

APPENDIX 2



Contractor

ORIENTATION DOCUMENT

August 2022



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1. 1. Introduction

The Town of Okotoks is committed to the well-being of our employees, contractors, and visitors, as well as providing a safe and healthy environment in which to conduct activities, in accordance to our Occupational Health and Safety Policy and applicable legislation.

The Town of Okotoks will meet or exceed the legislated requirements made under the Alberta Occupational Health and Safety Act, Regulation and Code.

All contractors are required to meet or exceed the legislated requirements made under the Alberta Occupational Health and Safety Act, Regulation and Code, and conduct their activities in accordance with the applicable policies and procedures in our facilities.

Contractor occupational health and safety performance is a critical factor for future work in our facilities and for renewal of contracts.



2. 2. Roles and Responsibilities

The Alberta Occupational Health and Safety Act, Regulation and Code as well as our town policies and procedures dictate specific requirements for all contracted workers. Our staff can be used as a resource to assist and facilitate the contractor with accountability to our safety process.

3. 2.1 Town of Okotoks Staff

We will assist and orientate the contractor accordingly to the specific task in which the contractor is performing. Our staff will communicate all health and safety concerns to the appropriate contractor's site supervisor or the contractor.

4. 2.2 Prime Contractor

The Prime Contractor must comply with the *Alberta Occupational Act, Regulation and Code*, specifically Section 3 of the Act, and all applicable policies and procedures of the Town of Okotoks.

Alberta Occupational Health & Safety Act - Prime contractor

Obligations of prime contractors

10(1) Every construction and oil and gas work site or a work site or class of work sites designated by a Director must have a prime contractor if there are 2 or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the work site.

(2) The person in control of the work site shall designate in writing a person as the prime contractor of the work site.

(3) The name of the prime contractor must be posted in a conspicuous place at the work site.

(4) If the person in control of the work site fails to designate a person as the prime contractor as required in subsection (2), the person in control of the work site is deemed to be the prime contractor.

(5) The prime contractor shall

(a) establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with this Act, the regulations and the OHS code in respect of the work site,

- (b) coordinate, organize and oversee the performance of all work at the work site to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site,
- (c) conduct the prime contractor's own activities in such a way as to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site,
- (d) consult and cooperate with the joint work site health and safety committee or health and safety representative, as applicable, to attempt to resolve any health and safety issues,
- (e) coordinate the health and safety programs of employers and self-employed persons on the work site, if 2 or more employers or self-employed persons or one or more employers and one or more self-employed persons on the work site have a health and safety program,
- (f) cooperate with any other person exercising a duty imposed by this Act, the regulations and the OHS code, and
- (g) comply with this Act, the regulations and the OHS code.

(6) If a requirement in this Act, the regulations or the OHS code imposes a duty on an employer or a self-employed person with respect to equipment, work site infrastructure or an excavation and the equipment or infrastructure is designed, constructed, erected or installed, or the excavation is conducted by or on behalf of a prime contractor, the prime contractor shall comply with the requirement as if the requirement were directly imposed on the prime contractor.

(7) Subsection (6) does not relieve the employer, self-employed person or prime contractor from fulfilling other responsibilities under this Act, the regulations and the OHS code

Reference: [OHS ACT](#)

Alberta Occupational Health and Safety Bulletin re: Prime Contractor

A prime contractor is required when there are two or more employers or self-employed persons (or a combination of these) involved in work at a construction, oil and gas, or other work site/class of work sites designated by the director. Although the two or more employers may not be working at the site at the same time, their activities may have a health and safety impact on one another

Town of Okotoks as Prime Contractor

Unless otherwise specified the Town of Okotoks, as the owner of the worksite, assumes the role of the prime contractor. The roles and responsibilities of the prime contractor are assigned to an employer representative designated as the **Contact Person**. The town *Contact Person* may be one of the following people:

- Facility Manager
- Maintenance Personnel
- Department Supervisor(s)
- Facilities Attendant
- Or any staff deemed to be the Contact Person

Assignment of Prime Contractor Status

The Town of Okotoks, as the owner of the worksite, may assign prime contractor status and associated responsibilities to a contractor. Assignment of prime contractor status legally transfers the requirements of coordinating effective communication in relation to occupational health & safety at the worksite to the designated Prime Contractor. The Town will remain as an integral part of the contractor accountability to safety process. Transfers will only be accepted in writing.

