

**Posting Date: 2022-09-20****Posting History Dates:** 2019-02-01**Next Review Date: 2023-09-20****Title: HSW – Contractor Safety Protocol**

**Applies to: All Hamilton Health Sciences (HHS) Staff** who are responsible for the hiring of outside services, **Procurement, Contractors and Subcontractors**

## 1.0 Purpose

**1.1** To establish minimum guidelines for contractors to provide and maintain a safe work environment for all workers during construction projects. All contractors and their employees are responsible for complying with the requirements of the Occupational Health and Safety Act and its Regulations and the Workplace Safety and Insurance Act. 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.

## 2.0 Scope

**2.1** All HHS Staff, Facilities Management and Capital Development Project employees who are responsible for the hiring of outside services.

**2.2** All contractors/subcontractors who provide services for Hamilton Health Sciences Facilities Management and Capital Development.

## 3.0 Policy

### Roles and Responsibilities

**3.1 All HHS Staff** who are responsible for the hiring of outside services, **HHS Project Designate (Facilities Management and Capital Development)**

**3.1.1** Hires qualified contractors that have met HHS's requirements.

**3.1.2** Specific to the project's requirements, may request:

- Proof the contractor has trained their workers to the work being provided (e.g. fall arrest, confined space, lock out/tag out, asbestos abatement, use of powered equipment)
- Journeyman papers
- Safety data sheets for all controlled products to be used on the project

**3.1.3** Leads projects on behalf of HHS for duration of contract's term.

**3.1.4** Leads project pre-start meeting, being sure to include all relevant workplace parties. Reviews project with HHS Hazardous Materials Specialist, Infection Control Practitioner and Safety Specialist, as required.

**3.1.5** Prior to commencing work, ensures Contractor orientation has been completed for all contractors that will be working on site, which includes the [HSW - Orientation for Contractors and Contract Workers](#).

**3.1.6** Provides information regarding existing work site hazards and precautionary measures, which the contractor is to be aware of (e.g. copy of the designated substance survey and any hazardous materials, site asbestos management plan, potential radiation hazards etc.).

**3.1.7** Prior to commencing work, ensures Infection Prevention and Control training has been completed for all contractors that will be working on site, which includes reviewing the CSA standard - Infection Control During Construction, Renovations and Maintenance of Health Care Facilities.

**3.1.8** Prior to commencing work, ensures Green Card training has been completed for all contractors/subcontractors that will be working within any interstitial spaces at the McMaster Children's Hospital Site prior to performing work.

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- 3.1.9 For all construction projects, ensures contractor completes Notice of Project and a Form 1000 as per Regulation 213/91 Construction Projects. Ensures it is posted at the project's worksite location. Ensures that all construction projects building permits are displayed. Receive documents from contractor and retain copies.
- 3.1.10 Ensures hazardous materials and designated substances are identified, and determines if they will be remediated prior to, or be part of the overall project. Maintains up to date surveys and inventories.
- 3.1.11 Maintains a regular meeting schedule with the contractor, which includes discussing any health and safety issues/violations. Receives notification from contractor for all accidents/incidents. Ensures infractions and their corresponding corrections are documented and Health Safety and Wellness is informed in writing.
- 3.1.12 Performs pre and post inspections with accompaniment of Infection Control Practitioner and contractor.
- 3.1.13 Maintains project documents/records and uploads to the corresponding online folders.
- 3.1.14 Participates in a formal, documented contractor evaluation, assessing overall performance for future reference.
- 3.1.15 Ensures contractors are provided with relevant up to date HHS documents, policies and procedures.
- 3.2 Contractors**
- 3.2.1 Comply with this Contractor Safety Policy and the Occupational Health and Safety Act & Regulations and Hamilton Health Sciences policies, including the Infection Prevention and Control Policy pertaining to Construction and Renovations.
- 3.2.2 Ensure all staff attending HHS sites are in compliance with HHS Corporate Policy [CORP - Attendance On Site by Service Providers, Contractors and Vendors deemed Essential during COVID -19](#)
- 3.2.3 Provides an onsite supervisory and after hour emergency contact for the HHS Project Designate. Ensure job site remains secure at all times and security has means of access off hours, if needed.
- 3.2.4 Ensures all qualification documentation is maintained and provided to HHS as required or requested.
- 3.2.5 Provides training documentation requested for the work as identified in 3.1.4.
- 3.2.6 Attends mandatory meeting with HHS Project Designate to review Contractor Orientation and Infection Prevention and Control presentations, as outlined in the contract documents. Completes Green Card training if required. Ensures all contractor workers understand the above and that procedures are followed.
- 3.2.7 Posts appropriate documents at project site and submits copies of all applicable project notices and permits to the HHS Project Designate.
- 3.2.8 Ensures all equipment and tools are in good working order.
- 3.2.9 Establishes a Joint Health and Safety Committee if required, or designates a Health and Safety Representative as per the Occupational Health & Safety Act.
- 3.2.10 Reports all accident/incidents and Ministry of Labour visits and/or orders to the HHS Project Designate in writing.
- 3.2.11 Provides first aid facilities for contractor workers as per First Aid regulation 1101.
- 3.2.12 Ensures all required documentation is obtained by the contractor if work is to be subcontracted out. The contractor shall ensure the subcontractor works in compliance with all items identified in [3.2.1](#)

