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## 8.1 Purchasing Policy

The purchasing policy protects employees and subcontractors by ensuring all equipment, tools and materials purchased, leased or rented meet government regulation and code as well as industry standards.

This policy affects any managers, supervisors or employees responsible for purchasing materials, chemicals, tools or supplies for The Town of Daysland.

When purchasing equipment, The Town of Daysland will ensure that the equipment and supplies:

- Meet the standards specified in OH&S legislation. If the legislation does not specify a standard, The Town of Daysland will ensure that the equipment meets the standards of a professional safety organization.
- Are compatible with the work environment and the task requiring them.
- Are backed by appropriate documentation, warranties, guarantees and/or service contracts.
- Are purchased from a reliable source.

The Town of Daysland standards include but are not restricted to:

- All chemicals must arrive with MSDS's/SDS's, if a current one is not already on file.
- All materials to arrive with manufacturer's specifications.
- All PPE must meet applicable CSA standards and that are appropriate to the hazard.

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Rod Krips, Chief Administrative Officer

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Date



## 8.2 Contractor Policy

The purpose of the contractor policy is to ensure that contractor work is completed in accordance with legislation and The Town of Daysland's health and safety requirements. This is to ensure that The Town of Daysland employees or contractors are not exposed to any unnecessary hazards.

This policy applies to all The Town of Daysland contractors. All contractors are required to adhere to the general provisions of the Health and Safety Management System at the location which they are performing work.

### Related Documents

Contractor Orientation Form  
Contractor Acknowledgement  
Contractor Agreement

### Responsibilities

#### Chief Administrative Officer

- Ensure that before any work is done, that all contractors have read, completed and signed the Rules and Regulations Governing Contract Work.
- Obtain and analyze the HSE statistics of the contractor, ensuring the contractor with the best stats retains the job.
- Obtain and review the contractor HSE program to ensure it meets The Town of Daysland standards.
- If the contractor does not have an HSE program, ensure they are oriented to The Town of Daysland Health and Safety Management System.
- Provide the contractor with a site-specific orientation.
- Provide a signed copy of the "Contractor Sign-Off" letter, with current copies of WCB and insurance, along with any other documentation that is requested.

#### Foreman/Supervisors

- Address any concerns brought forward by employees with regards to safety where contractors are present.

#### Employees

- Report any concerns regarding contractors to a supervisor.
- Stop work in situations of imminent danger.

#### Health and Safety Representative

- Ensure that before any work is done the contractor has read and signed the Rules and Regulations governing contract work.
- Obtain and analyze the HSE statistics of the contractor, ensuring the contractor with the best stats retains the job.



- Obtain and review the contractor HSE program to ensure it meets The Town of Daysland standards.
- If the contractor does not have an HSE program, ensure they are oriented to The Town of Daysland Health and Safety Management System.
- Provide a signed copy of the “Contractor Sign-Off” letter with current copies of WCB and insurance, along with any other documentation that is requested.

## Procedure

1. Prior to the commencement of work the following items must be addressed:
  - a) **Employees Compensation** - The Contractor shall supply a letter or certificate showing that his/her employees are all covered by the Employees’ Compensation Board, including personal for the owner/board member should he/she be performing work on site, and that his/her payments to the Employees’ Compensation Board are not in arrears. For contractors that do more frequent work at any location this should be done at least annually.
  - b) **Comprehensive General Liability** - The Contractor shall supply a certificate showing that he/she has obtained and paid for comprehensive liability insurance with a coverage amount of not less than \$2,000,000.00. The Contractor shall be insured for loss or liability arising from the work they are performing or property in their care, except loss or liability caused by The Town of Daysland. If these certificates are not forthcoming, work **will not be allowed** to commence without the approval of The Town of Daysland. Any variation to this rule shall be approved by management.
  - c) **Automobile Public Liability and Property Damage** - The Contractor shall supply a certificate showing that he/she has paid for automobile public liability and property damage, covering any and all of his/her motor vehicles and equipment in use in conjunction with this contract.
  - d) **Excess Professional Liability** - The Contractor shall supply a certificate showing that he/she has paid for excess professional liability, covering any and all of their work in use in conjunction with this contract.
  - e) **Excess Pollution Liability** - The Contractor shall supply a certificate showing that he/she has paid for excess pollution liability, covering any and all of the chemicals that may be used and potentially cause environmental damage in conjunction with this contract.
- If the contractor is going to a client site, ensure they are aware of the drug and alcohol policy and requirements for that site.
2. A copy of the “Contractor Orientation Form” should be provided to the Contractor prior to the commencement of work. The Contractor must read all of the required material and sign each page including the orientation checklist, company health and safety rules and employee responsibilities stating that they will comply. A copy of the agreement shall be maintained by the supervisor.
3. The person in charge of the contractor must ensure that periodic visits are made to the work site and also ensure that the contractor is familiarized with the area



