- signal persons
- equipment and tool use
- vehicle operation on site (speed, parking)
- electrical equipment,

for the purpose of awareness. Specific requirements are identified by the Occupational Health & Safety Act and Regulations for Construction Projects.

### **General Equipment:**

Equipment is to be operated and maintained only by competent trained and authorized personnel.

An operator must never leave the controls of any equipment unattended.

In the event that the view of an operator is obstructed, the assistance of a competent signal person shall be requested.

Excavating equipment shall be equipped with roll-over protection as required by the Regulations for Roll Over Protective Structures.

Hydraulic equipment must not be left unattended while any part is in a raised position.

### **Hoisting Equipment:**

Hoisting equipment is to be operated by only certified operators.

Loads being hoisted are not to pass over workers, or handled in such a manner which might endanger a worker.

Full visibility must be obtained by the operator of the hoisting equipment. In the event that his/her view is obstructed, he/she shall request the assistance of a competent signal person. At no times shall the operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity.

# **CONTRACTOR SAFETY PROGRAM**

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The operator must always ensure that he/she maintains full control of the load being carried.

Loads are not to be left suspended, unless an operator is at the controls of the hoisting equipment.

## **Log Books & Operators Manuals**

A maintenance certificate must be provided by Contractors for all incoming mechanical/electrical machinery or equipment to be used on the project.

A log book must be available for all machinery or equipment. It must identify inspections performed and contain details of the inspection (e.g. frequency of inspections, maintenance and repairs). Crane Log books must be maintained as prescribed in the Construction Regulations and be available on the crane for review at any time by Bluewater District School Board or its representative.

Operators' Manuals must be provided for all equipment, machinery, tools or devices as supplied by the equipment manufacturer, supplier (or a reasonable equivalent) and maintained on the project, readily available to equipment operators or Bluewater District School Board or its representative.

## **Signal Persons**

Contractors must provide Signal Persons who are "Competent Workers" and therefore are persons who have received the appropriate training to meet the criteria of "Competent Workers" as defined in the Occupational Health & Safety Act & Regulations for Construction Projects.

## **Equipment and Tool Use**

All equipment/tools must be effectively guarded and used in a safe manner.

Ensure electrical tools are effectively grounded. If the cord is cut/frayed, or the motor casing is defective, they must not be used on site.

Do not operate electrical power tools or run electrical cords in very damp or wet areas. Ground Fault Circuit Interrupters (G.F.C.I.) must be used on all electrical tools used outdoors.

## **DO NOT LEAVE POWER TOOLS/EQUIPMENT ON WHEN UNATTENDED.**

All tools and equipment must be stored so they do not create a hazard for other workers on the project.

## **Vehicle Operation**

Only competent and authorized persons are to use vehicles, hoists, cranes, man lifts, lift-trucks, "Zoom Booms" or other motor powered equipment or machinery, while on site.

# **CONTRACTOR SAFETY PROGRAM**

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Operators must always work cautiously and ensure that at no time is the operation of their Vehicle/machine/equipment placing themselves or others in danger.

Posted “speed limits” must be observed at all times on the site. Where there are no limits posted the maximum speed is 25 km/h.

Parking on-site must be in designated areas only. Vehicles parked on-site obstructing traffic or materials flow will be removed at the owner’s expense.

## **Electrical Equipment**

Access into electrical rooms’ panels and fuse boxes is restricted to trained and authorized personnel.

Prior to performing any maintenance or repairs on electrical equipment, power sources must be locked out. (Procedures must be provided and a permit obtained).

Electrical panels and fuse boxes are not to be covered or hidden by articles of clothing, materials or machinery.

All electrical equipment must be effectively grounded and have a Ground Fault Circuit Interrupter when used outdoors or in wet locations.

Work on or around live electrical equipment must be carried out by a qualified Electrician (Construction and Maintenance) according to the construction requirements of the Regulations for Construction Projects sections 181-195 and Electrical Safety Code. (Procedures must be provided and a permit obtained).

These procedures are not meant to be all inclusive. Contractors should have policies/procedures in place to meet or exceed these requirements and to address the specific nature of their work.