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### **3.3 Procurement Department**

- 3.3.1 Facilitates procurement process to establish pre-qualification list of contractors.
- 3.3.2 Validates insurance documents before the project's start date.
- 3.3.3 Provides support and guidance to All HHS Staff who are responsible for the hiring of outside services, Facilities Management and Capital Development on Procurement practices.

### **3.4 Infection Prevention and Control**

- 3.4.1 Performs pre and post inspections with HHS Project Designate and contractor, as required.
- 3.4.2 Provides Infection Prevention and Control orientation training for new Contractors which includes reviewing the CSA standard - [IC - Infection Prevention and Control - Guidelines during Construction, Renovation and Maintenance in Healthcare Facilities](#)
- 3.4.3 Meets with HHS Project Designate to review construction project status as required, addresses dust control issues and mitigates risk(s) identified.
- 3.4.4 Liaises with HHS Project Designate and contractor as required.
- 3.4.5 Monitors infection rates and patterns during and after construction.
- 3.4.6 Reviews hoarding prior to construction starting.
- 3.4.7 Inspects hoarding decommissioning of site prior to being removed.
- 3.4.8 Responds to emergencies and breaches of infection control practices.

### **3.5 Hazardous Materials Specialist**

- 3.5.1 To be aware of all asbestos activity and provide support to HHS Project Designates, as needed.
- 3.5.2 Ensures Facilities Management and Capital Development are provided with the most recent asbestos survey.
- 3.5.3 Provide support to HHS Project Designates to ensure all asbestos operations are carried out in compliance with O.Reg 278/05 and HHS Asbestos Management Program (AMP) as well as project specific Hazardous Materials/Asbestos Abatement Specification.
- 3.5.4 Contractor to accommodate for all hazardous material inspections required by O.Reg 278/05 and any inspections as deemed necessary by HHS Project Designate or Environmental Consultant retained by HHS.

### **3.6 Safety Specialist**

- 3.6.1 Meets with HHS Project Designate, upon request, to review project work.
- 3.6.2 Provides safety consultation, advice and guidance to project work or internal policies or procedures as required.

### **4.0 Contractor Qualification**

- 4.1** A Vendor of Record agreement has been established to pre-qualify vendors in the categories of General Contractors, Mechanical Contractors, Electrical Contractors and Demolition Contracts for project values from \$0 to \$2,000,000.
- 4.2** The following Health & Safety items are required as part of a comprehensive list of items for the pre-qualification process:
  - Valid WSIB Clearance Certificate
  - Certificate of Insurance (minimum five million dollars coverage per incident)
  - Copy of current corporate health and safety policy and program

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- Review of past Workplace incident / accident reports

Contractors are required to register with a 3<sup>rd</sup> party vendor who ensures the supporting Health & Safety documentation noted above remains current. Contractors will cover all cost of the 3<sup>rd</sup> party registration.

All other contractors used (due to one-time use) that are not part of the process above are required to provide, at a minimum, a valid WSIB Clearance Certificate and Certificate of Insurance before a purchase order will be issued.

## **5.0 Procedure**

**5.1** HHS Project Designate determines Hamilton Health Science's role and responsibilities in the project: establishing accountability for constructor versus employer. Where necessary, consults HHS Safety team to assist in determining the organization's legal status.

5.1.1 HHS Project Designate meets with pre-qualified contractor to review service/project requirements.

5.1.2 HHS Project Designate will collect all documents on any designated substances and other hazardous materials and identifies all pre-existing hazards to the contractor.

5.1.3 Contractor will complete all HHS specific orientation prior to the work commencing.

5.1.4 A Notice of Project (NOP) is required for all projects valued at \$50,000 or more.

5.1.5 HHS Project Designate maintains a regular meeting schedule with the contractor, which includes discussing any health and safety issues/violations. Performs pre and post inspections.

