

2. All projects where the City of Castlegar is the Prime Contractor

To be completed by Project Coordinator

Project Coordinator: _____

REQUIREMENT	DONE	COMMENTS
Prior to Work Commencing		
Notice of Project (NOP) submitted to WorkSafeBC. City has received confirmation of NOP submission. (if required)		
Health & Safety Program evaluated (see p.14)		
Ensure all workers on site have received the City Contractor Orientation within the past one (1) year. (see p.18)		
1st Day of Work		
Pre-Job Safety Meeting completed, documented, and includes: (see p.16)		
Site orientation (see p.18)		
Known site hazards and controls communicated (see p.16)		
City to provide Project Coordinator name and contact info		
All contractors must provide their Qualified Coordinator contact info to the Project Coordinator.		
Coordinate work activities with adjacent workplaces when hazards could be created for other contractors or staff on site with the Project Coordinator.		
Within the first week of work starting (optional – dependent on length of project)		
Meet and discuss any concerns with Qualified Coordinator(s) on site.		
Ongoing		
Regular check ins with Qualified Coordinator(s)		
Ensure all incidents and near misses are reported to Project Coordinator		

REQUIREMENT	DONE	COMMENTS
Regular inspections during project, with frequency set by Project Coordinator for projects lasting longer than a month or as appropriate.		
Regular Safety Meetings are held and documented, with all contractors on site for projects lasting longer than a month or as appropriate.		
Confirm all contractors are following hazard controls as laid out in the Pre-job Safety Meeting.		
Additional duties when City of Castlegar is Prime Contractor for a construction project		
Maintain a workplace map displaying the following:		
Site layout, record work locations and access.		
Location of first aid and transportation of injured.		
Evacuation routes and muster points.		
Ensure daily FLHA's are completed with all affected contractors and workers on site when applicable.		

The City, as Prime Contractor, must:

- ☐ Ensure work is done in a safe manner that complies with all regulator requirements.
- ☐ Direct and coordinator the work activities related to the health and safety of all contractors and any other workers on the workplace.
- ☐ Project Coordinator must be available at the workplace. This Project Coordinator will have the necessary skills, qualifications, and experience to coordinate the health and safety activities of the worker(s).
- ☐ Have written information on known or foreseeable hazards and conditions and the methods to address the hazards and conditions readily available on site.
- ☐ Ensure first aid facilities are provided and maintained on the workplace in accordance with Part 3 of the WorkSafeBC OHS Regulation.
- ☐ Take all reasonable steps to ensure that the occupational health and safety activities of all contractors and their workers comply with the WorkSafeBC OHS Regulation.
- ☐ Immediately give the Project Coordinator the name of any other contractor not hired by or under the control of the Prime Contractor who does not co-operate, assist or do what the Qualified Coordinator required regarding coordination of health and safety activities within the workplace.

Review of Contractor Safety Program

Health & Safety Specialist must be involved in the review.

Date: _____ Contractor: _____

Reviewed by (Project Coordinator): _____ Job Title: _____

COR Certification? ☐ Yes ☐ No

If COR is verified and in good standing, no need to complete checklist.

COR Certification #: _____

COR Certification Expiration Date: _____

In order to comply with WorkSafeBC OHS Regulation the following elements of a basic Contractor's written safety program must be present and functioning:

ELEMENT	YES	NO	COMMENTS
1. Policy The Policy clearly states the employer's aims and the responsibilities of the employer, managers, supervisors and workers.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Inspection of Premises Provision for regular inspection of the premises, equipment, work methods and work practices, including specific instruction that states the intent of the inspections, who is to inspect, what is to be inspected and inspection frequency.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Written Instructions Appropriate written instructions to supplement the WorkSafeBC OHS Regulation. Copies of the instructions must be made available for reference by all employees.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Management Meetings Provisions for holding periodic meetings for the purpose of reviewing health and safety activities and accident trends, and for determining necessary action.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Investigation of Incidents Provision for the prompt investigation of incidents including what to report to WorkSafeBC, which incidents to investigate, the intent of the investigation, and the content, distribution and follow-up of reports.	<input type="checkbox"/>	<input type="checkbox"/>	

