

Dear Sir / Madam:

Re: Town of Halton Hills Contractor Safety requirements

Please review the attached documents:

- Contractor & Subcontractor Safety Procedure**
- Contractor & Subcontractor Questionnaire**

Once you have completed the required review with relevant staff, please return or upload into the “Document” section in bids&tenders.ca, the signed and dated Contractor & Subcontractor Questionnaire with applicable documentation as requested by the Town of Halton Hills. We will retain this on file for future work activities and will be conducting on-going monitoring of your organization’s adherence to the procedure and questionnaire items.

Thank you for your co-operation, and if you have any questions, please feel free to contact us.

Yours truly,

Corporate Services Department
Purchasing Division

Incl.



TOWN OF
HALTON HILLS

HEALTH & SAFETY

Title: Contractor Safety	Date: March 8, 2013
Procedure No: HS-058	Revision: October 28, 2019
Issued by: Brent Marshall	Title: Chief Administrative Officer

1. Purpose

The purpose of this procedure is to ensure that contractors comply with occupational health and safety legislation, and the Town of Halton Hills policies and procedures.

2. Scope

This procedure applies to Town of Halton Hills staff who are involved in contracting for services and also includes the undertaking of construction projects. This standard also applies to all contractors and their staff.

Note: The requirements of this procedure may be replaced with standard terms and conditions of the bid.

3. Definitions

Construction - includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting or concreting, the installation of any machinery or plant and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine.

Contracted work - contracted work includes non-construction related work, or the provision of services to the Town of Halton Hills at Town work sites and facilities.

Contract manager – the Town of Halton Hills’ staff member who arranges for, or oversees the work activities of the contractor, and includes overseeing a construction project undertaken by a contractor.

Contractor - any person or entity contracted or engaged to provide services to the Town of Halton Hills.

Constructor - a person who undertakes a project for an owner (i.e. the Town of Halton Hills) and includes an owner who undertakes all or part of a project by himself or by more than one employer (i.e. if the Town of Halton Hills undertakes its own project.)

Project - The Occupational Health and Safety Act defines a construction project, whether public or private, to include the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation,



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highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, water main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well or any combination thereof; the moving of a building or structure; and any work or undertaking, or any lands or appurtenances used in connection with construction.

4. References

Occupational Health & Safety Act
Regulations for Industrial Establishments
Regulations for Construction Projects
WHMIS Regulations
Control of Exposure to Biological or Chemical Agents Regulation
Designated Substances Regulation
Window Cleaning Regulation
Confined Space Regulation
Roll-Over Protective Structures Regulation
First Aid Regulation
Workplace Safety & Insurance Act
Constructor Guidelines, Ministry of Labour

5. Procedures

5.1 General

5.1.1 Purchasing will provide contractors with the following items when the award process is initiated:

- a) Covering Letter, The Town of Halton Hills Contractor Safety procedure and the Contractor Questionnaire.
- b) When awarding, contractors will be required to provide the following items:
 - WSIB Clearance Certificate or proof of Independent Operator Status (Note: Independent contractors who are engaged in “construction” work in most cases are required to have WSIB coverage.)
 - Third party liability insurance, minimum of \$2,000,000 unless otherwise specified.
 - Confirmation (specifying relevant detail on the completed Contractor Questionnaire) that the contractor’s health and safety program complies with all relevant legislation, regulations, codes and standards.



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- Confirmation that contractor/subcontractor staff possess relevant and appropriate professional qualifications, certifications, competencies, knowledge, skills and training to safely and competently carry out required work activities.
- History of health and safety performance, violations, convictions under the Occupational Health and Safety Act.
- Such other information that the Contract Manager may specify or require.

5.1.2 Completed Contractor Questionnaire and any additional contractor health and safety documentation will be returned to the Contract Manager, and a copy will be forwarded to the Senior Manager of Purchasing and Risk Management, and retained on file.

5.1.3 The Contract Manager will review the completed Contractor Questionnaire and additional contractor health and safety documentation in consultation with Purchasing. If additional information is required from the contractor, the Contract Manager, in consultation with the Senior Manager of Purchasing and Risk Management, will contact the contractor and make the necessary amendments and changes.

5.1.4 The Town of Halton Hills reserves the right to terminate arrangements with contractors who fail to meet the requirements of this procedure.

5.2 Contractor Responsibilities

5.2.1 When required by the Town of Halton Hills' Contract Manager, contractors shall attend pre-start or pre-job meetings prior to commencing the contract job or work activities.

