

APPENDIX A - CONTRACTOR HEALTH & SAFETY AGREEMENT

INTRODUCTION

The Municipality of Kincardine (“Municipality”) is committed to providing a healthy and safe environment for all employees, contractors, visitors and the general public. It is required that all contractors who provide services to the Municipality are in compliance with WSIB, have the necessary insurance requirements and are aware of our Contractor Safety policy and safety regulations.

This Contractor Health & Safety Agreement applies to all contractors, subcontractors, and their employees. This manual summarizes and reflects the Municipality’s safety policies, procedures and the applicable legislation. The Municipality expects all employees and contractors to place a high priority on health and safety in all working situations.

It is not possible to address all work activities or potentially hazardous situations in a procedure manual; however, it is necessary to describe key municipal procedures that will be followed. The Municipality will provide specific safety procedures as reference documents, if applicable or requested, in order clarify our standards and procedures.

All health and safety regulations and practices used by the Municipality will become the minimum standard for all contractors doing work on the company's behalf. If a contractor fails to comply with these minimum requirements and any applicable legislation, it will be considered a breach of the contract, and may result in the immediate termination of the contract.

SAFETY PROCEDURES FOR CONTRACTORS

Contractors accepting work are required to sign off that municipal health and safety procedures and relevant legislation will be followed at all times. In addition, each Contractor is required to take any and all other precautions deemed necessary to safeguard employees and equipment.

The following is an overview of our health & safety procedures that all employees and contractors will comply with:

Project Coordinator Identification

When a project is being considered, the Municipality will identify a Project Coordinator prior to signing the contract. The Project Coordinator will be thoroughly familiar with the nature and location of the work to be performed by contractors as well as all applicable legislation. This individual is expected to ensure the contractor provides the applicable safety documentation and will communicate any known or potential hazards to the contractor before work begins. The Project Coordinator will also be responsible for providing authorization and access to Municipality property.

Instructions Before Starting Work

The Contractor and Project Coordinator will meet to complete the **Appendix B - Contractor Qualification Checklist** and will discuss any logistics or safety concerns related to the project.

Responsibility Of Contractors

The Contractor will take reasonable care to ensure:

- All work performed under their control meets the applicable legal requirements
- Workers are aware of occupational health and safety hazards and are properly trained, equipped and supervised
- The security of the work site for the safety of the public
- Their employees know, understand and carry out their responsibilities under the relevant health and safety legislation and all applicable municipal safety procedures
- The operation of equipment will be limited to competent, accredited employees
- The employees are suitably trained and have sufficient experience to perform the work safely

Responsibility Of Employees & Workers

Every employee and worker are responsible for:

- Taking reasonable care to protect their health and safety
- Taking reasonable care to protect the health and safety of other employees and the general public at the work site
- Understanding and following all work directives and procedures required for the work assigned verbally or in writing for their own protection
- Identifying and reporting all unsafe acts, practices, conditions, and incidents
- Knowing, understanding, and applying regulations as required

Smoking

The Municipality has a No Smoking policy in all company facilities including its vehicles. Designated smoking areas are outside of all buildings located 9 metres (30 feet) from any entrance/exit to ensure that no smoke will enter the building. Contractors are asked to respect the smoking policy of the Municipality.

Housekeeping

A good standard of housekeeping will be maintained at all times. All material stored for site usage will follow housekeeping standards and will not interfere with normal work operations. Surplus material, packing, waste will be removed from site upon completion of work and equipment area left clean and neat. Upon completion of the project, the Contractor will leave the work area clean.

First Aid & Incident Reporting

First Aid facilities at the Municipality are available to contractors if required in the event of an injury. The Contractor will come equipped with a complete First Aid kit and have a First Aid certified individual at the work site. All accidents that require medical attention will be reported to the employee's Supervisor and the Project Coordinator at the Municipality and will be investigated.

Each contractor/employee will control and report any unsafe conditions or practices that are observed. All such conditions or practices will be reported to the Supervisor or the Project Coordinator at the Municipality.

Fire & Emergency Preparedness

The Contractor will provide adequate fire extinguishers, in good working order, and properly filled. Where there is potential of a dangerous occurrence and before starting work, the contractor will develop emergency response and evacuation procedures and have them approved by the Project Coordinator.