The Town of Okotoks may assign a specific worksite within a larger worksite to a contractor and transfer, by agreement, the health & safety responsibilities of Prime Contractor to that contractor to the specific worksite within the larger worksite. This smaller work site must be clearly defined. Vehicle and foot traffic between the worksites and the public must be controlled by a physical barrier and so be treated as a separate “worksite within a worksite”.

In situations where the Town of Okotoks assigns Prime Contractor status to a contractor, the Town Main Contact has the following responsibilities:

- Audits prime contractor’s Safety Management System on a regular basis - for example ensures hazard assessments are completed, inspections are conducted, safety meetings are documented, orientations are delivered, and incidents/accidents are reported and investigated.
- Collaborates with the prime contractor on identified or reported concerns to resolve issues effectively and efficiently.

2.3 General Contractor

General contractors, including system contractors, service providers, and consultants, must comply with the Alberta Occupational Act, Regulation and Code, and all applicable Town of Okotoks policies and procedures.

2.4 Sub-Contractor

Any sub-contractor hired by a general contractor or contractor must comply with the Alberta Occupational Act, Regulation and Code, and applicable Town of Okotoks policies and procedures.

3. Contractor Basic Occupational Health and Safety Requirements

The Alberta Occupational Health and Safety Code requires that Alberta employers and workers to comply with very specific requirements for any workplace within the Province. These requirements can be found at the following links:

Alberta Occupational Health & Safety Code:
http://www.qp.alberta.ca/1266.cfm?page=2003_062.cfm&leg_type=Regs&isbncln=077971752X

Explanation guide to the Alberta Occupational Health & Safety Code:
<http://humanservices.alberta.ca/working-in-alberta/3969.html>

A small selection of these requirements is listed below:

- Ensure first aid services, equipment, and supplies required by the Alberta Occupational Health & Safety Code

Schedule 2 is available at the work site.

- Take all necessary steps to protect all workers and third parties from injury or illness.
- Ensures all equipment provided by the contractor is maintained in safe working order as per the manufacturer's specifications.
- All work procedures must meet or exceed applicable legislation and/or industry best practices.
- Must provide competent supervision at the work site.
- Must ensure only qualified workers, or workers working under the direct supervision of another competent worker, are permitted to conduct work activities at the worksite.
- Must ensure all necessary personal protective equipment is worn properly and maintained in serviceable condition.
- Must investigate and resolve identified health and safety issues and concerns within their worksite as soon as reasonably possible. Copies of these reports must be forwarded to the appropriate Town Contact who must contact Environment Health and Safety (EH&S) within 24 hours of notification.
- Implement their company's disciplinary policy for any worker who does not comply with health and safety requirements.
- Must inform the workers of the hazards and the control measures utilized to eliminate, minimize, or, control those hazards by way of a written hazard assessment.
- The hazard assessment must be available to workers at the worksite.
- Must educate all workers on their right to refuse unsafe work and how to exercise that right when appropriate.
- Must complete regularly schedule inspections and inspection reports must be readily available upon request.
- Have a written emergency response plan in place and available to workers at the worksite.
- Ensure all incidents/accidents are investigated and recommendations implemented.
- Ensure all staff and visitors receive adequate orientation.

4. Site Safety Orientations

All contracted workers (*General and Sub – Contractors*) who perform work or intend to perform work on Town of Okotoks facilities must complete an orientation. This orientation is designed to inform workers of town policies, procedures, and identify potential hazards. Only those workers who have completed the orientation will be authorized to work at the Town of Okotoks.

