



Government of Northwest Territories
Gouvernement des Territoires du Nord-Ouest

Contractor Safety Orientation & Information Guideline

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Attachments

- Hazard Inventory And Control Form
- Safety Meeting Record
- Tool Box Talk Record
- Route Hazard Inventory and Control
- NT-NU Spill Report
- Contractor Safety Monitoring Checklist

Introduction

The Contractor Safety Orientation is intended to provide contractors with information they require to work safely on Department of Infrastructure (DOI) worksites and to remind them of their responsibilities under applicable occupational health and safety (OHS) legislation. The DOI Contract Authority, Project Manager or a designated representative (hereinafter referred to as the Contract Manager) must also understand their responsibility to ensure that all contractors receive an orientation session before they commence work.

Contractors are expected to ensure that project work is performed in a safe manner, and that it is in compliance with applicable territorial and federal OHS legislation, and any other applicable territorial and/or federal laws and/or regulations.

This manual does not address, and is not intended to replace or assume responsibility for, the Contractor's duty to its employees. This document is intended to be a general guideline and not an exhaustive outline of laws, ordinances or regulations governing OHS compliance.

Each Contractor must be familiar with current legislation pertaining to the work and will be responsible to follow and enforce such legislation. Work being performed in an unsafe manner is unacceptable, and may result in temporary or permanent removal of the Contractor from DOI worksites.

Pre-Construction Meeting

The pre-construction meeting is an opportunity for the Contract Manager to relate the Project General Safety Information/Requirements to Contractors. Topics covered include:

- Known hazards at the worksite
- Worksite orientation for employees
- Hazard Inventory and Control
- Inspections
- Accident/Incident Investigation
- Accident/Incident Reporting
- Documentation
- Worker orientation
- Daily Tool Box Talks
- Weekly Safety Meetings
- Hazardous Materials
- Emergency Preparedness
- OHS Representative
- Multi contract worksites

The Contract Manager will inform the Contractor of any **known hazards** at the project location.

The Contractor shall maintain a system of **safety orientation and training** for its personnel in compliance with applicable laws, codes and regulations. The Contractor shall be prepared to submit this documentation to the Contract Manager upon request.

For work performed on the project locations, a **hazard inventory and control** process must be done at the beginning of the job. The Contractor may follow the process contained within the DOI OHS Program Manual or a process developed by the Contractor. The Contractor shall provide copies of the completed hazard inventory and control to the Contract Manager as and when requested.

An **Inspection** of the work place identifies whether controls, safe work practices, job procedures, safety rules, are in place and being followed. An inspection also provides a way of identifying any new hazards that were

not previously identified or have developed since the last inspection.

All serious accidents/incidents¹ shall be reported and investigated. The role of accident/incident investigations in the OHS Program is preventive and to eliminate or reduce the opportunity for similar incidents to reoccur. A copy of the **accident/incident investigation record** must be made available to the Contract Manager. Upon request, the Contractor will provide the Contract Manager with **document** copies, including minutes of safety meetings, tool box talk records, and safety inspections that deal with work carried out at the worksite.

The Contractor will ensure that all **hazardous material** is properly used, handled and stored at the worksite.

An **emergency preparedness** plan must be in place to deal with potential emergencies at the worksite.

The Contractor shall designate an **OHS Representative** and alternate(s). The OHS Representative (or alternate) will be on-site for the duration of the contract. The Contractor shall provide the name of this **OHS Representative** and alternate(s) and contact information to the Contract Manager before work begins.

Where Subcontractors are involved, the general Contractor will coordinate the activities to ensure the health and safety at the work site.

Pre-Start Activities

Pre-Start Hazard Inventory

Each Contractor will complete and document a Hazard Inventory and Control of the project prior to the start of work. The results of this assessment must be communicated to all workers at the work site.

Worker Orientation

Prior to the start of work, the Contractor will conduct and document a site safety orientation with all workers at the work site. A site safety orientation will be conducted and documented with any new workers before they begin working at the site.

Personal Protective Equipment (PPE)

Where a hazard cannot be otherwise controlled, the Contractor shall ensure that employees have the appropriate PPE and that the equipment is worn when needed. The Contractor will also ensure that workers are trained in the correct use of all PPE and that the PPE is subjected to regular inspection and replaced or repaired where necessary.

Contract Duration Activities

Daily Tool Box Talks

Tool Box Talks (Tailgate Meetings) are to be held daily, at the beginning of each shift, and documented. These meetings shall be attended by all employees on the work site.

The Contractor may use the Standard DOI Tool Box Talk Record (attached) or may use a similar form as developed by the Contractor and shall provide copies of these records to the Contract Manager as and when requested.

¹ Reporting of Accidents of a serious nature as described in the Safety Act, General Safety Regulations, Section 35

Weekly Safety Meetings

Safety meetings are to be held once a week, during each shift, and documented. These meetings shall be attended by all employees on the work site.

