

THE CITY OF ST. ALBERT

CONTRACTORS HEALTH AND SAFETY RESPONSIBILITIES PACKAGE

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1.0 PURPOSE

The purpose of this safety protocol is to provide contractors with direction to work within the City of St. Albert. This safety protocol meets the requirements of Occupational Health and Safety legislation and other relevant legislation and agreements.

2.0 SAFETY PROTOCOL, ACKNOWLEDGEMENT AND COMMITMENT

The City of St. Albert departmental activities have a significant influence on the community and its residents. Therefore, ensuring that safety considerations are part of all City activities and operations is essential. The City of St. Albert has an Occupational Health and Safety Policy (Policy 4.01) which outlines the safety responsibilities for all those who perform work activities within the City, including contractors.

As a contractor for the City of St. Albert, your review and signature on the Contractor's Safety Acknowledgement form is required prior to the commencement of the work.

Contractor's Safety Acknowledgement Form

The [Contractor's Safety Acknowledgement Form](#) must be completed by including all requested documents, initialing the items in the checklist and signing the acknowledgement at the bottom of the document. Any documents that are required by the City of St. Albert should be submitted before work begins. This could include your safety manual, safe operating procedures, hazard assessments and any required training documents needed for the job.

The City of St. Albert also has an Environmental Policy (Policy C-EUS-01). Please refer to the City of St. Albert Contractor Environmental Responsibilities Package.

The City's Safety Expectations:

1. Compliance

The City shall comply with all relevant Alberta Occupational Health and Safety legislation and regulations and strive to set an example for the rest of the community which includes monitoring all contractors working for the City to ensure compliance.

2. Health and Safety Management System and Continuous Improvement

The City shall manage its activities to continually monitor and improve its health and safety performance and that of its contractors. As a City of St. Albert Contractor, your

performance during all contractual obligations are critical to our commitment to protect the health and safety of our residents and employees and comply with all Alberta Occupational Health and Safety legislation and regulations. The City reserves the right to complete random site inspections and review copies of safety program documentation as required (i.e. hazard assessments, safety toolbox meetings etc.).

It is a mandatory requirement for contractors to immediately report all incidents to the designated City project manager. Incident reporting can include:

- Contractor employee/subcontractor injury incidents.
- Incidents involving the public.
- Potentially serious near miss incidents (i.e. close calls “almost” incidents that could cause injury to a human or damage to facilities, equipment or the environment)
- Property damage incidents
- Equipment damage incidents
- Motor vehicle incidents

Call your project manager or City of St. Albert Representative ASAP after an incident, follow up with a preliminary report within 24 hours of the incident and a final investigation report provided within 72 hours of the incident.

3.0 SCOPE

The Contractor Management Protocol applies to those contractors engaged in construction and/or maintenance work in or around City facilities and/or bound by a contract with the city to direct workers at the worksite.

Activities can include:

- Construction, or maintenance/repair on City equipment
- Earth Works
- Road Works
- Utility installation, construction and repair
- Landscaping, playground and/or grounds work and maintenance
- Building construction, repair and maintenance
- Bridge construction, repair and rehabilitation
- Storm water pond construction and maintenance
- Concrete and asphalt repair and maintenance
- Building restoration or renovation including roof work and/or mechanical installation/maintenance.

4.0 CONTRACTOR ORIENTATION REQUIREMENTS

All contractors, sub-contractors and workers engaged in work on a City of St. Albert worksite MUST complete the contractor orientation. Any worker that hasn't completed the orientation will not start work until the orientation is completed. The contractor is responsible for ensuring all workers including sub- contractors under their direction complete the orientation and submit all completed paperwork to the City of St. Albert representative BEFORE work begins. The orientation can be completed on a cellular device, iPad/tablet, or on a computer.

Site Specific orientations will be supplied by the project manager, site representative or health and safety advisor as required.

The link for the contractor orientation can be found here: [City of St Albert General Contractor Safety Orientation](#)

5.0 CONTRACTOR MANAGEMENT & SAFETY PERFORMANCE

Contractors must understand and follow all safety legislation, regulations, procedures, approvals, and permits. The City may conduct site inspections and request documentation and procedures to validate that requirements are being met.

At the City's discretion, there may be requirements to provide the City with documentation outlining procedures and/or trained records etc. for ensuring that all occupational health and safety requirements imposed by law are met.

There are many laws and regulations relating to Occupational Health and Safety. It is your responsibility as a Contractor to know which laws, regulations, approvals or permits relate to the work that you are doing for the City of St. Albert. Also, it is your responsibility as a Contractor to comply with all applicable laws and ensure that all requirements imposed by these laws are met.

At the City's discretion, you may be required to provide the City with documentation outlining your procedures for ensuring that all occupational health and safety requirements imposed by law are met.

A Post Contract Completion Safety Evaluation may be conducted, as needed, by the appropriate stakeholders. Areas of review include:

- Overall Contractor Safety Performance
- Site Inspections

- Hazard Identification
- Incident Investigations including near misses.
- Legislative site visits including OHS and AHS.

Contractor's Health and Safety Reporting Card

Prime contractors (and at the request of the City of St. Albert representative) are required to complete the [Contractor's Health and Safety Reporting Card](#). This card is to be completed monthly and includes leading and lagging indicators in a contractor's safety program.

All contractors are expected to complete daily observations and monitoring of their work activities to ensure OHS compliance and correct any issues on non-compliance. The City will also complete inspections intermittently throughout the project or job. Inspection details, including action items, will be shared with the project managers and the contractors through Intelex, email, phone calls and/or meetings.

Contractors working on behalf of the City of St. Albert are expected to be competent to perform their work and must be aware of applicable requirements and responsibilities. Awareness and competence can be achieved through appropriate training, education or work experience.

The City reserves the right to require the contractor to provide evidence of employee competency.

Contractors must also ensure that sub-contractors are aware of their health and safety responsibilities and are competent to perform their work.

6.0 DISCIPLINE

Poor safety performance may result in enhanced management and monitoring until the City is satisfied site safety is adequate. Continued poor performance may result in a Stop Work Order or termination.

Note: Other disciplinary actions may be outlined in the contract or agreement between the contractor and the City.

7.0 ACCOUNTABILITY

All persons who report to the Chief Administrative Officer and provide services to the City of St. Albert under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student, or volunteer are accountable for and must comply with the terms of this safety protocol including its accompanying procedures.

Contractors working on behalf of the City of St. Albert are expected to be competent to perform their work and must be aware of applicable requirements and responsibilities. The City reserves the right to require evidence of contractor worker competency. This could include training tickets and/or proof of certification.

Managers, Directors, Supervisors, Team Leads, and workers in their differing roles, are accountable for their health and safety responsibilities, as defined by the applicable OH&S Alberta Act, Regulation and Code, Directives, Standards, Guidelines, processes and procedures.

References:

- *Alberta Occupational Health and Safety Act, Regulations and Code*
- *HR-04.01 Health and Safety Directive*