# CONTRACTOR SAFETY PROGRAM

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## **PUBLIC & OCCUPANT SAFETY**

### **Procedures:**

**Bluewater District School Board**, considers the SAFETY of the general public and occupants of existing buildings on our project and its surroundings to be of prime importance. All employees, Contractors, suppliers and any other visitors to our project must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public or occupants, through:

- appropriate signage
- installation and maintenance of fencing, hoarding & other precautions
- designation and use of construction access & parking
- reporting incidents involving occupants or general public
- safe use of hazardous materials used for construction
- appropriate traffic control & equipment on public/private ways
- which meet and are used according to all requirements of applicable legislation/statutes and the following site policies.

### **Signage:**

Appropriate project signage will be provided by the Contractor, as required, to ensure the appropriate identification of construction areas, access routes, parking areas, overhead dangers, electrical conductors and the boundaries of the project. Please note that in the absence of signage, the “YELLOW” or “ORANGE” snow fence or hoarding signifies the project boundaries and should not be crossed by unauthorized non-construction personnel or the general public.

Signage must also be supplied by the Contractor to identify specific work area hazards to workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.

### **Fencing, Hoarding & Other Precautions:**

Unless noted otherwise in the specifications or scope of work, appropriate fencing, hoarding, covered ways and other precautions (ie. fire routes/escapes) will be provided by the Contractor, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the project (if necessary) for the general public or occupants.

Fencing, hoarding, covered ways and other precautions (ie. fire routes/escapes) may only be altered or removed with the expressed authorization of Bluewater District School Board, or all Authorities Having Jurisdiction (ie. Ministry of Labour, Fire Marshall, etc.).

Additional precautions must be taken by the Contractor to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factor provided by existing precautions. (ie. removal of windows, work performed outside project boundaries, etc.)

# CONTRACTOR SAFETY PROGRAM

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## **Construction Access & Parking:**

All construction personnel must use “designated” construction access routes and parking areas.

Driveways, laneways, walkways or emergency vehicle routes must not be blocked or restricted at any time by construction vehicles, machinery, equipment or materials.

Overnight parking of equipment or vehicles must be done with the permission of Bluewater District School Board. The security of equipment or vehicles must be ensured by the Contractor. No vehicle is to be left without appropriate brakes/blocking, unlocked or with keys in place.

Construction equipment such as zoom booms, scissors lifts, bulldozers, forklifts, etc. must have all moveable parts kept in their lowered positions when left unattended.

## **Incidents Involving Occupants or General Public:**

Contact by construction personnel with the general public and/or occupants of existing buildings must be limited and must not be confrontational. All Contractors must advise employees of this requirement and to report any adverse contact with the general public or occupants to their supervisor and in turn, Bluewater District School Board or its representative.

**All** incidents, accidents or near-miss occurrences must be reported immediately to the Construction Manager. Failure to report will result in disciplinary action by Bluewater District School Board. (ie. cancellation of contract).

All contact with occupants or the general public regarding incidents, accidents, concerns or complaints must be brought to the attention of/and will be handled directly by Bluewater District School Board. Alternatively, concerns of the Contractors will be dealt with by Bluewater District School Board.

Contractors must make Bluewater District School Board aware of any change in process which may cause unforeseen hazards or concerns by occupants. Where required, “Information Notices” will be supplied to Occupants regarding hazards.

## **Hazardous Materials used for Construction:**

All hazardous materials used for construction purposes must be used, handled, stored, and disposed of in such a manner that they will not create a hazard to workers, occupants or the general public.

Material Safety Data Sheets must be maintained on site, readily available to all workers and at the request of Authorities Having Jurisdiction, occupants or the general public.



# CONTRACTOR SAFETY PROGRAM

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All workers to be using, handling, storing, or disposing of hazardous materials must have received specific training regarding the nature, hazards and emergency precautions for the material prior to use.

Access and storage of hazardous materials must be restricted to construction personnel only. Materials must be secure from the general public or occupants at all times.

## **Traffic Control & Equipment on Public Ways:**

Contractors must ensure that appropriate flag persons, signal persons, barricades or signage is installed on public or private ways on the project workers, the general public, occupants and vehicles on that way. Flag persons or signal persons must be provided with written instructions by their supervisor.

Priority must be given to ensuring that public or private ways are accessible to emergency service vehicles at all times. Where the public or private way is to be blocked, an alternative route must be provided and clearly marked.

*Equipment* to be used on public or private ways must be barricaded where practical and equipped with a flashing amber light working, at all times.