The Contractor may use the Standard DOI Safety Meeting Minutes form (attached) or may use a similar form as developed by the Contractor and shall provide copies of these records to the Contract Manager as and when requested.

Contacting Requirements for Service Shutdowns/Connections

Approval from the Contract Manager must be obtained 48 hours in advance to use, tie in or interrupt facility gases, electric, mechanical or other utility services. All attachments, connections or interruptions necessary for the work must be coordinated with the Contract Manager.

Incident Response and Reporting Emergency Communication

When workers are present at the work site, **first aid** attendant(s), facilities, and supplies appropriate to the nature of the work, and in compliance with the requirements of territorial legislation, must be provided on the project site.

The Contractor shall promptly notify the Contract Manager of any **incident/accident**, which resulted or could have resulted in an injury requiring medical care, or property damage. The Contractor shall investigate incidents as required by the Workers' Safety and Compensation Commission.

Workers' Safety and Compensation Commission (WSCC) Communications and Documentation

The Contractor shall ensure that copies of all communications and documentation exchanged with the WSCC are promptly provided to the Contract Manager. This includes, but is not limited to:

- Notifications that the Contractor is required to provide to the WSCC on any matter related to the project, and
- Orders, investigation reports and variance orders.

The Contractor shall also ensure that the following are readily available as and when requested by the Contract Manager

- Approvals or certifications by a professional engineer or other expert, bearing the approver's stamp (or equivalent)
- Any documentation related to the contract which is required by the WSCC to be made available to workers, or to be kept at the work site.

Site Maintenance

The Contractor shall maintain the work site/area in a neat and safe fashion. Upon completion of the work, the Contractor shall remove all equipment, supplies, debris, etc. from the worksite.

Workplace Hazardous Material Information System (WHMIS)

The Contractor shall ensure that all workers are trained under WHMIS, that hazardous materials are

appropriately labeled, handled and stored, and that current material safety data sheets (MSDS) are available for all hazardous materials located on the work site.

Contact Information

The Contractor shall provide the Contract Manager with the name, title, telephone/cell number and emergency contact information for the:

- General Contractor
- The Contractors designated OHS Representative and alternate(s)
- Consultants

Emergency Information

All employees must be aware of first aid services, procedures for emergency response and fire safety.

Site Management

Site management includes access, egress, emergency exits, temporary structures, and material movement and storage. Other aspects of site management that must also be addressed (where applicable) include:

- Location of all fencing/ hoarding around the construction site, site access, barricades, site exits, street and sidewalk closings
- Maintenance of any required exits for adjacent sites
- Traffic Control
- Barricades, excavation guardrails, snow fences
- Covered walkways, temporary walkways, footbridges and vehicle ramps
- Scaffolding and swing stages
- Material and personal hoists, loading areas, waste material chutes and containers, temporary elevators
- Hoisting equipment and their loading areas
- Safety measures for perimeter guard rails on open floors
- Control of dust and debris
- Waste Storage
- Material storage
- Work Site Signage
- Fuel Storage Facilities
- Restricted Areas
- Explosives

Corrective Action

For identified issues of non-compliance the Contractor is required to determine the appropriate corrective action and advise the Contract Manager of the corrective action and proposed implementation. DOI will confirm implementation of the corrective action(s) in a follow-up inspection.

Repeated Non-Compliance

Repeat occurrences of non-compliance will not be tolerated and will result in DOI taking appropriate disciplinary action. The nature of the disciplinary action will be based on the severity of non-compliance and

decided by the Contract Manager in consultation with the appropriate department or agency. In cases of reckless disregard for safety DOI may terminate the contract if deemed appropriate.

Continuing Service Contractors

These Contractors provide services on an ongoing basis. The long-term relationship fosters a good understanding of the working environment and makes these Contractors more knowledgeable about the expectations they are required to meet. As a result, the Contract Manager may not need to explain the expectations each time a new project begins.

The Contract Manager will conduct an annual review with the continuing service Contractor to ensure the information and expectations are kept consistent and current. The annual review process will include a review of:

- All incidents in the previous year
- Any orders/ infractions
- Incidents of non-compliance with the contract, DOI or other agency requirements
- Any changes in the safety program, policy and applicable legislation

Declaration:

I, _____ (Contractor Representative), on behalf of
_____ (Contractor) acknowledge that I have read and understand
the Contractor Safety Orientation & Information Guideline and any additional comments provided below.

(Contractor Representative Signature)

____ / ____ / ____
(dd) (mm) (year)

(Contract Manager Signature)

____ / ____ / ____
(dd) (mm) (year)

Department of Infrastructure personnel reserve the right to include additional information as deemed appropriate.

Contractor Comments:

Department of Transportation Comments:

Attachments