

Hamilton Health Sciences	Administration Manual
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<i>Title:</i> HSW - Contractor Safety Policy	

Applies to: All Hamilton Health Sciences Staff, Dental, Midwifery, McMaster Children's Hospital, Juravinski Cancer Centre, and Contractors.

1.0 Purpose

To establish minimum guidelines for contractors to provide and maintain a safe work environment for all workers. All contractors and their employees are responsible for complying with the requirements of the Occupational Health and Safety Act and its Regulations. Contractors who provide services to Hamilton Health Sciences will follow all established policies and procedures and industry best practices to promote a safe and healthy working environment.

Hamilton Health Sciences is committed to the health and safety of all their workers and expects the same commitment by each contractor to its own workers.

2.0 Responsibilities

2.1 Contractor Designate

- 2.1.1 Request and review the contractor's health and safety policy and program.
- 2.1.2 Request and review the contractor's Workplace Safety and Insurance Board's (WSIB) clearance certificate.
- 2.1.3 Request a copy of the contractor's liability insurance.
- 2.1.4 Review the contractor's training records specific to the work being provided i.e. confined space, lock out, asbestos abatement, material handling.
- 2.1.5 Ensure all applicable trade licenses are valid.
- 2.1.6 Provide information regarding existing work site hazards and precautionary measures, which the contractor is to be aware of. (i.e. site asbestos management plan, location of emergency eyewash stations, regions with potential radiation hazards).
- 2.1.7 Provide the contractor with all relevant HHS policies, procedures, Contractor Safety Guide and orientation, and ensure Contractor provides written procedures for the work they will be doing.
- 2.1.8 Request material safety data sheets for any product a contractor may be bringing on site.
- 2.1.9 Regularly review the health and safety performance of the contractor and inspect the service area/worksite.
- 2.1.10 Ensure a contractor identifies an on-site supervisor and/or contact person.
- 2.1.11 Ensure contractor provides the required personal protective equipment to their workers and that is maintained in good working condition.
- 2.1.12 Ensure contractors provide their own personal tools, equipment and products required to perform the work. Under no circumstances are contractors to use HHS tools, equipment or products.
- 2.1.13 Stop any work, which is deemed to be in contravention of the Occupational Health and Safety Act and Regulations for Construction Projects, its regulations and HHS policies and procedures or is deemed likely to endanger the health and safety of any worker, patient or visitor.
- 2.1.14 Maintain all documentation related to the contract.
- 2.1.15 Provide HHS contractor ID badges. Provide and review HHS Capital Development Safety Policy Summary and Jobsite Orientation forms to contractor for completion

by all site workers.

- 2.1.16 Ensure a Health and Safety representative or Joint Health and Safety Committee is established when required.
- 2.1.17 Ensure all applicable project notices have been filed with the appropriate body and maintain a copy of the notices.
- 2.1.18 Ensure project notices and permits are posted in a conspicuous place at the project or available at the project for review by an inspector when required.
- 2.1.19 For construction and major renovation projects, must include all relevant stakeholders in pre-start and regular update project meetings.
- 2.1.20 Investigate and document all incidents pertaining to the contractor and notify Health Safety and Wellness.

2.2 Contractor

- 2.2.1 Provide HHS contract designate with:
 - Health and Safety Policy and program.
 - Workplace and Insurance Board clearance certificate initially and every 60 days thereafter for the duration of the contract
 - Proof of liability insurance
 - Work specific company training records
 - Valid trade licenses
 - Provide MSDS for any products being used within HHS
 - Applicable written work procedures
- 2.2.2 Participate in HHS specific orientation.
- 2.2.3 Review and communicate HHS policies and procedures and the Contractor Safety Guide to all contractor workers.
- 2.2.4 Adhere to the Occupational Health and Safety Act, its regulations and HHS policies and procedures including the Infection Prevention and Control Policy pertaining to Construction and Renovations, and the Contractor Safety Guide.
- 2.2.5 Provide an on site supervisor and/or contact person and identify same to the Contract Designate.
- 2.2.6 Provide all required equipment and tools ensuring they are in good working order.
- 2.2.7 Submit copies of all applicable project notices and permits to the Contract Designate.
- 2.2.8 Ensure a Health and Safety representative or site Joint Health and Safety Committee is established when required.
- 2.2.9 Appropriate identification must be worn and visible when on site.
- 2.2.10 Report and investigate all incidents to the Contractor Designate.
- 2.2.11 Provide first aid facilities for staff as per First Aid regulation 1101.
- 2.2.12 If the contractor sub contracts work or portion there of, they must maintain all relevant documentation as per 3.2.1. The contractor must ensure the sub contractor reviews and communicates to their workers HHS policies and procedures and the Contractor Safety Guide and the sub provides applicable written work procedures.
- 2.2.13 Ensure each worker understands and completes HHS Safety Policy Summary and Jobsite Orientation form with copies provided to HHS Project Designate, Contractor and worker.