Where road work has been performed, the appropriate barricades and flashing light standards must be installed to prevent hazards to traffic or pedestrians.

Good housekeeping practices must be followed at all times, to prevent general public or occupant contact with waste, scrap or other unsafe conditions on public or private ways.

These procedures are not meant to be all inclusive. Contractors should have policies/procedures in place to meet or exceed these requirements and to address the specific nature of their work.

**CONTRACTOR SAFETY PROGRAM**

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**ACKNOWLEDGMENT SHEET**

*I have read and received a copy of the “Contractor Safety Program” and agree, on behalf of;*

\_\_\_\_\_  
*(Name of Contractor)*

\_\_\_\_\_  
*(Project Name & Number)*

*to comply with the requirements of this document and all requirements of the Occupational Health & Safety Act and Regulations for Construction Projects. I will also take all necessary precautions to ensure that health & safety of our employees, suppliers and sub-contractors while on the project and ensure that they are provided with and are aware of the preceding requirements.*

\_\_\_\_\_  
*(Contractor Officer or Director)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Bluewater District School Board)*

\_\_\_\_\_  
*(Signature)*

*Signed in the City of \_\_\_\_\_ this \_\_\_\_\_ 20\_\_\_\_*  
*(Date)*

\_\_\_\_\_  
*(Witnessed by)*

*Note: (The Original copy of this Acknowledgment Sheet is to be returned to Bluewater District School Board Administration Office prior to work commencing.)*

# CONTRACTOR SAFETY PROGRAM

(AP3840-D APPENDIX A)

## PRE-PROJECT REQUIREMENTS PROCEDURE

### PURPOSE

When acting as the “Constructor” of a project, legislation places certain responsibilities on Bluewater District School Board and/or the General Contractor. These include, ensuring that all Contractors and their employees comply with the legislation and that their health and safety is protected.

Therefore, it is essential that there is a clear and documented understanding between Bluewater District School Board and any Contractor performing work on a project. To support this documentation, it is necessary to choose contractors who place a high priority on safety and have demonstrated this through past performance.

### PROCEDURE

#### Step 1:

During the tendering stage, all prospective Contractors will be supplied with a copy of any *Designated Substance Assessment* and this *Contractor Safety Program*.

#### Step 2:

Prior to performing work, all Contractors must acknowledge receipt of the Contractor Safety Program. The Contractor’s representative must sign the *Acknowledgment Sheet* and return the original to Bluewater District School Board or its representative.

#### Step 3:

The *Pre-Project Checklist* must be completed prior to the start of work, to determine the appropriate equipment/services are available to the site.

### RECORDS

Original records shall be retained on site for the duration of the project and forwarded to Bluewater District School Board on completion of the project.

# CONTRACTOR SAFETY PROGRAM

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## PRE PROJECT CHECKLIST

Project:	Completed By:
Date:	Title:

On site conditions to be met prior to commencement of work

Requirement	Rqm't met; Yes/No	Comments
√ Post Notice of Project and Building Permit		
√ Assign a "Competent Supervisor" where five or more workers must work at the same time		
√ Supervisor or Competent Person appointed to conduct Safety inspections at least once a week.		
√ Contractor/employer with more than five workers to appoint a supervisor.		
√ Provide telephone or two way radio on site.		
√ Provide a first aid kit (with required content for # of worker) (refer to Workplace Safety and Insurance Board Act, Reg. 1150)		
√ Provide a means for transportation to medical facilities.		
√ Ensure that contractors have a reasonable supply of potable drinking water for their workers.		
√ Arrange for the use of flush toilet and clean up facilities.		
√ Fire extinguishers meeting UL Regulations 4A40BC rating.		
√ Designated Substance Assessment by Owner.		
√ Post copy of OHS Act, Reg. 1150, Form 82, personal protective equipment requirements & other necessary postings.		

# CONTRACTOR SAFETY PROGRAM

(AP3840-D APPENDIX A)

## ORIENTATION OF CONTRACTOR/SUPPLIERS

**PURPOSE** The orientation of Contractors/suppliers to the specific requirements of the site is among the most important aspects of the Contractor Safety Program and the control of loss through accident or injury.

All Contractors/suppliers must understand site policies and provide their own policies and procedures to be followed to protect the safety of their and other workers on the project.

Contractors/suppliers will accept responsibility for the performance of their employees, Sub-contractors, and visitors, and must be aware of the systems for evaluation and non-compliance.