they are working in and any specific hazards associated with the work area. Specific action must be taken on any contractor violations – repeat violations must be documented, and copies sent to the responsible manager.

4. Show the contractor the location of the MSDS/SDS books which shall include a list of controlled products present at the work site.
5. Show the contractor the emergency exits and procedures in the event of an emergency.

Any sign-off sheet older than one year must be replaced with an updated one by the manager.

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Rod Krips, Chief Administrative Officer

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Date



## 8.3 Rules and Regulations Governing General Contract Work

All Contractors working at The Town of Daysland premises must abide by the following requirements:

1. Contractor must have WCB coverage and be in good standing with the WCB. A WCB letter or certificate of good standing shall be submitted by each contractor prior to commencement of work and at subsequent intervals not to exceed one year.
2. Contractor has Comprehensive General Liability Insurance, appropriate for the contract size.
3. Contractor has public liability and property damage insurance for his/her automobile(s), used in conjunction with the contract.
- If the contractor does not have existing Safety Program, provide them with the opportunity to have the choice of developing a Safety Plan for the job or have them sign off on The Town of Daysland Health and Safety Management System for the duration of the job.
4. No work shall commence without approval by the manager responsible for the project.

Contractors are required to observe and adhere to the following:

- Smoking is only allowed in designated smoking areas.
- Horseplay, in any form, will not be tolerated.
- Any The Town of Daysland materials leaving the site (i.e., scrap) must have the written permission of your contact person. Any materials removed without permission will be treated as theft.
- Follow emergency procedures.
- In the event of evacuation (i.e., fire), the contractor will immediately leave the site where they are performing work by the nearest available exit route and report to the designated gathering or muster point (as instructed by the contact person). At the gathering or muster point, the contractor will meet the evacuation person and follow their direction.
- Any injury incurred while working will be reported immediately to your contact person.
- Appropriate and site-specific Personal Protective Equipment (PPE) is required when performing work.
- Contractor work is to be performed in a manner which complies with the locations governing Occupational Health and Safety Regulations, Employees' Compensation Act, The Town of Daysland Health and Safety Rules and any other relevant regulations governing the work.
- Where it is necessary to lock out equipment to ensure a zero-energy state, contractors will follow The Town of Daysland safe work practice and procedure for lock out/tag out or by a procedure that has been approved by The Town of Daysland. If the need for a lock out is questionable, see the contact person for clarification before proceeding with the work.



## Procurement and Contracting

Revision: 3.0

- Contractors are to ensure their employees have required WHMIS training and have SDS's available for any controlled substances brought on site.
- The use of any hazardous materials (WHMIS controlled) will require the contractor to supply an SDS for each material to the contact person and a copy of such SDS's will be made available at the work site. In addition, all containers of hazardous materials shall be appropriately labelled with an approved supplier/workplace label and the employee must be trained in WHMIS.
- Ladders - all extension ladders must be tied off.
- The contractor must store and dispose of all their materials and/or equipment off premises unless specific permission is provided by the site contact.
- Work areas are to be kept clear of debris with housekeeping maintained and a general clean up performed at the end of each working day.