



# HEALTH & SAFETY MANUAL

## Legislated Duties and Responsibilities

Section: **1-01-11**

Issued: **2010-01**

Revised: **2010-03**

### CONTRACTOR SAFETY PROGRAM

#### **PURPOSE:**

The Contractor Safety Program (CSP) establishes that contractors are required to work in compliance with legislation, regulations and the Town of Caledon health and safety policy.

#### **APPLICATION:**

The CSP applies to all contractors engaged by the Town of Caledon by a Contract for Service to provide goods and/or services.

#### **DEFINITIONS:**

Definitions - in the Occupational Health and Safety Act and Regulations

#### **Competent Person:**

A person who,

- ◇ is qualified because of knowledge, training and experience to organize the work and its performance,
- ◇ is familiar with this Act and the regulations that apply to the work, and
- ◇ has knowledge of any potential or actual danger to health or safety in the workplace.

#### **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.

#### **Constructor:**

A person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

#### **Contractor:**

Any individual or business entity with a Contract for Service with the Town of Caledon to provide goods and/or services. Reference to Contractors in the Contractor Safety Program also includes their workers.

#### **Designated Substance:**

Biological, chemical, or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled.

#### **Employer:**

Means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or sub-contractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.



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<b>OHSA:</b>	Occupational Health and Safety Act
<b>Owner:</b>	Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.
<b>Prescribed:</b>	Prescribed by regulation made under the Act
<b>Project</b>	A construction project, whether public or private, including, <ul style="list-style-type: none"><li>◇ the construction of a building, bridge, structure, parking lot, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, cofferdam, conduit, sewer, water-main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,</li><li>◇ the moving of a building or structure, and</li><li>◇ work or undertaking, or any lands or appurtenances used in connection with construction.</li></ul>
<b>Sub-Contractor:</b>	Any individual or business entity that has contracted with the Contractor to provide goods and/or services and may not be contracted by the Town of Caledon. Reference to Sub-Contractors in the Contractor Safety Program also includes their workers.

### LEGISLATIVE REFERENCE

- ◇ Occupational Health and Safety Act (OHSA) & various Regulations, RSO 1990
- ◇ Industrial Establishment Regulations, Reg. 851, R.R.O. 1990
- ◇ Construction Projects Regulations, Reg. 213/91
- ◇ Asbestos on Construction Projects & in Buildings & Repair Operations, Reg. 278/05

### RESPONSIBILITIES:

The Town of Caledon will apply and evaluate the Contractor Safety Program (CSP) at least annually in consultation with the Directors, Purchasing Department and Health and Safety Coordinator.

#### Contractors

- ◇ Shall comply with all legislation and regulations pertaining to health and safety matters.
- ◇ Shall be provided with a copy of and comply with the Town of Caledon's CSP.
- ◇ Shall provide, where applicable, a WSIB Account Number, Clearance Certificate or WSIB Independent Operator ID Number. Contractors shall ensure this documentation is updated and current. A new WSIB Clearance Certificate, where applicable, will be provided to the Town every 60 days.
- ◇ Shall provide a copy of their health and safety policy statement and other policies and procedures when requested by the Town.



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- ◇ Shall ensure that their workers and sub-contractors and their workers are trained on health and safety.
- ◇ Where a contractor or their subcontractor is in violation of legislation, regulations, or the CSP, the Town will provide detailed notification and expects the non-compliance to be immediately addressed and corrected. The Town reserves the right to take appropriate action where non-compliance continues.

#### REFERENCES:

Town of Caledon Request for Quotation  
Town of Caledon Standard Terms and Conditions  
Town of Caledon Additional Terms and Conditions-Contractors  
Town of Caledon Additional Terms and Conditions-Consultants

#### GENERAL SAFETY RULES

1. Contractors shall be restricted to work only in areas designated by the Town of Caledon.
2. Contractor workers shall not be allowed on the Town's property while under the influence of alcohol or incapacitating drugs or medication, nor are such substances to be brought onto Town premises.
3. Contractors shall comply with the Town's Smoking Policy.
4. All Town signage shall be observed and complied with as well as specific direction given by Town staff.
5. Tools, parts, materials, equipment, and machinery shall not be left overhead at any time. Thorough inspection shall be made to prevent the hazard of falling objects.
6. Suitable warning signs shall be placed and other appropriate precautions taken when overhead work is being undertaken.
7. All equipment and machinery shall have appropriate guarding which is in place and in proper operating order.
8. All electrically powered tools, equipment and machinery shall be adequately grounded as per CSA standards.