3.0 Procedure

- 3.1 Meet with contractor to review service/project requirements.
- 3.2 Request WSIB clearance certificate initially and every 60 days thereafter for the duration of the contract term.
- 3.3 Contractor designate will conduct regular inspections of the service area/worksite

to evaluate the health and safety performance of the contractor. If the contractor is found not to be adhering to the Occupational Health and Safety Act, its regulations and HHS policies and procedures and the contractors written procedures, the contractor is deemed to be in breach of the contract and work will immediately cease.

- 3.4 Arrange for HHS specific orientation prior to the contract commencing.
- 3.5 Distribute HHS contractor ID badges.
- 3.6 Identify area where permits and project notices are to be posted and/or maintained.
- 3.7 Investigate all incidents involving the contractor and provide written documentation to Health, Safety and Wellness.

4.0 Documentation

- Contractor Sign Off Checklist
- WSIB Clearance Certificate
- Liability Insurance Certificate
- Trade Licenses
- Material Safety Data Sheets
- Incident Report
- Project Notices
- Permits

5.0 Definitions

Contractor Designate – a HHS person who enters into a contract with an outside party for the provision of services.

Contractor – anyone who enters into an agreement with HHS to perform services.

Incident – An unexpected event that results in or has the potential to result in injury or illness to workers, damage to property or an unplanned interruption to service.

Workplace Safety and Insurance Board (WSIB) Clearance Certificate - declares that a contractor is registered with the WSIB, and has an account in good standing. A clearance certificate clears HHS of financial liability and ensures they won't be held responsible for contractor WSIB payments. All clearance certificates are **valid for 60 days**

6.0 Cross References

- Biomedical Waste Management Protocol
- Confined Space/Restricted Space Protocol
- Contractor Safety for Capital Building and Maintenance Projects
- Contractor Safety Guide
- Critical Injury Procedure - 2010
- Emergency Preparedness Manual
- Guidelines for Construction and Renovation Precautions – Procedure – Infection Control
- Health and Safety Policy and Statement
- Lockout/Tag out Procedure
- Personal Protective Equipment Policy
- Site Asbestos Management Plan
- HHS Safety Policy Summary and Jobsite Orientation form and administration procedure

7.0 External References

- R.S.O. 1990 Occupational Health and Safety Act

S.O. 1997 Workplace Safety and Insurance Act
Regulation 1101 First Aid

8.0 Developed By

Health, Safety and Wellness

9.0 In Consultation With

Engineering
Capital Development
Customer Support Services
Purchasing
Site Joint Health and Safety Committee
Infection Control

10.0 Approved By

Director, Human Resources (reviewed 2008-12-01
Manager, Health, Safety and Wellness
2011-02-01 Minor Revisions Approved by:
HSW, Manager

Keyword Assignment	<i>Contract Designate, Safety, Services, Project</i>
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HAMILTON HEALTH SCIENCES

Contractor Checklist Form

To be completed by the HHS Contract Designate prior to the commencement of any work.

Tentative Start Date: _____

Tentative Completion Date: _____

Contract/Project Title:

Location of Contract/Project (including site):

Description of Work:

Contracting Company (include address and phone number):

Contractors on Site Supervisor (include contact numbers):

Con't page 2....

Check all applicable items as reviewed/received

(✓)	Documentation	Comments/Additional Information
	Contractors Health and Safety Policy and Program	
	WSIB Clearance Certificate	
	Liability Insurance	
	Contractor's Training Records specific to the work being completed	
	Copies of valid trade licenses	
	MSDS if applicable	
	Provide Contractor with all relevant HHS policies/procedures and Contractor Safety Policy and Guide	
	Provide information regarding existing work site hazards and precautionary measures	
	Provide contractor with site orientation	
	Contractor is responsible to ensure that their workers possess and use all required PPE for the work being completed.	
	Advise contractor they are responsible for providing their own personal tools, equipment and products required to perform the work.	
	Provide HHS contractor ID badges	
	Has a health and safety rep or when required a Joint Health and Safety Committee established?	
	Have all applicable project notices been filed with the appropriate body and a copy retained.	
	Pre-start meetings required?	
	Advised contractor that all occupational illnesses and injuries that occur on HHS property must be investigated and reported to the contract designate.	

