



SUBCONTRACTOR HEALTH AND SAFETY PROCEDURE

PURPOSE

The purpose of the *Subcontractor* Procedure is to set a minimum standard for all those that work under the *Contractor* in a contractual capacity. This procedure is to ensure that all *Subcontractors* follow the requirements of the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 (the "Act") (including all applicable regulations and successor legislation) and the *Contractor's* Health & Safety Program requirements.

SCOPE

- Pertaining to the health, safety, and environment portion of each entity or *Subcontractor* working directly for the *Contractor*.
- Pertaining to the health, safety, and environment portion of each entity or *Subcontractor* working under any other entity or subcontractor working for the *Contractor*.

RESPONSIBILITIES

Contractor's Health and Safety Coordinator Responsibilities:

- Ensuring *Subcontractors* are following the *Contractor's* Health & Safety Program.
- Ensuring *Subcontractors* have provided all appropriate Health & Safety documentation.
- Assist in the *Subcontractors'* review procedure as required.
- Maintain an updated list of the approved *Subcontractors* based on the results of the Sub-contractor Review.

Contractor's Senior Management Responsibilities:

- Reviewing the *Subcontractor's* performance review completed by the project manager and the site superintendent.
- Reviewing the list of the accepted *Subcontractors*.

Contractor's Project Manager Responsibilities:

- Determining which *Subcontractors* are to perform work on projects.
- Advising the Health & Safety Coordinator and Site Superintendent of the *Subcontractor* information and contract details.
- Completing the *Subcontractor* review form with input from the Site Superintendent and the Health & Safety Coordinator.
- Ensure communication of the requirements under this procedure is scheduled with all site level personnel including workers and *Subcontractors*.
- Requesting *Subcontractor* documents to ensure all *Subcontractors* can demonstrate competency and implement the site specific workplace requirements.
- Review workplace specific requirements under the forms required on this procedure

Contractor's Superintendent Responsibilities:

- Conducting Site Orientations and updating *Subcontractors* on the *Contractor's* Policies and Procedures.

- Ensuring submittal of subcontractor's daily/weekly paperwork, such as hazard assessments, site inspections, toolbox talks, etc.
- Conducting inspections of sites, documenting findings and sharing relevant information with *Contractor's* senior management.
- Review findings with each Foreman to ensure that corrective measures are taken.
- Follow-up on the findings and implement recommendations for each unsafe condition.

Contractor's Foreman Responsibilities:

- Ensure, where reasonably possible, that every *Subcontractor*, worker and visitor at the workplace complies with the Act and all applicable Regulations.
- Conducting inspections of sites, documenting findings and sharing relevant information with the *Contractor's* Superintendent
- Review findings with the superintendent and implement the corrective measures required.

Contractor's Workers' Responsibilities:

- Working in conjunction with *Subcontractor* employees.
- Ensuring *Subcontractors* are following the *Contractor's* Health & Safety Program.

Subcontractor's Responsibilities:

- Ensure compliance to all applicable health and safety regulatory requirements and relevant procedural requirements outlined within the *Contractor's Health & Safety* manual.
- Conduct Toolbox Talks or an equivalent *Subcontractor's* safety meeting with the *Subcontractor's* employees at least once a week. A copy of the toolbox talk is to be forwarded to the *Contractor's* Site superintendent on a weekly basis.
- Inspect all equipment and work site conditions prior to beginning work.
- Maintain all tools and equipment shall in safe operating condition.
- Ensure that all necessary PPE/ clothing for employees is provided and used appropriately.
- Report any injuries requiring medical attention to the *Contractor's* Site Superintendent and required regulatory agencies.
- Undertake an investigation of all incidents and near misses and forward a copy of all related reports to the *Contractor* within 24 hours.
- Attend and participate, in mandatory weekly health & safety meetings as determined by the *Contractor*.
- Ensure compliance with instructions regarding corrective actions issued by the *Contractor*.
- Ensure that employees attend orientation training prior to beginning work.
- Subcontractor are responsible for advising all their employees of the requirements outlined within this procedure.