ELEMENT	YES	NO	COMMENTS
6. Records and Statistics Instruction is given to maintain records and statistics that include reports of inspections and incident investigations and making this information available to the JHSC and workers.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Joint Health & Safety Committee (JHSC) Provisions are made for establishing and maintaining a JHSC including membership, function, and detailed duties. An employer must establish and maintain a JHSC in each workplace where 20 or more workers of the employer are employed. (WCA Section 31).	<input type="checkbox"/>	<input type="checkbox"/>	
8. Instruction of Workers Provisions are made for instruction and supervision of workers in the safe performance of their work.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Occupational First Aid Services and Equipment Written instructions directing the services and equipment to be provided, the maintenance of a treatment record book, the procedure to follow to summon a first aid attendant and the reporting of injuries.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Workplace Hazardous Materials Information System Written instructions that assign responsibility for the program, provide direction on maintaining safety data sheets (SDS) and labels, and detail the education and training.	<input type="checkbox"/>	<input type="checkbox"/>	

Notes/Follow-up:

Contractor Met minimum requirements? ☐ Yes ☐ No

If not, why:

Signature of City Project Coordinator: _____

Pre-Job Safety Meeting

This form is intended to facilitate communication of known site hazards to all contractors and workers on site.

Date: _____ Project: _____

Description of Project:

Address/Location of Project: _____

City of Castlegar Project Coordinator: _____ Phone: _____

City of Castlegar is Prime Contractor for the entirety of this Project.

Documentation:

☐ WCB Notice of Project (if required)

Known Hazards at Job Site:

☐ Asbestos / Lead / Chemical Hazards

☐ Bio-Hazardous / Infectious Materials

☐ Confined Spaces

☐ Danger Trees

☐ Energy / Lockout

☐ Excavation / Underground Hazards

☐ Fall Protection Required

☐ Fire / Explosive Hazards

☐ Heavy Lifting

☐ High Pressure Lines / Vessels

☐ Overhead Power Lines

☐ Slipping / Tripping hazards

☐ Sound/Vibration

☐ Temperature extremes

☐ Traffic control

☐ Working on/over water

☐ Other hazards: _____

☐ Other hazards: _____

☐ Other hazards: _____

Notes:

All safety related injuries or incidents that must be reported to WorkSafeBC must also be reported to the City of Castlegar Project Coordinator as soon as reasonably practicable.

City of Castlegar Project Coordinator Signature: _____

Contractor Qualified Coordinator Signature: _____

Contractors Qualified Coordinator(s) info:

CONTRACTOR	QUALIFIED COORDINATOR	PHONE NO.	EMAIL

Attendance Record: (all in attendance to sign off)

NAME	SIGNATURE

Amended by: N/A _____

Contractor Orientation

Location of Orientation:

The City has developed this Contractor Safety Orientation for all contracted workers, subcontractors and agents that are not Prime Contractors to clearly communicate what is expected of them while on the City's worksites. An incident free workplace is our goal.

OH&S: all contractors are required to be familiar with, meet or exceed the WorkSafeBC OH&S Regulation and Workers' Compensation Act.

Contractors shall follow their own health and safety program, as a minimum, and conduct work safely by ensuring that workers are competent to do so. The contractor shall provide all resources necessary to allow workers to complete their work safely.

Contractor Responsibilities:

- If a hazard or an unsafe act/condition is identified, STOP, and immediately contact your Project Coordinator for the project.
- Set a good example.
- Daily check-ins with Project Coordinator
- Daily sign in to worksite upon arrival for all on site.

Prior to Commencing Work:

- Tour of worksite and inform contractors of known worksite hazards and controls.
- Muster points will be clearly identified and known to all workers in the working area.
- For work in a City Facility during Site Safety Orientation, contractors will be informed of the locations of the nearest safety equipment such as: eye wash stations, fire extinguishers, AEDs and first aid kits.
- All incidents and near misses must be immediately reported to your Project Coordinator.

Personal Protective Equipment (PPE): minimum PPE requirements (check all that apply)

☐ CSA approved hard hat.

☐ CSA approved steel toe boots.

☐ CSA approved safety glasses.

☐ Hi vis clothing (vest, coveralls, shirt, etc.).

☐ Gloves (appropriate for the work being done).

☐ Other: _____

☐ Other: _____

If at anytime any City of Castlegar Employee observes unsafe practices or conditions or failure to comply with the PPE requirements and health and safety standards set out in WorkSafeBC Act and/or Regulation and this orientation, the City reserves the right to cease work immediately and remove people or persons from the area until such time as the issue is resolved.

Incident Reporting and Emergency Response: If an incident or emergency occurs the Project Coordinator must be informed as soon as possible. Incidents must be documented and submitted to the Project Coordinator.