Contractor Designate		Contractor Representative	
Print		Print	
Signature		Signature	
Date		Date	

Hamilton Health Sciences (HHS) Emergency Preparedness Information for Contractors

Definitions

Contractor - anyone who enters into an agreement with HHS to perform work required as part of capital building and/or maintenance projects.

HHS Construction Project Designate - the Manager, identified by the Facilities Planner and/or Director of Engineering Services and/or appropriate Engineering Site Manager prior to the start of construction, who acts as the internal contact person for the contractor.

General Principles

1. Hospital Code announcements may contain Phases –i.e.

“**Alert**” Phase- when code situation is uncertain

“**Standby**” Phase- when code situation is certain and areas begin to prepare to respond

“**In-Effect**” Phase- when code is occurring & response is activated

“**All Clear**” Phase- when code is over and normal duties are resumed.

2. Contractors are responsible to be aware of what HHS codes are and their response, if any. To facilitate this, HHS provides contractors with cards that have all the codes identified.

3. Contractors are to comply with their company specific emergency procedures in addition to the following for all announced HHS codes and alarms:

Identify an area code staging location at the job site to assemble and receive directions from the immediate on-site supervisor

Avoid elevator & internal telephone line use unless urgent or part of the code response

Respect secured areas & follow designated HHS staff directions

For all codes that require notification:

1. Notify the immediate on-site job supervisor;

* 2. Call 5555 (or telephone hospital if using outside line @ 521-2100 ext 5555) & give HHS Switchboard your name, hospital site, specific location & details of the emergency & tel. ext or # where you can be reached.

Note* At St. Peter's call Security at Extension 7777

3. Remain at the scene if safe to do so for additional contact/debriefing or unless directed otherwise.

Code Black (Bomb Threat) overhead announcements do not apply to contractors, unless directed otherwise by designated HHS staff (e.g. Security). If telephone bomb-threat call received or suspicious object discovered...* (**see above**)

Code Blue is for a cardiac event or other medical emergency where the victim's condition is beyond the knowledge, skills & judgment of those present (e.g. unconscious person). Code Blue overhead announcements do not apply to contractors. If a Code Blue event is discovered or witnessed...* (**see above**)

Code Brown- is for a hazardous spill that cannot be contained or appropriately cleaned up by available resources...* (**see above**)

If a **Code Green** (Evacuation) announcement or evacuation alarm(fast bells) is heard, contractors are to report to their immediate on-site supervisor for further direction re: job site evacuation and assembly area.

Code Grey (loss of essential services-power, water, HVAC, medical gas/vacuum) overhead announcements do not apply to contractors unless there is unexpected impact to the area. Immediate onsite supervisor and Project designate is to be notified.

Code Orange (external disaster) overhead announcements do not apply to contractors.

Code Purple (hostage situation) does not apply to contractors, unless directed otherwise by designated HHS staff (e.g. Security)

Code Red (fire/smoke). **On discovery of fire or visible smoke REACT** i.e.

Remove persons from area of fire/smoke

Ensure all doors/windows shut;

Activate fire alarm

Call 5555* (**see above**)

Try to contain/extinguish fire if safe to do so with fire extinguisher using PASS

Pull pin

Aim at base of fire

Squeeze handle

Sweep from side to side ensuring exit accessible

Call out so nearby staff can assist until HHS Fire Response Team arrives

Place wet material under door to contain smoke;

Evacuate job site and alert adjacent areas;

Inform HHS Project designate

If you smell smoke...

Search & sweep area & call 5555* report smell of smoke but no fire. Do not activate alarm

If Fire Alarm or Code Red overhead announcement heard...

Search and sweep job site area for smoke/fire.

Report to immediate onsite supervisor for further direction

Code White (violent situation) overhead announcements do not apply to contractors. On discovery of a code white situation in a job site, contractors are to contact Security @ 74444

Code Yellow (missing patient) overhead announcements do not apply to contractors unless directed otherwise by designated HHS staff (e.g. Security). On discovery of a patient in a job site, contractors are to contact Security @ 74444