



# **Contractor Safety Requirements**

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## Contractor Safety Requirements

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*The following general information provides the basic safety requirements and guidelines for Contractors and Sub-contractors to ensure as far as reasonable, compliance to all applicable Occupational Health and Safety Regulation and Corporation Safety Standards by all persons present on The Corporation of the District of Summerland work sites for which they are responsible.*

# Contractor Orientation and Documentation

## Contractor Requirements

All Contractors who perform work for the District of Summerland are required to comply with all municipal, provincial and Federal laws and regulations. Specifically this includes the requirements of WorkSafeBC regulations, and any other regulations, codes or standards which govern the health and safety of workers.

Contractors are further required to follow the guidelines of the District of Summerland Occupational Health and Safety program components.

Where the Contractor states that they have their own safety program and/or safe work procedures in place, copies of those documents must be submitted to the District of Summerland for review and retention on file.

Where Contractors safe work procedures and/or safety program provides a level of protection which is considered to be lower than the District of Summerland's, the higher level of safety shall prevail.

## Documentation

The following documentation shall be submitted to the District of Summerland for review and retention where the work involves the type specified:

### 1. Notice of Project

Notice of Project (NOP) is a standardized form required by WorkSafeBC under the following circumstances:

- The total cost of all labour and materials, including that provided by sub-contractor(s) exceeds \$500,000, or
- All or part of the permanent or temporary work is required to be designed by a Registered Professional Engineer, or
- The construction project is a new erection, major alteration, or demolition of a building more than 7.6 m (25 feet) in height, or
- The construction project is a new erection, major alteration, structural repair or demolition of:
  - a bridge, or
  - an earth retaining structure more than 3m (10 feet) in height, or
  - a water retaining structure more than 3m (10 feet) in height, or
  - a silo, chimney, or any similar structure more than 7.6m (25 feet) in height, or
  - working in a compressed air atmosphere or in a caisson, or
  - work involving a tunnel, underground working or cofferdam, or
  - any excavation more than 1.2192m (4 feet) in depth, or

- any work involving asbestos or products containing asbestos, or at any other time where it is required by WorkSafeBC and/or an Officer of WorkSafeBC.

A copy of this Notice of Project (NOP) form, bearing an indication of WorkSafeBC acknowledgement of receipt and acceptance, will be forwarded to the District of Summerland prior to any work commencing.

## **2. Work on or near Overhead High Voltage Lines**

All Contractors managing projects involving work on or near overhead high voltage lines within the distances specified by WorkSafeBC regulations, shall complete the WorkSafeBC Form 30M33, and submit copies to the District of Summerland, prior to commencing work.

## **3. Permits**

Any permits required to perform work under any piece of legislation (Federal, provincial, or municipal) shall be obtained by the Contractor prior to commencement of any work. Examples of such permits include, but are not limited to: electrical inspections, pressure vessel, boiler inspection, BC Environment permit, District of Summerland Permit to Perform Work on a District Right-of-Way or District Land, etc.

Copies of these permits shall be forwarded to the District of Summerland within five (5) working days of the date of the permit or the work being commenced.

## **4. Inspection Reports**

Copies of all inspections conducted by a regulatory agency in relation to the work being performed shall be forwarded to the District of Summerland within three (3) working days of the date of the inspection report.

## **5. WHMIS**

Contractors are required to comply with the requirements of the WHMIS legislation. When requested by the District of Summerland, any Contractor shall provide proof of training of all their workers with regard to WHMIS legislation.

## **Contractor Responsibilities**

Any Contractor or Consultant who is hired to perform work on District of Summerland land, facilities, equipment, or on the District of Summerland's behalf, or any persons employed by that Contractor or Consultant has the responsibility of complying with the following requirements:

1. To comply with all Federal, Provincial and District of Summerland safety laws, rules, regulations, policies and procedures while working on a District of Summerland site.
2. To ensure that they understand all requirements which are applicable to their work activity prior to commencing that activity. Where the Contractor or Consultant is unsure, they should contact the District of Summerland for clarification.
3. To obtain the proper authorization and/or work permits prior to commencing any work activity.
4. To ensure that there is NO SMOKING within any District of Summerland facilities at any time.
5. To ensure that all persons engaged in work that requires the use of self-contained breathing apparatus (SCBA), or work in areas where self-contained breathing apparatus may be required for emergency escape, have received proper training in the use of such equipment.
6. To ensure that all persons engaged in work that requires entry into a confined space have received proper training in confined space entry procedures and to ensure necessary equipment to perform that work or any rescue activity is on site at all times.
7. To ensure that firearms, illegal drugs, alcohol, fighting, stealing or willful damage are not permitted anywhere on District of Summerland worksites.
8. To ensure in a safe operating condition, all Contractor equipment brought on site. To comply with Provincial Electrical Safety Branch regulations, all electrical equipment must be certified to CSA standards.
9. To ensure there are no violations of the Human Rights Act, including any forms of harassment.
10. To ensure cranes and hoisting equipment brought onto District of Summerland property is operated only by authorized persons. Any defects which are identified that effect the safe operation of the equipment will require the equipment to be removed from service until the defects are repaired.

11. To ensure any work that encounters with a believed to be MATERIALS CONTAINING ASBESTOS, the District of Summerland shall immediately be informed and the Contractor shall cease operations until it can be assured that standard practices for asbestos management are being complied with.
12. To ensure any encounter with a potentially hazardous or toxic substance which may endanger any person, the District of Summerland shall be informed and the Contractor shall cease operations until it can be assured that standard practices for hazardous materials management are being complied with.
13. To ensure complete responsibility for the overall safety program on the worksite during the performance of the works to ensure the safety of all persons at the worksite, the physical facilities and buildings existing and under construction, and to safely coordinate all activities on the worksite. This requirement shall apply continuously, and not be limited to normal working hours.