**COMPANYNAME**Subcontractor Orientation

General information

Worker’s Rights: All workers have the right to know the hazards, the right to participate in hazard recognition and control, the right to refuse dangerous work, and the right to be free from discriminatory action for exercising any of the worker rights.

* To refuse dangerous work you must first report the dangerous conditions to a company supervisor giving the reasons for refusal.
* Everyone is entitled to a workplace free of harassment or violence. If you are in a situation where you believe you are being harassed or have been issued a threat of violence the first step is to tell the person to stop. If the behavior does not stop immediately, report the situation to a company supervisor.

Responsibilities: Understand and comply with the Company’s health and safety program. This includes following company rules, safe work practices, procedures, and policies. If you are unsure ask.

* Report all injuries, incidents, near misses, and any unsafe act or condition to a company supervisor immediately.
* Meet the requirements of the WSHA/MB regulations and maintain subcontractor work areas in a safe and responsible manner.
* Provide information on hazards, instruction on controls, and training to workers when necessary in order to protect the health and wellbeing of workers.
* Provide safe equipment, tools, protective gear, first aid supplies, and emergency response equipment for subcontract use.
* Conduct safety meetings and inspections as required by legislation. Participation in company’s safety meetings is acceptable.
* Maintain WCB coverage for worker’s and participate in any workplace safety and health committees if required.

Emergencies: In the event of an emergency situation the first step is to call 9-1-1 (if needed) and makes sure the area is safe. If an evacuation is needed you will be told to muster or travel off site to wait for further instruction.

* Know where the muster point is for the sites you are working on. If required to muster, lower all buckets, attachments, etc. and shut down all equipment. Report to the muster point immediately.
* Know where company’s emergency supplies are located (first aid kits, fire extinguishers, eye wash, MSDS/SDS, spill kits, etc.). Normally these items are in the supervisor’s trucks, shops, site trailers, or control rooms.
* Know the emergency contact numbers for company personnel.
* First aiders’ lists will be posted on most sites. First aiders can be identified by a red first aid cross sticker on their hard hat.

Personal Protective Equipment (PPE): CSA/ANSI approved hard hats and Grade 1 CSA approved safety footwear is required on all company sites. Other PPE may be required depending on the task.

* CSA Class 2 level 2 high visibility apparel is required when working around traffic or moving equipment.
* Hearing protection is required when exposed to noise levels of 85 dBA or above and when working around traffic or moving equipment.
* Eye protection is required in dusty environments or when flying debris may be present.
* Face shields (worn with glasses) are required for the use of a jackhammer, grinder, chainsaw, quickie saw, and when working with some chemicals (check MSDS/SDS).
* Fall protection must be used when there is a risk of falling 10’ (5’ plants and quarries).
* Life jackets must be worn when working on ice.
* Other PPE not mentioned here may be required in some situations (ask if unsure).

Cellular Phones and other personal entertainment devices: Cellular phones and other personal devices are permitted for business purposes under the following circumstances.

Quarry Specific

Traffic Information:

Speed is limited to 25km/h, slow-down in periods of low visibility or in icy conditions.

Back in parking only on site

Traffic patterns and flow – obey signage

Restricted areas – keep out

Subcontractor safety information:

Chain of command and contacts

Location of washrooms

Lockout/tag out

Inform when arriving and leaving site

Working near water

Pre-shift meetings (or sign off)

Weekly safety meetings

Tour

I have read and understood my responsibilities under company’s safety program and agree to follow company’s safety rules and Manitoba’s workplace safety and health act and regulations.

Print Sign Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Orientation done by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sticker # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPANYNAME**Subcontractor Safety Evaluation

This company is committed to providing a safe any healthy work environment and will utilize sub contractors who embrace these same principles.

This company requires that all subcontractors read and sign off on our safety requirements and provide the requested documentation so tat we can designate you as an approved contractor. All information is for our files only and will be handled in confidence.

Once approved, we will require a “subcontractor renewal” form to be completed annually.