5.2.2 When required by the Town of Halton Hills' Contract Manager prior to commencement of the work, the contractor will carry out an assessment of all actual and potential health and safety hazards.

5.2.3 Contractors shall develop measures and procedures to effectively control the actual and potential hazards that were identified by the contractor's assessment, based on legislative requirements, the Town of Halton Hills' specifications, and best practices. Where necessary, the measures and procedures to adequately control hazards will be discussed and coordinated with the Contract Manager.



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5.2.4 Contractors will periodically re-assess the actual and potential health and safety hazards as work activities and conditions progress and/or change. Appropriate measures and procedures shall be developed and implemented as needed.

5.2.5 Contractors will remain in the authorized work areas only, and will only be allowed access to other areas owned by the Town of Halton Hills with the permission of the Contract Manager.

5.2.6 If required by the Contract Manager, contractors may be required to carry out periodic work site visits and inspections as a means of ensuring that health and safety hazards are adequately controlled. The Contract Manager may require documented proof of these inspections or visits.

5.2.7 If the contractor experiences concerns relating to effective control of work site health and safety hazards that are under the care and control of the Contract Manager, then these concerns must be promptly reported to the Contract Manager.

5.2.8 Instructions and requirements specified by the Contract Manager will be adhered to by the contractor.

5.2.9 If a contractor's worker is injured, or an incident occurs that results in damage to the Town's property, or harm to staff or the public, the contractor will report the incident to the Contract Manager. The Contract Manager will request a copy of the contractor's incident investigation report, as well as details of corrective actions taken to prevent a recurrence.

5.3 Contract Manager Responsibilities

The Contract Manager will ensure that:

5.3.1 Contractors meet the requirements of these procedures.

5.3.2 Contractors are held accountable for health and safety infractions, or failure to meet the requirements of these procedures.

5.3.3 Documentation of contractor issues and infractions will be documented. All discussions with contractors as well as corrective actions must be documented. Where necessary, provide follow-up instructions and corrective actions in writing to the



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contractor. Where necessary, require the contractor to provide documented reports relating to how corrective actions have been implemented.

5.3.4 Retain documentation on file, and provide copies to Purchasing where necessary.

5.3.5 Periodic evaluations of contractor work activities are conducted and documented according to the Purchasing Department's Contractor Performance Evaluation procedure. Contractors who provide on-going services, shall be evaluated by the Contract Manager at least once per year, or as often as the Contract Manager deems necessary. If the contractor is not used on an on-going basis, the Contract Manager will carry out periodic, and end-of-contract evaluations, and this will be documented according to the Purchasing Department's process. The Contract Manager will provide copies of evaluations to Purchasing where necessary. All documentation will be retained on file.

6. Documentation & Related References

Town of Halton Hills Purchasing Policy
Town of Halton Hills Purchasing Standard Terms & Conditions
Contractor Cover Letter
Contractor Questionnaire
Contractor Performance Evaluation
OHSA (Occupational Health and Safety Act)

**Town of Halton Hills
CONTRACTOR & SUBCONTRACTOR QUESTIONNAIRE**

Contractor/Subcontractor Name _____

Address _____

Phone _____ Fax _____ Email _____

I have received the Town of Halton Hills Contractor & Subcontractor Safety procedure, and I understand and will comply with the contents of the procedures and all applicable federal, provincial and municipal health and safety requirements.

I have also provided the following:

Workplace Safety and Insurance Board Clearance Certificate

Proof of Insurance Coverage (Amount \$ _____)

I have provided the following, if requested or specified by the Town of Halton Hills:

Occupational Health & Safety Policy

Procedures and Work-Specific Documentation (please indicate if applicable):

- Welding/Hot Work procedures, training
- Confined Space procedures, permit, training
- Elevating Work Platforms/bucket truck procedures and training
- Lifting Devices, hoisting, rigging procedures and training
- Crane license if over 8 tons, procedures and training
- Personal protective equipment procedures, training
- Fall Arrest procedures, training (Working at Heights)
- WHMIS training
- Material Safety Data Sheets for materials on site
- Designated substances, control program, training
- Emergency Procedures and training
- Fire extinguisher training
- First aid training
- Scaffolding specifications, procedures, training
- Lock out/blocking procedures, training
- Excavations, trenching, procedures and training
- Trench box engineered drawings
- Heavy equipment procedures, training
- Chainsaw procedures, PPE, training
- Traffic Control Plan, Book 7 training
- Other _____
- Other _____
- Other _____

Signature _____ Date _____