**PROCEDURE** Bluewater District School Board or its representative will co-ordinate meetings to be held with the Contractors/suppliers Supervisor (competent person). Orientation meetings are to be held prior to work commencing by the Contractors/suppliers.

The sample Orientation Itinerary and Contractor Orientation form should be followed.

**DISTRIBUTION** The Contractor Orientation form should be distributed, as follows:

- original to be maintained by Bluewater District School Board
- copy to be provided to Contractor/Supplier's Supervisor

**RECORDS** Original Orientation records shall be filed in the Site files upon completion of the project.

# CONTRACTOR SAFETY PROGRAM

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## CONTRACTOR/SUPPLIER ORIENTATION CHECKLIST

Project:	Constructor:
Contractor:	Supervisor:
Site Ph.#:                      Fax:	Trade: Est.# of Employees (Start)                      (Max)

<b>ORIENTATION TO SITE POLICY &amp; PROCEDURE</b>	<b>Comments</b>	<b>Provided</b>	<b>Discussed</b>	<b>N/A</b>
1. Bluewater District School Board Contractor Safety Policy				
2. Contractor Safety Program				
3. Accident Reporting & Investigation/Refusal to Work				
4. Site Inspections & Violation Follow-up				
5. Co-operation with MOL or other <u>Authorities Having Jurisdiction</u>				
6. Housekeeping (Access/Egress, Cleanliness, Guardrails, etc.)				
7. Material Storage Requirements (as per site plan)				
8. Personal Protective Equipment				
9. Equipment & Machinery				
10. Emergency/First Aid (closest hospital directions, numbers)				
11. General Public & Occupant Safety				
12. Joint Health & Safety/Worker Trades Committee				
<b>CONTRACTOR EVALUATION</b>	<b>Comments</b>	<b>Provided</b>	<b>Discussed</b>	<b>N/A</b>
1. Contractor Evaluation Procedure				
2. Disciplinary Actions				

Completed copies to be distributed as follows:

<b>Original</b> - Site Office <b>Copy</b> - Contractor <b>Copy</b> - Bluewater District School Board Health & Safety Officer
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# CONTRACTOR SAFETY PROGRAM

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## CONTRACTOR/SUPPLIER ORIENTATION CHECKLIST

INFORMATION/DOCUMENTATION PROVIDED BY CONTRACTOR/SUPPLIER	PROVIDED/D ISCUSSED	PENDING	COMMENTS	N/A
1. Contractor/Supplier Safety Policy				
2. Safety Program Outline				
3. Training/Certification Requirements				
√ WHMIS (all workers)				
√ Trade Qualifications Act				
√ Other Training (first aid, boom trucks, signal persons, etc.)				
4. Worker Safety Representative Name _____ (include certified member)          Union _____				
5. Specific Procedures, Drawings & Specifications				
√ Machinery/Cranes/Hoisting equipment (engineers drawings, final inspections, swing radius, log books, operator manuals, roll over protection, procedures eg. large lifts/flying forms)				
√ Scaffold Erection 50ft., Tube & Clamp above 35ft or Suspended (engineers drawings, procedures)				
√ Fall arrest system, Travel Restraint System (drawings, procedures, etc.)				
√ Trenches, shafts or caissons (engineers drawings, procedures)				
√ Material Safety Data Sheets (procedures, waste)				
√ Form work & false work (inspection procedures, competent worker, engineer's drawings)				
6. Jobs Requiring Procedures				
√ Lock out (electrical)				
√ Confined Space (caisson work)				

**ACCEPTANCE**

We have reviewed all polices and procedures required on-site and agree to perform all work according to these and the Occupational Health & Safety Act/Regulations for Construction Projects. Any documentation listed as pending will be provided prior to the work being performed.

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Contractor Representative

**REVIEWED BY:**

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Bluewater District School Board Representative

# CONTRACTOR SAFETY PROGRAM

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## ATTENDANCE

Project: _____	Date: _____
Group: _____	Purpose: _____

(Please Print)

Company Name	Print Your Name	Initial

Presented By: \_\_\_\_\_

Signatures: \_\_\_\_\_



# CONTRACTOR SAFETY PROGRAM

(AP3840-D APPENDIX A)

## PLANNED INSPECTIONS PROCEDURE

### PURPOSE

Site safety inspections will help determine the degree of compliance with applicable legislation and Site Safety Policies. The purposes of site safety inspections are to identify hazards & control/eliminate losses. This desired goal will be achieved through the following means;

- identification of hazardous acts & conditions
- classification of hazards & their potential for injuries or other losses
- advising persons on non-compliance and the requirements for compliance
- following up to ensure compliance has been achieved and the hazard has been eliminated.

