COMMUNITY COUNCIL

Subcontractor/Sub-trade Policy

**Policy**

All subcontractors and/or sub-trades will comply with all applicable provincial safety and health regulations and legislation, safety rules and procedures of the community council while working in, on, or at any of our workplaces. In addition, all subcontractors/sub-trades will be required to complete a site-specific hazard assessment.

**Safety Policy Overview**

It is the responsibility of the site supervisor/community council to ensure the subcontractor/sub-trade completes the hazard assessment form prior to the start of work.

Subcontractors/sub-trades are expected to meet or exceed the requirements as set out by The Workplace Safety and Health Act and all applicable regulations. In the event a subcontractor/sub-trade is found to be working in a manner believed to be dangerous by an employee, a council member will ask the subcontractor or the sub-trade to stop work immediately until an appropriate corrective solution is found.

All subcontractors/sub-trades are required to have their own workers’ compensation coverage and to provide in good standing status at all times.

Prior to commencing work, a supervisor in charge of the project must familiarize the subcontractor of the specific policies and procedures that apply. The subcontractor must also be informed of any potential or actual hazards on the jobsite.

If at any time, a subcontractor or sub-trade is observed performing work unsafely or contrary to the community council policies or procedures, the subcontractor or sub-trade will be asked to stop the work immediately and the circumstances will be reported to the project supervisor. Immediately upon being notified, the supervisor will investigate the occurrence and take the appropriate actions.

Any violations 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 violations are not repeated. Costs of any delay will be borne by the subcontractor/sub-trade/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
* weapons of any kind are not permitted
* no smoking, except in designated areas
* no riding on any equipment, unless equipment is specifically designed to carry passengers
* all subcontractors/suppliers performing work must report and sign in at the site trailer or office
* no horseplay, fighting or harassment will be tolerated
* proper clothing must be worn at all times (shirts must be worn, no shorts allowed)
* safety shoes, hard hats, high visibility vests and eye and hearing protection are to be on all work sites by all persons
* all accidents or incidents must be reported immediately to the site supervisor
* defective tools or equipment shall not be used
* all subcontractors/sub-trades/suppliers/employees are responsible to plan and execute all work in compliance with The Workplace Safety And Health Act and regulations
* all subcontractors/sub-trades/suppliers must inspect heavy equipment on a daily basis for visual damage and correct operation
* the inspection shall be completed on a permanent written form supplied by the prime contractor - the subcontractor must produce these reports when requested
* immediate action is to be taken to correct unsafe practices or unsafe conditions when encountered by prime contractor personnel
* compliance with the lockout/tagout procedures is expected
* subcontractors must become aware of emergency action and fire safety plan

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Community Council Date

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Subcontractor Date