PROCEDURE

1. *Contractor's* Project Manager to determine which and when subcontractor will be working on a project site.
2. *Contractor's* Project Manager to communicate subcontractor details to Health and Safety Coordinator and Site Superintendent.
3. *Contractor's* Project Manager to provide direct Subcontractor with a copy of the *Contractor's* Health & Safety Program (or applicable/relevant portions).
4. *Contractor's* Senior Management or Project Manager to provide subcontractors with a complete subcontract agreement outlining the scope of work, timelines, milestones and payment details.

5. *Contractor's* Senior Management or Project Manager to provide subcontractor with a copy of this procedure.
6. *Subcontractor* to provide all *Subcontractor* Mandatory Health & Safety Job Start Up Document Submissions prior to beginning work.
7. *Subcontractor* to complete transfer of the *Contractor's* Health & Safety Program details and required documentation to any party under their employ and direction, whether directly or via a subcontract.
8. *Subcontractor* to ensure that all persons under their direction or employ, whether directly or via subcontract, shall be fully aware and remain compliant with this policy and all appropriate transfer of policy and expectation is completed.
9. The *Contractor's* Health and Safety Coordinators and Site Superintendents/Foremen shall inspect and monitor the ongoing activities of the *Subcontractor*.
10. *Subcontractor* to always complete necessary modifications when noted to remain compliant to all policies and legal requirements.
11. The *Contractor's* Health and Safety Coordinators to note any subcontractor violations relative to health, safety, and environmental and bring to the attention of the *Contractor's* senior management. This includes direct and indirect subcontractors. Non-compliant entities will be warned of the infraction and held accountable as required. This will be accomplished using various methods, including, but not limited to, progressive corrective actions or contract removal.
12. *Contractor's* senior management, in conjunction with the Project Manager to review the *Subcontractor* upon completion of the work. The Approved *Subcontractor* List to be updated based on results of the review.

Contractor/Subcontractor Review Procedure

1. Project Manager to complete the subcontractor review form. (Form 18-5)
2. Advise Senior Management of any issues that were identified during the review process.
3. Keep a record of the review in the job file.
4. Update the approved *Subcontractor* list rating based on the most recent review.
5. Arrange a meeting with the *Subcontractor* to discuss any performance issues if planning on using the subcontractor again.
 - a. Make minutes of the meeting and distribute to *Contractor's* Senior Management, Project Manager(s) and the *Subcontractor*.

Subcontractor Mandatory Health & Safety Job Start Up Document Submissions

The *Subcontract* work shall not proceed until the *Subcontractor* submits the following documents to the *Contractor*.

- *Subcontractor* Health and Safety Agreement (Form 18-1)
- Fully signed contract
- Hazard acknowledgement letter (Form 18-2)
- Subcontractor Adherence to Contractors Health and Safety Program (Form 18-3)

- Form 1000
- WSIB clearance certificate
- Liability insurance certificate
- Competent Supervisor Form (Form 18-4)
- SDS Sheets and Proof of Worker(s)WHIMS training
- Additional Training Certificates as Required by all legislative acts and regulations relevant to the scope of their work (Ex. Work at Height)
- Copy of Subcontractor's Health & Safety Policy
- Copy of Subcontractor's Workplace Violence & Harassment Policy
- Pre-Start JHA (Refer to Form 19-1-1)

Gazzola Paving Ltd. Subcontractor Health & Safety Daily and Weekly Submission Requirements

Daily

1. Daily Job Hazard Assessment (Refer to Form 26-1-1)
2. Pre-Dig Utility Checklist/Locates (Form 18-6)
3. Traffic Protection Plan

Weekly

1. Weekly Site Inspection (Refer to Form 6-1-1)
2. Record of Toolbox Talk (Refer to Form 5-1)

*** Subcontractor may submit its own Daily and Weekly forms subject to receiving pre-approval of any such forms by the Contractor as to form and content. The approval of any alternative form shall be in the and absolute discretion of the Contractor.**

DISTRIBUTION

The *Contractor's* Project Manager will ensure distribution of this documentation when requested and gathering of all pertinent information during the procurement process.

The *Contractor's* Project Manager and Superintendent will also be responsible for the distribution and gathering pertinent information to or from the *Subcontractor* during the Site Orientation.

RECORDS

All information gathered during the hiring process and the orientation process shall remain on file for a period of at least