Specific areas of the worksite may require further orientation as part of a pre-project hazard assessment due to the higher hazard potential. The Town of Okotoks contact person will facilitate any necessary orientations.

Prime Contractors must conduct their own orientations designed to inform workers of their company's policies, procedures and identify potential hazards. Prime contractors may work with town employees to include relevant sections of the Town of Okotoks orientation document into their orientation.

In situations where the Town of Okotoks acts as Prime Contractor, the Town Contact(s) are responsible to ensure that a site specific orientation is conducted. This orientation should include, but is not limited to:

- *Occupational Health and Safety Requirements*
- *Emergency Response*
- *Worksite Specific Hazard Assessment*
- *Reporting Requirements*
- *Notification Requirements*
- *Security Requirements*
- *Personal Protective Equipment (PPE) Requirements*
- *Worksite tour*

4.1 Authorization and Identification

Proper identification must be established with the Town if a contracted worker requires a key for access into various areas of our facilities. A key can be issued at the front desk of our facility with approval from a Town of Okotoks employee. Proper identification may be required at the Town of Okotoks' discretion. All keys must be signed out upon arrival and signed back in before leaving the site.

5. Hazard Assessment

Where the Town of Okotoks is the Prime Contractor a Hazard Assessment must be performed by the Contact Person. A hazard assessment is an assessment of the work site to identify existing and potential hazards that may impact the safety of employees, staff, the public or the environment. A hazard assessment must be performed prior to any work beginning at the work site. A Prime Contractor would be responsible to assess and evaluate any sub-contractor's hazard assessment to ensure compatibility between all related worksite activities.

The Contact Person(s) have the following responsibilities when Prime Contractor responsibility is assigned:

1. *Audits the Prime Contractor's Hazard Assessments on a regular basis;*
 2. *Hazards Assessments are to be reviewed and/or updated;*
 3. *At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions;*
 4. *When a new work process is introduced within the worksite;*
 5. *When a work process or operation changes; and*
 6. *When there is a work site accident/injury/incident.*
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Hazard Assessments must be readily available to all workers at the worksite to ensure all workers affected by the hazards are informed of the hazards and the methods used to control or eliminate the hazards.

6. Inspections

All contractors are required to perform regular worksite inspections when applicable. The written inspection must document any necessary actions to be taken, who is responsible for completion of those actions, and anticipated timelines to correct any identified unsafe condition and/or work practice. The inspection process must include a follow-up process to ensure previously identified unsafe conditions and/or work practices are corrected. The contractor may be required to demonstrate due diligence in that the corrective actions were completed in a timely manner. These reports must be available for review upon request.

In circumstances where the Town of Okotoks has Prime Contractor responsibility, inspections are required to be conducted by the Contact Person with the contractor.

When a recommendation is made to correct an unsafe act or condition, written documentation and follow up must be completed to verify the correction of the unsafe act or condition. This information should be recorded as part of the appropriate project files under performance.

7. Incident / Accident Reporting

The Town of Okotoks requires the reporting of all incidents, which include: sudden or unforeseen events which could cause or have caused an injury or occupational illness; a release of hazardous materials to the environment; or a near miss. Any contractors working for the town must immediately report all incidents to their supervisor, Contact Person, or next higher authority as available. The town Contact Person will be responsible for the classification of the incident, completing the reporting, and other actions as listed below.

Incidents/accidents occurring when the Town of Okotoks is Prime Contractor must be internally reported with our own safety procedures. In situations where Prime Contractor has been assigned to the contractor, the contractor must report to their town Contact Person all level 2 and 3 incidents and provide copies of the incident investigations and reports following their own internal reporting system.

