

1. For work on any City property with an appointed Prime Contractor:

To be completed by the Project Coordinator.

Project Coordinator: _____

REQUIREMENT	DONE	COMMENTS
Prior to Work Commencing		
Notice of Award documentation received and completed		
Health & Safety Program evaluated (see p.5 & 6)		
Prime Contractor Assigned in writing		
Notice of Project (NOP) submitted to WorkSafeBC. City has received confirmation of NOP submission (if required).		
1st Day of Work		
Pre-Job Contractor Safety Meeting completed, documented, and includes: (see p. 9 & 10)		
Prime Contractor Responsibilities reviewed (see p. 7)		
Known site hazards and controls communicated (see p. 9 & 10)		
Prime Contractor to provide Qualified Coordinator name and contact info		
Within the first week of work starting		
Complete inspection checklist and discuss any concerns with Qualified Coordinator on site. (see p. 11)		
Ongoing		
Regular check ins with Qualified Coordinator.		
Ensure incidents are reported to Project Coordinator		
Regular inspections during project, with frequency set by Project Coordinator (p. 11)		
Confirm Prime Contractor is meeting their requirements as laid out in the Pre-job Contractor Safety Meeting.		

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: _____

Prime Contractor Responsibilities and Expectations

PRIME CONTRACTOR SAFETY REQUIREMENT	DOCUMENTATION	FREQUENCY	ACCEPTABLE CRITERIA
Corporate Safety Program	Provide copy of safety program to City	Once Before work begins	WSBC Requirements
Post Notice of Project and Deliver Copy to WSBC	Provide copy of Notice to City and photo of posted notice	Once at start of work. Update as required	WSBC Requirements
Erect Prime Contractor Signage	Provide photo to City	Once at start of work	WSBC Requirement
Prime Contractor's Qualified Coordinator named; OH&S Committee formed; meetings of Committee held	Record of Qualified Coordinator's name. Copy of minutes of Joint Health and Safety Committee meetings are readily available on site.	Name of Prime Contractor's Qualified Coordinator required before work begins and committee meetings as required	WSBC Requirements
Coordinate safety-related work activities and have a system in place to ensure compliance with WSBC Regulations	Diary entries, review of documents related to work activities, and compliance with WSBC Regulations	As and when requested	WSBC Requirements
Implement safety program at worksite	Diary entry	As and when requested	Adherence to safety program
Comply with the WSBC Regulations	Diary entries, review of documents related to work activities, and compliance with WSBC Regulations	Ongoing and when required	WSBC Requirement
Provide orientation & training to all persons performing work on the site	Diary entries, review of documents related to work activities, and compliance with WSBC Regulations	Minimum once per month and ongoing as needed.	WSBC Requirements
Notification of all incidents, accidents and near misses.	Regular Project Meeting Notes (frequency set by Project Coordinator).	At each project meeting or sooner as appropriate.	WSBC Requirement & City Requirement
Take steps to protect the public	Diary entries and supporting documents	As and when requested	WSBC Requirements

PRIME CONTRACTOR SAFETY REQUIREMENT	DOCUMENTATION	FREQUENCY	ACCEPTABLE CRITERIA
Maintain safety records	Review of Documents	As and when requested	WSBC Requirements
Receive Contractor's accident statistics summary report	Copy of document on file and send to Project Coordinator.	Ongoing and when required	WSBC Requirements

The Prime Contractor must:

- ☐ Ensure work is done in a safe manner that complies with all regulatory requirements.
- ☐ Direct and coordinate the work activities related to the health and safety of all contractors and any other workers on the workplace.
- ☐ Have the Qualified Coordinator readily available at the workplace. The Qualified Coordinator will have the necessary skills, qualifications, and experience to coordinate the health and safety activities of the worker(s).
- ☐ Obtain from the owner of the site written information on known or foreseeable hazards and conditions and the methods to address the hazards and conditions and will circulate this information.
- ☐ 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.

Pre-Job Contractor Safety Meeting

This form is intended to facilitate communication of known site hazards to the contractor.

Date: _____ Project: _____

Description of Project

Address/Location of Project: _____

City of Castlegar Project Coordinator: _____ Phone: _____

Contractor: _____

Contractor Representative: _____ Phone: _____

Contractor Qualified Coordinator: _____ Phone: _____

Is the Contractor the Prime Contractor for the purposes of the Workers' Compensation Act?

☐ No ☐ Yes

Documentation:

☐ Notice of Award Package

☐ WCB Notice of Project (if required)

Known Hazards at Job Site:

☐ Asbestos / Lead / Chemical Hazards (report attached)

☐ 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:

Prime Contractor Inspection Checklist

Inspection Completed By: _____

Date: _____

Time: _____

Location: _____

Use the checklist to note the results of your inspection. For any item answered with No (N), use the **Inspection Report** at the end of this checklist to document details of the problem and recommended action(s).

All items marked N must be discussed with Qualified Coordinator on site.

#	GENERAL SITE REQUIREMENTS	Y	N	N/A
1	Posted Notice of Project (NOP) (If required)			
2	Prime Contractor signage posted			
	First aid kits			
	Eye wash stations			
	Emergency lighting			
	Alarms			
	Fire extinguishers			
3	Escape routes and muster point signs			
4	Emergency procedures posted			
5	Emergency contact information posted			
6	Site can be secured from public access (fencing in place)			
7	PPE being worn by all employees on site			
8	Safety information posted on site			
9	Worksite neat/tidy			
10	Prime Contractor meet all requirements			

Comments:

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.