In the event of an emergency; emergency contacts are as follows:

- Police/Fire/Ambulance: 911
- Civic Works: 250-365-5979
- City Hall: 250-365-7227
- After Hours Emergency: 250-365-3341
- Project Coordinator name & phone number: _____

Health & Safety Checklist

ITEM	YES	NO	N/A
Worksite tour and informed of site hazards and controls			
Discussed contractor responsibilities regarding OH&S Regulations			
Reviewed and discussed Emergency Response Plan for the worksite (for work in City facilities)			
Reviewed and discussed where to locate first aid supplies			
Reviewed and discussed reporting procedures			

Contractor Safety Orientation Acknowledgment

The City of Castlegar Contractor Safety Orientation has been read and its conditions are hereby accepted and understood by the undersigned on behalf of the contractor and its employees, agents and subcontractors.

CONTRACTOR	CITY OF CASTLEGAR
Company Name	Verified by (print name)
Contractor Signature	Employee signature
Print Name	Date
Title	Title
Date	

NOTE: This orientation is site-specific and must be completed at each location.

Safety Meeting

Project			
Meeting Date	Meeting Chair	Reviewed previous meeting minutes? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Agenda Items & Round Table Discussion			
Action Items	Corrective Actions/ Follow up Items	Who is Responsible?	Date Required
List of Attendees (print names legibly)			
City of Castlegar Project Coordinator comments			
Signature		Date	

Ensure Project Coordinator retains a copy on-site and sends a copy to the Health & Safety Specialist. Contractors in attendance may also receive a copy.

Appendices

A – Summary of Responsibilities

B – Records to be maintained

Appendix A – Summary of Responsibilities

The City of Castlegar must ensure a safe workplace.

- This is a requirement of the Workers Compensation Act 2019 (WCACT) Part 2 Section 25 General Duties – Owner.

The City of Castlegar must identify multiple employer workplaces.

- Multiple employer workplaces are created when workers of 2 or more employers are working at the same location. The City of Castlegar would be considered one employer.
- Workers of one employer do not have to actually come in contact with the workers of the other employer or be in the same place at the same time. The workers activities could affect the health and safety of another employer's workers.
- Short term visits by couriers, inspectors, suppliers, etc. are not regarded as workers at the workplace.

If no Prime Contractor, then the City of Castlegar coordinates activities.

- The City of Castlegar is responsible for the coordination of activities at the workplace and for ensuring compliance with the WCACT and the WorkSafeBC OHS Regulation.
- The City of Castlegar must do everything that is reasonably practicable to establish and maintain a system to ensure compliance with the WCACT and the WorkSafeBC OHS Regulation.
- The City of Castlegar must obtain from each contractor the names of the persons designated to supervise the workers (Qualified Coordinator).

The City of Castlegar designates contractor as Prime Contractor.

- The City of Castlegar may enter into a written agreement with a contractor if the City wishes that contractor to be designated as Prime Contractor.
- There can only be one Prime Contractor at any one workplace at any point in time.
- The City of Castlegar must give the Prime Contractor all the information necessary to identify and eliminate or control the hazards to the health and safety of persons in the workplace.
- The City of Castlegar must ensure that the Prime Contractor coordinates health and safety activities for the site.

Construction Workplace

- On multi-employer construction workplaces, the Prime Contractor or The City of Castlegar must appoint a Qualified Coordinator for each contractor.
- The City of Castlegar must ensure that each employer gives the qualified coordinator the names of the supervisors and Qualified Coordinator(s) designated to be responsible for that employer's health and safety activities.
- The Qualified Coordinator must have workplace drawings showing project layout, first aid facilities, emergency transportation provisions, and evacuation muster points.
- The Qualified Coordinator must have a set of construction procedures designed to protect the health and safety of workers at the workplace.

Appendix B – Records to be Maintained.

The documents that are required to be maintained and made available by the Prime Contractor include, but are not necessarily limited to:

- The Prime Contractor's written safety program
- All notices which the Prime Contractor is required to provide to WorkSafeBC by the WorkSafeBC OHS Regulation
- Any written summary of remedial actions taken to reduce occupational health and safety hazards within the area of responsibility.
- All directives and inspection reports issued by WorkSafeBC.
- Reports on injuries and incidents occurring within the Prime Contractor's area of responsibility for which notification to WorkSafeBC is required.
- Records of all tailgate talks and safety meetings held between contractors and their workers
- Records of employee health and safety orientation
- Written evidence of inspections within the workplace
- Occupational first aid records
- Worker training records
- Written safe work procedures.