Level 1 Incidents

- *First aid with no lost time (temporary, immediate care).*
- *Minor incident with no lost time.*
- *Spill or release not reportable to AB Environment but more than 5 liters or kilograms.*
- *Near miss: Any undesired event or incident that under slightly different circumstances could have resulted in personal injury, illness, environmental release, or loss.*

Level 2 Incidents

- *Medical aid with no lost time (medical care beyond first aid).*
 - *Injury reportable to WCB with no lost time.*
 - *Occupational disease (illness) reportable to WCB with no lost time.*
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- *Spill or release reportable to AB Environment that is not an adverse effect or contravention of an approval, license or Code of Practice.*
- *Chemical spill resulting in injury or exposure.*
- *Motor vehicle accident.*

Level 3 Incidents

- *Injury reportable to WCB with lost time.*
- *Occupational disease (illness) reportable to WCB with lost time.*
- *Injury or accident that results in death.*
- *Injury or accident that results in a worker being admitted to hospital for more than two days.*
- *Unplanned or uncontrolled explosion or fire that causes a serious injury or that has the potential to cause a serious injury.*
- *Unplanned or controlled flood that causes a serious injury or that has the potential to cause a serious injury.*
- *The collapse or failure of any component of a building or structure necessary for the structural integrity of the building structure.*
- *The collapse or upset of a crane, derrick or hoist.*
- *Release of dangerous goods reportable under the Transportation of Dangerous Goods Act.*
- *Spill or release reportable to AB Environment that is an adverse effect or contravention of an approval, license or Code of Practice.*

8. Performance Review

A contractor performance review will be conducted, as needed, by the appropriate town employee. The contractor performance review when applicable may include:

- *Review of contract requirements*
- *Review of hazard assessments*
- *Review of inspections*
- *Review of building inspection reports*
- *Review of reported unsafe acts or unsafe conditions present while on Town of Okotoks property and if corrective actions were made in a timely manner*

Infractions at the worksite that may affect your performance review include:

- Failure to report a hazardous condition or behaviour, or near miss,
- Failure to report an incident,
- Smoking in a non-designated area,
- Failure to use appropriate personal protective equipment

Corrective or disciplinary action based on seriousness of infraction may include:

- Failure to report hazardous condition/behaviour or near miss – warning will be issued to Contractor
 - Failure to wear PPE – removal from site for 24 hours
 - Failure to report an incident – immediate suspension of contract and removal from site.
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Contractors must fully understand their Occupational Health & Safety responsibilities and be in compliance with Alberta Occupational Health and Safety legislation and Town of Okotoks Policies & Procedures.

Company Name: _____

Position: _____

Contractor Name: _____

General Orientation Discussed

- ☐ Review scope of work to be performed
- ☐ All Contractors are required to complete the Town of Okotoks Orientation
- ☐ Key sign out procedure
- ☐ Overview of Town of Okotoks Policies and Procedures and OHS Administrative Guideline with OHS Manual
- ☐ Town of Okotoks Emergency Procedures [Muster Point, Check out procedure, Life and Safety Systems, AED, Eyewash stations and Incident report forms]
- ☐ Key Contact Person identified
- ☐ Customer Service expectations
- ☐ Tool Policy
- ☐ FOIP Orientation (Emails, staff numbers and any documentation provided)
- ☐ Waste / material disposal plan
- ☐ WHIMIS / MSDS
- ☐ Hazard Assessment Policy
- ☐ End of work inspections

Additional Information to Discuss - As Applicable:

Hot Work Procedures	☐	Safe Work Procedures (SWP's Binder)	☐
Confined Space, and Documentation	☐	Equipment Use	☐
Work Plan / Site Meetings	☐	Ice Plant Orientation	☐
Approval Process	☐	OH&S Hand book / WCB orientation	☐
Proposed work schedule and logistics	☐	Lock Out Tag Out (LOTO) Procedure	☐
	☐		☐

Documentation required for work performed:

WCB Papers	✓	Town of Okotoks Business Licence	✓
Insurance Coverage	✓	Ticketed trades required	☐
	☐		☐
	☐		☐

Date

Contractor Print and Sign

Orientation Completed by

Contractor Print and Sign

Town Representative Signature

Contractor Print and Sign