5.1.6 HHS Project Designate leads project for duration of project.

## **6.0 Occupational Health and Safety Act**

### **6.1 Duties of a Constructor**

6.1.1 23.(1) A contractor shall ensure, on a project undertaken by the constructor that,  
 (a) The measures and procedures prescribed by this Act and the regulations are carried out.  
 (b) every employer and every worker performing work on a project complies with this Act and the regulations; and  
 (c) the health and safety of workers on the project is protected

### **6.1.2 Notice of Project**

23.(2) . Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed

### **6.1.3 Duties of Owners**

29.(1) The owner of a workplace that is not a project shall,  
 (a) ensure that:

- (i) such facilities as are prescribed; are provided,
- (ii) any facilities prescribed to be provided are maintained as prescribed.
- (iii) the workplace complies with the regulations, and
- (iv) no workplace is constructed, developed, reconstructed, altered or added to except in compliance with this Act and the Regulations; and

(b) where so prescribed, furnish to a director any drawings, plans or specifications of any workplace as prescribed.

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#### 6.1.4 **Duty of Project Owners**

30.(1) Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present on the site.

30.(3) An owner shall ensure that a prospective constructor of a project on the owners' property has received a copy of the list referred to in subsection (1) before entering into a binding contract with the constructor.

### 7.0 **Documentation**

- WSIB Clearance Certificate
- Certificate of Insurance (minimum \$5 million per incident)
- Workplace incident/accident reports
- Tradesman Licensing
- Safety Training Records (e.g. fall arrest, working at heights, etc.)
- Material Safety Data Sheets / Safety Data Sheets
- Form 1000: Registration of Constructors and Employers Engaged in Construction
- Notice of Project (NOP)
- Notice of Asbestos Removal Work (if required)

### 8.0 **Definitions**

**Certificate of Insurance:** commercial insurance which provides coverage for a contractor in the event of an accident that damages property.

**Constructor:** a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by themselves or by more than one employer.

**Contractor:** a person, business or corporation which provides goods or services for Hamilton Health Sciences under terms specified in a contract

**Subcontractor:** a person or entity having a direct contract with the Contractor to perform a part or parts of the work, or to supply products for the work or part of work.

**Project Designate:** a Facilities Management or Capital Development employee who may be directly responsible for a project of any size.

**Employer:** a person who employs one or more workers or who contracts for the service of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with the owner, constructor, contractor or subcontractor to perform work or supply services.

**Owner:** includes a trustee, receiver, mortgagee in possession, tenant, lessee or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as agent or delegate.

**Project:** includes a construction project, whether public or private including (a) the construction of a building, bridge, structure, industrial establishment, mining plant, tunnel, trench excavation, highway, railway, street, runway, parking lots, cofferdam, conduit, sewer water main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof, (b) the moving or a building a structure, (c) any work or undertaking, or any lands or appurtenances or right of way used in connection with construction.

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**Clearance Certificate:** a document issued free of charge by the Workplace Safety and Insurance Board. It provides proof that the business, contractor and subcontractors are registered with the WSIB and has an account in good standing.

**9.0 Cross References**

- [HSW - Health Safety and Wellness Policy Statement](#)
- [CORP - Attendance On Site by Service Providers, Contractors and Vendors deemed Essential during COVID -19](#)
- [HSW - Orientation for Contractors and Contract Workers](#)
- [HHS Contractor Emergency Codes](#)
- [IC - Infection Prevention and Control – Guidelines during Construction, Renovation and Maintenance in Healthcare Facilities Guidelines](#)
- [FM - Worker Down Policy for Workers in Mechanical & Electrical rooms, Interstitial spaces \(MUMC Site\), Construction Sites](#)
- [FM - FORM - Utility and Equipment Shutdown Request / Meeting Form](#)
- [FM - Hazardous Energy Control Lockout Policy](#)
- [Site specific Asbestos Management Program](#)
- [CORP - Prevention and Management of Workplace Violence and Harassment Protocol](#)

**10.0 External References**

- Occupational Health and Safety Act
- Workplace Safety and Insurance Act
- CSA-Z317.13-22- Infection Control During Construction, Renovation, and Maintenance of Health Care Facilities.*

**11.0 Developed By**

- Health, Safety & Wellness
- Capital Development
- Facility Management
- Infection Prevention & Control
- Procurement

**12.0 In Consultation With**

- Infection Control
- Facilities Management Hazard Committee
- Procurement
- Joint Health and Safety Committee

**13.0 Approved By**

- Director of Health, Safety & Wellness
- Director of Facilities Management
- Director of Capital Development
- Director of Procurement

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| <b>Keyword Assignment</b> | Asbestos, Project Designate, Infection Protection and Control, Project, Hazardous Materials, Safework |
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