### PROCEDURE

Bluewater District School Board or its representative will conduct regular site inspections.

Upon completion of the inspections, a *Safety Inspection/Visit Report* and/or *Violation Follow-Up Form* detailing the findings, will be provided and explained to the Contractor.

The Contractor will then ensure that all unsafe practices and/or conditions are rectified through directives to the responsible supervisor and respond to Bluewater District School Board as required.

Violations of a serious nature or those which are repeated violations, will be dealt with immediately.

**DISTRIBUTION** Where non-compliance with legislation or site procedure has occurred as a result of Contractor actions, the following actions will be taken by Bluewater District School Board or its representative;

- |                              |   |  |
|------------------------------|---|--|
| <i>Any Violation</i>         | - | immediate rectification on site  |
|                              | - | copy of inspection report to the contractor  |
| <i>Serious Violation</i>     | - | all steps indicated above  |
| <i>or repeated violation</i> | - | violation "Follow-up" form provided to the contractor's supervisor and their head office |
|                              | - | form to be returned as outlined on the form  |
| <i>Continued Violation</i>   | - | all steps listed above   |
|                              | - | copy to your head office with a request for follow-up by upper management                |

### RECORDS

All documents to be maintained on site for the duration of the project and then provided to head office. This documentation will be used for Contractor evaluation.

# CONTRACTOR SAFETY PROGRAM

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## VIOLATION FOLLOW-UP FORM

<b>Constructor:</b>	<b>Project:</b>
<b>Date &amp; Time of Occurrence:</b>	
<b>Issued By:</b>	
<b>Contractor Issued To:</b>	<b>Date Issued:</b>
<b>Persons Issued To:</b>	

<b>Violation Notice:</b>		
<b>Signature:</b>	<b>Title:</b>	<b>Date:</b>

<b>Contractor's Response:</b> (to be completed by contractor representative/officer and returned to the Construction Supervisor within one day)		
<b>Signature:</b>	<b>Title:</b>	<b>Date:</b>

<b>Follow-up:</b>		
<b>Signature:</b>	<b>Title:</b>	<b>Date:</b>

cc Bluewater District School Board Occupational Health & Safety Officer

# CONTRACTOR SAFETY PROGRAM

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## ACCIDENT REPORTING PROCEDURE

**PURPOSE** An accident reporting, investigation and follow-up procedure is an essential element of the Contractor Safety Program. While it remains the responsibility of the Contractor to investigate and report all accidents involving their employees, it is necessary for Bluewater District School Board, or its representative, to be involved so that causes may be determined, further loss may be prevented and authorities may be notified (where required).

**PROCEDURE** This procedure is to include reporting of;

- lost time & critical accidents
- first aid incidents/property damage
- near-misses/work refusals
- notices required by any Authorities Having Jurisdiction
- hazardous material spills, leaks or exposures
- fires

It is the responsibility of the Contractor to modify the following procedure where the requirements of any Authorities Having Jurisdiction vary.

**DISTRIBUTION** Bluewater District School Board will implement this procedure with all Contractors and ensure that reporting requirements are met.

Forms and Documents enclosed are to be distributed to Contractors during the *Contractor Orientation* meeting. These documents must be maintained, posted or readily available at the Contractor's site office or wherever reasonable on the project.

**RECORDS** All records will be maintained by the Contractor on site for the duration of the project.

These records are to be reviewed at the closing of the project to determine the need for on-going file maintenance. (ie. 3<sup>rd</sup> party liability, pending charges, etc.)

These records will be used to develop statistics through the duration of the project.

