



1. Purpose

All facility site work carried out by contractors must be in compliance with the *Ontario Occupational Health and Safety Act and Regulations OHS*A and existing Catholic District School Board of Eastern Ontario Board policies and procedures. The mentioned guidelines ensure that contractors carry out work in a safe manner.

2. Contractor Requirements

A contractor must:

- a) Be competent in all phases of work;
- b) Ensure the project workers are adequately trained in safe work procedures prior to commencing work;
- c) Exercise proper health and safety management on the worksite;
- d) Maintain acceptable housekeeping and material organization around the site;
- e) Communicate and cooperate with the Board Project Manager.
- f) Signature of compliance form.

3. Site Safety Management Plan

Prior to the commencement of the project, each contractor must:

- a) Address how health and safety will be managed in consideration of the Ontario Occupational Health and Safety Act, as well as Board policies, throughout the project;
- b) Provide contact information regarding the person who will be responsible for health and safety on site at all times when work is being performed.

4. Hazard Identification and Assessment

Each contractor will identify the health and safety hazards of the project prior to the start of work. The results must be communicated to all project workers through regular meetings.

5. Project Work

- a) Contractors must ensure that work is planned and carried out in a manner that does not expose other workers, CDSBEO staff, students or the public to any undue risk.
- b) No work may begin until proper authorization from the Board Project Coordinator and/or Plant and Maintenance Department is received, and building, electrical and other required work permits have been obtained.



- c) Health and Safety, and Plant and Maintenance Departments will monitor work activities on a periodic basis to determine and ensure compliance with legislation and Board policies and procedures.
- d) The Board's Health and Safety Coordinator will conduct safety inspections; the frequency of the inspections will be determined based on the project. Any inspection resulting in contravention of the OHSA will be forwarded to the Board Project Coordinator and/or Plant and Maintenance Manager, indicating the corrective action that needs to be taken. Issues of non-compliance and subsequent consequences will be directly addressed with the General Contractor or Sub-Contractor (where no General Contractor is involved).

6. Contractor Site Requirements

- a) The contracted company name, supervisor's name and contact information must be posted on site.
- b) All Federal, Provincial, and Municipal laws, rules and regulations must be complied with while working on a CDSBEO facility site.
- c) No work of any kind can begin until the proper authorization and/or work permits have been obtained.
- d) No smoking is allowed on Board property.
- e) Appropriate personal protective equipment under the OHSA Reg. 851 S. 79-86 must be used when any person is on a construction site or as required. All contractor equipment brought on site must be maintained in safe operating condition. The Board reserves the right to require the contractor to remove from the work site any faulty and/or unsafe equipment, or equipment which is not in compliance with the necessary approval requirements.
- f) Scaffolding must be erected in accordance OHSA Reg. 213/91 S.125 to S.136.
- g) Only properly trained workers may operate equipment or tools. Where certification is required, the contractor is responsible to ensure workers are certified.
- h) Ladders may only be used for ascent or descent, and light work where the worker can maintain a three-point contact.
- i) Barricades must be provided around all excavations and other construction activities.

ACKNOWLEDGEMENT OF CONTRACTOR OBLIGATIONS

I have read and I understand the above Contractor Procedure and agree to follow all applicable policies and procedures acknowledged by the Catholic District School Board of Eastern Ontario in regards to Occupational Health and Safety.

Company name

Contractor signature

Date