#### FIRE CONTROL

1. Contractors shall provide their own Fire Watch personnel during all welding and burning processes. Appropriate chemical extinguishers and fire blankets must be available in the immediate area where such processes are taking place.
2. The area shall not be vacated until all sparks or smoldering material has been extinguished. All combustible material must be removed from the welding or burning area or covered with fire blankets.
3. Oxygen, acetylene, or other similar types of cylinders are not to be left free standing. They shall be kept in upright position and chained or secured to prevent upsetting. Caps shall be in place when cylinders are not in use. Empty cylinders shall be removed from the site at the end of the shift or work day.
4. Fire hydrants and hose houses shall have a 4-foot clearance at all times.



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5. Access to all locations shall be maintained for emergency vehicles. Fire route access shall remain unobstructed at all times.

### ISOLATING PROCEDURES

1. Contractors shall notify the Town of Caledon of equipment or machinery requiring isolation.
2. Before any work is performed, all sources of energy and/or motion shall be made safe and locked out by contractors.
3. The standard method of isolating equipment or machinery against operation shall be a tag and padlock supplied by the contractor and identified with the name of the contractor, worker, with contractor contact information including date and time of the lock being installed.

### PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

1. Contractors shall supply their own protective equipment and safety apparatus and ensure workers are trained in the use of such equipment.
2. All contractor workers and workers of sub-contractors shall wear CSA approved safety footwear, eye protection, hard hats and vest, as required by provincial legislation and regulations.
3. When required, fall restraint systems shall be used.

### SERVICES

1. If it is necessary for the contractor to disrupt any services, notice must be given and prior approval obtained from the Town.
2. Qualified persons must make connections to and disconnection of Town services.

### EQUIPMENT AND MACHINERY

1. Lock-out and tag-out procedures must be followed by contractor workers.
2. No guard, safety device or appliance shall be removed from tools, equipment, and machinery except for the purpose of making repairs.
3. Repairs shall only be undertaken by persons qualified to make such repairs.
4. For repairs to be undertaken, all power sources must be disconnected and locked out.

### PORTABLE POWER TOOLS (ELECTRIC AND PNEUMATIC)

1. Pre-use inspection must be conducted including couplings and hose connections for pneumatic tools to ensure they are in proper operating condition.
2. Guards installed by the manufacturer shall not be removed from any power tool.
3. Power tools, wherever possible, should not be laid across roadways and above surfaces where there is foot traffic.
4. Power tools must be disconnected from power sources before making repairs or adjustments.
5. Cords on power tools must be in good condition and use a three pronged plug.
6. All defective tools must be repaired before use.



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#### OVERHEAD CRANES AND CRANE RUNWAYS

1. Under no circumstances shall anyone be permitted to work or walk on a crane or crane runway, or work in the path of a crane cab, until effective procedures have been established between the contractor and the Town of Caledon.
2. It is prohibited for an individual to walk or stand under a suspended load whether moving or stationary.

#### TRAFFIC

1. All vehicles entering or on a Town project shall be driven with caution and posted signage observed.
2. Private vehicles shall be parked in designated areas unless specific approval has been received from the Town.
3. Trucks and other vehicles shall not stand with engine running while at any building or near the entrance to a facility.
4. Mobile crane and hoisting operators shall be licensed, as required, under provincial legislation and regulations.

#### HOUSEKEEPING

1. The contractor must maintain good housekeeping and material storage standards in the work area at all times.
2. Aisle ways, walkways, doorways, and designated exits shall be kept clear at all times.
3. Contractors shall maintain working areas in a clean and tidy condition.
4. Contractors shall remove their own refuse unless other arrangements have been made.

#### HAZARDOUS MATERIAL

1. The contractor shall not bring onto the work site any hazardous materials as defined in the OHSA without the prior written authorization of the Town.
2. Contractors shall handle potential hazardous material in a manner so as not to cause injury or exposure. Contractors must ensure their workers and workers of sub-contractors are informed of the presence of potential hazards and informed of the safe handling procedures for the material.
3. Contractors will be responsible for safekeeping of all flammable materials they use. When not in use these materials must be kept in approved storage areas or facilities supplied by the contractor.