# CONTRACTOR SAFETY PROGRAM

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## REPORTING OF INCIDENTS/ACCIDENTS

DESCRIPTION	CONTRACTOR DUTIES	BLUEWATER DISTRICT SCHOOL BOARD DUTIES
<b>LOST TIME ACCIDENTS</b>	<ul style="list-style-type: none"> <li>- provide prompt First-Aid treatment and transportation to medical treatment facility</li> <li>- notify Bluewater District School Board of accident immediately</li> <li>- investigate the accident and take the necessary steps required to prevent a recurrence</li> <li>- provide a copy of the Accident Investigation Report to Bluewater District School Board</li> </ul>	<ul style="list-style-type: none"> <li>- review investigation report and log as Lost Time Injury</li> <li>- conduct follow-up investigation</li> <li>- ensure that appropriate measures have been taken to prevent recurrence</li> </ul>
<b>CRITICAL INJURY ACCIDENTS</b>	<ul style="list-style-type: none"> <li>- ensure the injured worker receives prompt First Aid treatment &amp; call for an ambulance (if req'd)</li> <li>- inform Bluewater District School Board &amp; secure the scene of the accident and do not disturb unless necessary to eliminate danger to other persons</li> <li>- immediately inform the Ministry of Labour, Health &amp; Safety Representative and union if any</li> <li>- conduct an accident investigation after permission has been granted by the Ministry of Labour</li> <li>- complete investigation and provide to Bluewater District School Board</li> <li>- workers will not be allowed to perform the same job task or work in the same area until the hazard has been removed or Safe Work Procedure has been implemented to prevent a recurrence. In any case, work will not be allowed to proceed until it is deemed that appropriate steps have been taken to prevent a recurrence</li> </ul>	<ul style="list-style-type: none"> <li>- Construction/Site Supervisor will notify the Ministry of Labour immediately</li> <li>- conduct an Accident investigation</li> <li>- determine if the measures to prevent a recurrence are adequate</li> <li>- request that the Health &amp; Safety representative conduct an investigation and provide a copy to Bluewater District School Board</li> </ul>

**NOTE:** Bluewater District School Board reserves the right, at any time, to request and review any information on incidents/accidents which occurred on the site!

# CONTRACTOR SAFETY PROGRAM

(AP3840-D APPENDIX A)

## HANDLING OF WORK REFUSALS

### Refusal to Work

DEFINITION: Where a worker has reasonable cause to believe that;

- a) the use or operation of a machine, or other thing would constitute an imminent danger to the safety or health of himself/herself or another employer, or that;
- b) a condition in any place that would constitute an imminent danger to his or her own safety or health; that person may refuse to use or operate the machine device or other thing, or to work in that place.

### Steps to be Taken

- 1) Worker refuses to work and immediately notifies employer or supervisor of the reasons.
- 2) Employer or supervisor investigate, in the presence of the worker and Joint Health and Safety Committee/worker representative. **Involve Bluewater District School Board in the investigation of the Work Refusal.**
- 3) Worker stands in a safe place near work station while all attempts are made to resolve the perceived problem to the satisfaction of all parties.
- 4) If problem is resolved to the worker's satisfaction, the individual returns to work.
- 5) If not resolved and worker continues to refuse work, NOTIFY THE MINISTRY OF LABOUR.

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**NOTE:** Another worker may be asked to perform the job, only if that worker is advised of the refusal to work and the surrounding circumstances, in the presence of the worker Health & Safety Representative or by a worker who because of his/her knowledge, experience and training is elected by the workers or selected by the trade union that represents the worker

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- 6) A Ministry of Labour Inspector investigates the refusal in the presence of the worker, employer and the worker representative of the JH& SC.
- 7) Pending the outcome of the investigation, the worker may stand by or be assigned other work. The worker may NOT be sent home or disciplined for his/her actions.
- 8) A decision will be made in writing and provided to all parties. This decision must be adhered to whether in favor of the worker or employer.
- 9) An Investigation Report must be completed by the Contractor/Sub-contractor employing the worker refusing work and the worker representative present and provided to the Construction/Site Supervisor and Joint Health & Safety Committee.

All attempts should be made to resolve the problem before it requires Ministry of Labour involvement.



# CONTRACTOR SAFETY PROGRAM

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## ACCIDENT INVESTIGATION REPORT FORM (cont'd)

Basic Causes of Occurrence:
Equipment, Machinery or Materials (describe)
Work Habits, Procedures or Direction (describe)
Conditions (describe)

Prevention of Recurrence (actions taken): By: _____ Date: _____
List Actions:

Follow-Up Actions: _____ By: _____ Date: _____
List Actions:

Copies to:

Investigated By: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_