

POLICY TITLE: CONTRACTOR SAFETY POLICY

POLICY #: C-HS-001-1

EFFECTIVE DATE: October 30, 2018

SIGNATURES:

Manager

Director

CAO

POLICY STATEMENT:

The Town of Sylvan Lake will protect its assets and provide for the health and safety of its employees, contractors, other workers and the general public by ensuring all work contracted on behalf of the town is carried out according to approved policies and procedures.

THE PURPOSE OF THIS POLICY IS TO:

Establish guidelines for the Town of Sylvan Lake with regard to the Health & Safety orientation and work performance of contractors employed by or completing work on behalf of the Town of Sylvan Lake.

1. DEFINITIONS:

- a. Chief Administrative Officer is the Chief Administrative Officer for the Town of Sylvan Lake (or designate) as duly appointed by Council.
- b. Contractor is any person or company that is employed by or completing work on behalf of the Town of Sylvan Lake.
- c. Health and Safety Contractor Pre-Qualification is the document that each contractor will complete prior to commencing work for the Town of Sylvan Lake. This will establish the level of safety within the contractor's organization.
- d. Contractor Safety Agreement is the agreement that each contractor will complete prior to commencing work for the Town of Sylvan Lake.
- e. Council is the Council for the Town of Sylvan Lake
- f. Director is the management employee accountable for their department who may or may not directly supervise employees.
- g. Employee is a person who is filling a position for the town. This includes a Full Time, Casual Employee, Probationary Employee, Temporary Employee, Part Time Employee and Volunteer Fire Fighter.
- h. Health & Safety Coordinator is the person designated by the Town of Sylvan Lake to coordinate the Health & Safety Program.





- i. Town Contact is an employee of the Town of Sylvan Lake that is responsible for overseeing a contracted service.

2. **RESPONSIBILITIES:**

A. Council

- i. Approve policy

B. Chief Administrative Officer

- i. Approve procedure;
- ii. Administer the policy and procedures;
- iii. Advise Departments in the correct application of the policy and procedures.

C. Directors:

- i. Ensure that all Department employees are familiar with the policy;
- ii. Administer the policy within the Department;
- iii. Recommend changes in policy and procedures.

D. Town Contact:

- i. Ensure that all Contractors are aware of the Health & Safety Pre-Qualification and Contractors Safety Agreement;
- ii. Ensure that all forms are completed and information on form is validated prior to commencement of work;
- iii. Ensure that Agreement forms are forwarded to the Health and Safety Coordinator for retention.

E. Contractor:

- i. Ensure that they have read, understand and will abide with all sections of the Town of Sylvan Lake's Health & Safety Policy;
- ii. Ensure that the Health & Safety Pre-Qualification and Contractors Safety Agreement has been completed and returned to the Town contact before commencement of work;
- iii. Ensure they conduct all business in a safe manner as outlined in the Town of Sylvan Lake Health & Safety Policy.

A handwritten signature in black ink, appearing to be "JL", enclosed within a rectangular box.



Approved on: MARCH 28, 2022

Revised on: _____

Signature: 

3. PROCEDURES:

- a. Prior to commencing work, all contractors will complete a Health and Safety Contractor Pre-Qualification and Contractor Safety Agreement and will be responsible to read the power point presentation on Contractor Safety and provide written documentation that they have done so.
- b. Contractors Safety forms and power point presentation will be available on the Town of Sylvan Lake website or upon request.
- c. If, at anytime, a Contractor is in breach of this Policy, all work will cease immediately until the deficiency has been rectified to Town Administration's approval.
- d. Directors will monitor the safety performance of contractors engaged to perform work within the scope of their departments. Repeated failure to follow the requirements of this Policy could result in the contractor losing the opportunity to bid/contract for other Town work. This determination will be made by the Director.
- e. Health and Safety Contractor Pre-Qualification and Contractor Safety Agreements are to be submitted to the contractor's Town Contact. The Town Contact will be responsible to ensure all information is filled out on the Agreement and is responsible to verify the information on the submitted Agreement. Once information has been verified, the Town Contact is responsible to sign the agreement and to forward a copy of the signed agreement to the Health and Safety Coordinator.