Safety questionnaire:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Safe work performance | | | |
|  | 2015 | 2016 | 2017 |
| Number of Medical Aids |  |  |  |
| Number of Lost Time Injuries |  |  |  |
| Number of Fatalities |  |  |  |
| Total Incident Rate\*\* |  |  |  |
| Lost Time Injury Rate\*\* |  |  |  |
| Number of Man Hours |  |  |  |

\*\*incident and injury rates are calculated by multiplying the number of cases by 200,000 and dividing that number by the number of man hours worked.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. WCB Experience | | | |
| Industry Code: Industry Classification: | | | |
|  | 2015 | 2016 | 2017 |
| Industry Rate |  |  |  |
| Your Rate |  |  |  |
| (Please provide a copy of your 2018 WCB rate statement) | | | |
| Is your WCB in good standing? YES □ NO □  Please provide a current letter of clearance) | | | |

|  |
| --- |
| 1. Citations |
| Has your company received any health, safety, or environmental-related fines, orders, or charges in the past 3 years? |
| Number of fines, orders, or charges: |
| Agencies issuing warnings: |
| Nature of warning: |

|  |
| --- |
| 1. Certificate of Recognition (COR) |
| Does your company have COR certification? |
| Certificate #:  (Please provide your most recent COR letter of good standing) |
| 1. Activities |
| How often do you hold tailgate, toolbox, or safety meetings? |
| How often do you conduct formal/planned inspections? |
| Do you complete a hazard assessment at least daily? |
| Are training records available if requested? |

|  |
| --- |
| 1. Liability Insurance |
| (Please provide proof of general liability insurance) |

|  |
| --- |
| 1. Contact |
| Company safety contact (senior professional): |
| Position: |
| Office: Cell: |
| Email: |

**COMPANYNAME**Subcontractor Safety Requirements

Company Policy

Company is committed to providing a safe and healthy work environment

Safety is part operations and is present to protect our employees, property, the environment and the public. Losses due to accidents can be controlled through good management in combination with active employee involvement.

Safety and environmental concerns are the direct responsibility of all personnel: managers, supervisors, and workers. Management will comply with safety requirements as they relate to planning, operations, and maintenance of equipment.

Employees will be expected to perform their jobs in accordance with established procedures and safe work practices that are clearly defined in the safety manual for all to follow.

Employees, together with management, will be equally responsible for minimizing accidents in the workplace.

In fulfilling its commitment to protect people, property, and the environment, management will:

* Assess and control any foreseeable hazards which may result in property or environmental damage, personal injury, or illness;
* Provide and require the use of personal protective equipment where hazards cannot otherwise be eliminated;
* Require workplace inspections to maintain standards;
* Investigate unplanned events to expose and control workplace hazards, and;
* Inform workers of their right to a safe and healthy work environment

I trust that all of you will join us in a personal commitment to make safety a way of life.

**COMPANYNAME**Subcontractor’s Responsibilities

Sub-contractors are expected to carry out their work on project sites in a manner that will ensure the safety and wellbeing of their workers and all other who may be affected by their actions or omissions. This basic responsibility includes but is not limited to, the following:

* Understanding and complying with the prime contractor’s safety and health program requirements. This includes Safe Work Practices and Procedures which are available on site;
* Providing information, instruction and training to their staff in order to protect the safety and health of their employees;
* Bringing to the attention of the Prime Contractor any unsafe act or condition that may result in injury or loss of equipment and materials;
* Reporting all incidents, injuries, and near-misses immediately and investigating all of these in a timely manner;
* Carrying out regular safety meetings and inspections of the worksite;
* Participating in workplace safety and health committee meetings if required;
* Meeting the requirements of the Workplace safety and health act and regulations;
* Maintaining WCB coverage for their workers;
* Maintaining sub-contractor work areas in a safe and environmentally responsible manner and correct unsafe working conditions as they are identified;
* Advising workers of hazards on the job or in the working environment;
* Providing safe equipment, tools, PPE, first aid, and emergency response for sub-contract use.

**COMPANYNAME**Subcontractor Safety Rules

Consuming, being in possession of, or reporting for work under the influence of alcohol or drugs is prohibited.

Possession of firearms or other weapons will not be tolerated.