In the event of an emergency, the Contractor will take reasonable care to:

- Ensure that all persons on site are protected from further dangers
- Stop all work as required
- Secure the site
- Evacuate all affected personnel from the area
- Initiate mechanical shutdown under direction of a qualified individual
- Report accidents to the Municipality local emergency authorities immediately

Personal Protective Equipment

Personal Protective Equipment (PPE) is the last line of defense for controlling occupational hazards. The Contractor will take reasonable care to ensure that at all applicable work sites employees wear protective equipment and clothing where necessary or, as legislation requires. Only PPE that is approved by an appropriate safety association will be worn.

Confined Spaces

The Contractor will notify the Municipality of any work being performed in confined spaces. Proper guarding, testing and ventilation of such spaces will be the responsibility of the Contractor. A safety belt, with a lifeline attached or other appropriate safety devices will be worn by contractor employees working in confined spaces or in any area where it would be difficult to remove an employee in case of an emergency. A confined space entry permit will be completed before going into any confined space.

Ladders & Working At Heights

Ladders will be in good condition and equipped with safety feet. All ladders over twenty feet in length will be securely tied at the top or held by an attendant below. Ladders are not to be placed in a doorway or aisle unless someone is stationed at the bottom. The top rung of the ladder is not a step. All extension ladders will be securely tied off to a fixed object.

Workers working over 3 metres will use fall protection equipment as per their training.

Mobile Lifting Equipment

Equipment will be in good repair and equipped with an overhead guard. The truck will be large enough for the work involved and operators will hold a valid certification issued by the company that employs them. Lift trucks will be switched off and keys removed from the vehicle when unattended.

Lift trucks operating in the area are required to stop and sound their horn at all doorways and intersections. The raising of personnel on the forks is prohibited. Lifting personnel may only be done with an approved safety cage.

Contractors will not use the Municipality's mobile equipment (i.e. forklifts, man lifts, etc.) without prior approval. Equipment will not be refueled when the engine is running.

No person other than the operator will ride on mobile equipment unless it has been designed for that purpose. Contractors will take reasonable care to ensure that operators of Forklifts are trained and qualified for the use. A logbook will be maintained for each unit regarding inspections, maintenance, and repair. Forklift operators will have clear visibility in the direction of movement and will be in complete control of the forklift at all times.

Excavations

Before performing ANY excavations or driving of stakes, locates are required in all instances for any underground utilities including, but not limited to telephone, natural gas, hydro, cable, sewer and water. All excavating will be done only with the expressed permission of the Municipality. Extreme precautions will be taken to avoid fouling or striking underground cables or other installations.

All open pits, trenches, and other excavations will be barricaded. A barricade will be installed around the excavation area before work begins and wherever practical, work should be conducted out of the side, leaving three sides guarded.

All excavations must be adequately braced and shored. Any failure of banks is the exclusive responsibility of the Contractor.

Roadside Safety

Each and every time a Contractor steps out of a vehicle to complete work on behalf of the Municipality on the side of the road, the Contractor will wear a High-Visibility Vest or Similar Clothing; Safety Glasses and a Hard Hat. Reflective clothing will be worn during all instances of traffic control, and at any time where visibility of the workers is compromised, such as working with or near machinery, night-time work, inclement weather conditions and working on or near roadways.

Contractors are required to follow the Ontario Traffic Manual - Book 7 guidelines when setting up their work area roadside.

Work Schedules

The Contractor and Project Coordinator will collaborate to determine a work schedule that is best for both parties and will adhere to work safety legislation with regards to fatigue.

Hazardous Materials

The Municipality will approve hazardous products used by contractors on a municipal work site. The Contractor will take reasonable care to ensure that:

- Safety Data Sheets (SDS) will be current for all hazardous products used and readily accessible for employees.
- Storage of hazardous materials complies with Ontario provincial regulations.
- Disposal of hazardous waste from the work site will comply with municipal procedures and provincial regulations.

- Employees will use appropriate signs to mark the area where hazardous products have been used.
- Employees will be trained on the proper personal protective equipment and proper handling of the hazardous products.
- Spills will be reported to the Municipality as well as required by Ontario regulations. Cleanup will be the responsibility of the Contractor.

Please Complete Contractor Health & Safety Agreement on Next Page.

