Contractor/Subcontractor Safety Policy

Policy
All contractors and/or subcontractors will be required to complete a contractor agreement outlining their responsibilities and will comply with all applicable federal and provincial health and safety regulations and legislation and safety rules and procedures of CUSA, while working in, on, or at any of CUSA’s workplaces. In addition, all contractors will be required to complete a workplace specific hazard assessment.

Safety Policy Overview
It is the responsibility of management to ensure that the contractor completes the liability coverage form prior to the start of work.

Contractors are expected to meet or exceed the requirements as set out by the Occupational Health and Safety Act and all applicable regulations. In the event that a contractor is found to be working in a manner believed to be dangerous by an employee of CUSA, a member of the management team will ask the contractor to stop work immediately until an appropriate corrective solution is found.

All contractors are required to have their own insurance coverage under the Workplace Safety and Insurance Act or carry equivalent accidental injury coverage.

Prior to commencing work, a supervisor must familiarize the subcontractor of the specific policies and procedures that apply. The subcontractor must also be informed of any potential or actual hazards at the workplace.
Prior to commencing work, the contractor/subcontractor will be asked to review and sign the contractor scope of work form. Management shall ensure a copy of the certificate of insurance and liability coverage form is received and filed along with the signed contractor agreement.

If at any time, a subcontractor is observed performing work unsafely or contrary to CUSA’s policies or procedures, the subcontractor will be asked to stop the work immediately and the circumstances will be reported to management. Immediately upon being notified, management will investigate the occurrence and take the appropriate actions.

Any violation of safety rules or conduct that might jeopardize the safety of employees or the public will not be tolerated. Specific action(s) will be taken to ensure that violations are not repeated. Cost of any delays will be borne by the contractor/vendor.

All suppliers and subcontractors are expected to comply with the safety rules below:

- Consumption of alcoholic beverages of any kind and use of illegal drugs of any sort is not permitted on CUSA property with the exception of licensed facilities.
- Weapons of any kind are not permitted (items such as knives being used in conjunction with work activities are expected).
- No smoking except in designated areas.
- No riding on any equipment unless equipment is specifically designed to carry passengers.

All subcontractors/suppliers performing work on CUSA property must sign in at the front desk.

No horseplay or harassment of CUSA personnel will be tolerated.

- Proper clothing and personal protective equipment must be worn at all times.
- All accidents/incidents must be reported immediately to a supervisor.
- Defective tools or equipment shall not be used.
- No isolated work area is to be entered until it has been tested and found to be safe.
- All contractors/suppliers are responsible to plan and execute all work in compliance with provincial health and safety legislation.
- All contractors/suppliers must inspect heavy equipment (ladders, forklifts, aerial manlifts etc.) on a daily basis for visual damage and correct operation.
The inspection shall be completed on a permanent written form supplied by the contractor. The contractor must produce these reports when requested by CUSA employees or the Ministry of Labour.

Immediate action is to be taken to correct unsafe practices or unsafe conditions when encountered by contractor personnel.

Subcontractors must become aware of CUSA emergency action and fire safety plan.