Fighting, the intent to injure, participating in horseplay, practical jokes or otherwise compromising the safety and health of other workers is prohibited.

Theft, vandalism, or abuse of property or equipment will not be tolerated.

Perform all work in accordance with acceptable safe work practices, procedures, and your supervisor’s directions.

Wear the required and appropriate PPE ion all job sites, at all times.

Report all unsafe acts, unsafe conditions, injuries, accidents or near-misses immediately to your supervisor.

Always call before you dig. Do not excavate until underground utilities are located. Do not assume that they will be where expected.

Do not attempt to lift any object heavier than 50 lbs or any other object that may compromise your ability to do so safely, get help or use equipment.

Do not smoke in areas where there is a roof overhead, where explosive, flammable or combustible materials are present, or when refuelling equipment.

Identify, store and handle all hazardous materials in accordance with Workplace Hazardous Materials Information System (WHMIS) or Globally Harmonized System (GHS) requirements.

Do not use defective or malfunctioning tools and equipment or equipment that is missing guards. Remove such tools and equipment from service.

Shut down, lockout and tag equipment before attempting any repair or maintenance. Do not clean, adjust, or lubricate any equipment in motion.

Maintain good housekeeping in your machine or work area.

Operate all vehicles and equipment in accordance with company rules and regulations. Do not operate equipment unless you are trained in its use.

Never use equipment to life a load greater than its rated capacity and never stand or walk under a suspended load. Use a tag line to stay clear.

Never leave a machine running unattended. Shutdown and return equipment to zero energy (buckets down, hydraulic or air pressure released and brakes locked). Remove the key to prevent use by unauthorized persons.

Do not operate any piece of equipment within 10 feet of any overhead power line.

Do not use chain to pull equipment or materials or attempt to push a stuck trailer or tandem with other equipment. Use appropriate towing straps.

Never enter into a raised trailer or tandem if it is loaded.

Personal use of any entertainment device while working is prohibited unless you have permission from your supervisor.

**COMPANYNAME**Subcontractor Discipline Policy

Company’s disciplinary policy incorporates the notion of progressive discipline. The rationale underlying that concept is that discipline is generally intended to be corrective rather than punitive. The policy is designed to impress upon an offending individual that their behaviour is unacceptable, and if followed by further unacceptable behaviour, then they will be subject to progressively harsher discipline, up to and including removal from site or contract termination.

In determining the action to be taken, consideration is to be given to the seriousness of the infraction and any previous disciplinary record.

Certain types of misconduct may incur significant penalties, without resort to the various steps of progressive discipline. Examples of such conduct might include, but are not limited to:

* Violence;
* Insubordination
* Sabotage;
* Consuming or being in possession of drugs or alcohol;
* Reporting for work intoxicated or under the influence of drugs;
* Serious safety infractions resulting in incident, injury or having the potential to cause either;
* Wanton or wilful disregard of property; or;
* Failure to abide by applicable safety laws, policies, or procedures.

The various steps of progressive discipline are as follows:

1. Verbal warning – a company supervisor will advise the individual’s supervisor of the verbal warning and will outline the infraction and the improvement required.
2. Written warning – a company supervisor will provide a written report of the infraction to the individual’s supervisor, action taken, and the improvement required.
3. Temporary removal from site – a company supervisor will provide written report to the individual’s supervisor specifying the details of the infraction, improvement required, the length of the removal and consequences of any further non-conformities.
4. Permanent removal – a company manager will provide a written report specifying the details of the breach and what actions were taken leading up to the permanent removal of a worker or the termination of contract between the company and the subcontractor.

**COMPANYNAME**Subcontractor Compliance Declaration

I have read and understood the Company’s safety requirements and agree to comply with the rules and responsibilities provided. I have forwarded the documentation required and will provide any other site safety documentation as requested.

As required by employers in Manitoba;

1. I will ensure workers are supervised by a competent person, familiar with the workplace safety and health act and regulations;
2. I will share required information with the Company as necessary to identify and control existing or potential hazards.
3. I will ensure that all work is completed in a safe manner.
4. I will ensure that myself and my workers meet the minimum safety training requirements as outlined in legislation.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_