



## **City of Belleville** **Health & Safety Standard**

**Subject: Contractor Safety**

**Date: October, 2005**

**Supercedes: September, 2003**

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### **POLICY STATEMENT**

The City of Belleville is aware of its responsibility as an employer to provide a safe and healthy workplace for all workers, including contract workers. The intent of this policy and procedure is to provide guidelines to be followed when an outside service provider is hired to perform work for the City of Belleville.

### **SCOPE**

This standard applies whenever a contractor is hired by the City of Belleville to perform work or provide services on City premises. It includes on site service providers and construction contractors and subcontractors but generally does not include delivery and pick up personnel unless the scope of their service goes beyond the routine delivery/pickup of commodities at approved points within the City of Belleville.

### **DEFINITIONS:**

**Construction:** includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project.

**Project:** means a construction project, whether public or private, including:

- the construction of a building, bridge, structure, industrial establishment, mining plant, shaft tunnel, caisson, sewer, water main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
- the moving of a building or structure, and
- any work or undertaking, or any lands appurtenances used in connection with construction.

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

**Contractor:** an individual or company who agrees to perform work or provide a service for a specified price but is not an employee of the City.

## GUIDELINES

- 1) The management staff person hiring an outside contractor is responsible for ensuring that the contractor provides all necessary Health and Safety information to the City of Belleville prior to beginning the work.
- 2) Where a tender is required for the provision of services by an outside contractor, the staff member responsible for the contract will ensure that the Health and Safety Program Requirements for Contractors, as outlined in this policy, are included in the tender document.
- 3) When the job is a “construction project” as defined by the Occupational Health and Safety Act, the responsible staff member will determine who is to act as the “constructor” for the project. A Notice of Project must be completed by the constructor and submitted to the Ministry of Labour if the total cost of materials and labour for the project is expected to exceed \$50,000 and/or as prescribed by Section 6 of the Regulations for Construction Projects.
- 4) Whether or not the job is a construction job, the staff member hiring the contractor is responsible for providing appropriate information to the contractor regarding any designated substances, WHMIS controlled substances, or hazards specific to the worksite.

*Note: The substances which are designated in Ontario as requiring special precautions to control worker exposure are: asbestos, acrylonitrile, arsenic, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica, vinyl chloride, and x-rays.*

### 5) **Pre-Job Health and Safety Meeting**

When the job is a “construction project” or if there are significant health and safety risks involved, a pre-job Health and Safety meeting will be held. Depending on the scope of the job, the meeting may involve, but is not limited to: contractor representatives/supervisors, the department head and/or supervisor, the Health and Safety Coordinator, and the department safety committee representative.

Topics for the meeting will include, but are not limited to, the following:

- An overview of the scope of the work
- A review of known hazards in that work area
- A review of the WHMIS controlled and/or designated substances present at the worksite and those to be brought by the contractor to the worksite. The contractor must provide copies of the appropriate Material Safety Data Sheets at this time.
- Confirmation that contractor workers have required licences, certificates and/or training
- Review of worksite emergency procedures, including notifying the contractor of all alarms and what to do when the alarms are activated
- Confirmation that the contractor will comply with the Health and Safety Requirements for Contractors and completion of Appendix 1, Contractors Confirmation of Favourable Health and Safety Practice.

## **HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTORS**

The following are requirements of all contractors and should be included in the tender document when applicable:

- The Contractor is responsible for the Health and Safety of all of its employees, sub-contractors, visitors and business associates on the worksite. The Contractor agrees to comply with the Occupational Health and Safety Act and its Regulations, as well as any other applicable legislation, regulations and industry standards. The Contractor will provide appropriate training and instruction to its employees working on the job, as required by the Occupational Health and Safety Act and its regulations, and ensure the same has been provided to its sub-contractors on the job.
- The Contractor will notify the Ministry of Labour and the Workers Safety and Insurance Board of any reportable injuries, as required by the applicable legislation.
- A valid Certificate of Clearance from the Workplace Safety and Insurance Board must be part of the tender document. It is the contractor's responsibility to ensure that the Certificate of Clearance is valid and remains current throughout the project;
- If the contractor is a single owner-operator without WSIB coverage, s/he must provide proof to the City that s/he is insured for \$5,000,000. against any work related injury and/or illness;
- It is the responsibility of the contractor to provide any personal protective equipment for their own workers and to ensure that it is worn when required by the Occupational Health and Safety Act and its regulations. The Contractor must also supply their own tools and equipment, all of which must be properly maintained and in good repair;
- The City has the right to issue a warning and/or order to stop work if there are serious violations by the contractor(s) of the Occupational Health and Safety Act, or City Health and Safety programs, policies and rules.
- Before being awarded the contract, the successful bidder will be required to provide information that it has a Health and Safety program compliant with the Occupational Health and Safety Act. This would include a Health and Safety Policy and a Health and Safety Representative or Committee as appropriate.
- For all construction projects, a Notice of Project form must be completed and submitted to the Ministry of Labour by the constructor if the total cost of labour and materials for the project is expected to exceed \$50,000 and/or as prescribed by Section 6 of the Regulations for Construction Projects;
- For all construction projects, the constructor will post the name of their company, address and telephone number, and the address and phone number of the nearest Ministry of Labour office, as required by section thirteen (13) of the Regulations for Construction Projects.
- The Contractor must provide a list of any designated substances and/or WHMIS controlled materials that will be brought onto the worksite, as well as material safety data sheets for same;
- The Contractor must notify the City staff member in charge of the contract of any sub-contractors they hire. The Contractor assumes responsibility for ensuring that their sub-contractors comply with applicable Health and Safety regulations;

Appendix 1

**CITY OF BELLEVILLE  
CONTRACTOR CONFIRMATION OF FAVOURABLE  
HEALTH AND SAFETY PRACTICE**

This form has been developed to assist staff in evaluating the health and safety practices of potential contractors to be hired by the City of Belleville.

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**To Contractor(s):**

The City of Belleville is committed to the Health and Safety of all workers at City locations. To ensure that City workplaces are healthy and safe work environments, contractors, constructors and subcontractors must have knowledge of and operate in compliance with the Occupational Health and Safety Act and its regulations and any other legislation pertaining to employee health and safety.

In order to evaluate your company’s health and safety experience and qualifications, we require the following information, where applicable. Please complete below and/or attach documentation as indicated and return the signed form to the City staff member in charge of the contract.

- Copies of, or evidence of, appropriate licences, certificates and/or training for employees who will be working for City of Belleville, as required by Health and Safety or other legislation (a list of registration/certificate #'s and effective dates is sufficient).

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- Current W.S.I.B. Certificate of Clearance.
- Evidence of insurance coverage in the amount of \$5,000,000., including general liability and personal injury. (For awarded bidder only.) Please attach a copy of the appropriate sections of the policy.
- Company Health and Safety Policy
- Health and Safety Representative (if 5 or more employees), Health and Safety Committee (if more than 20 employees)

**Confirmation of Favourable Health and Safety Practice cont'd.**

Has your company had any Ministry of Labour warnings or orders in the last two years? (if the answer is yes, please provide details below)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Contractor's Statement of Responsibility**

I agree to work safely and in accordance with the Occupational Health and Safety Act and its Regulations, and any other applicable legislation or regulations. I accept the responsibility for ensuring the Health and Safety of my employees and my subcontractors while they are completing work for the City of Belleville, and for notifying the appropriate authorities should an accident occur.

I agree to notify the City staff member in charge of the contract immediately if I have any health and safety concerns during the completion of the contracted work.

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Contractor Name of Person Signing for Contractor

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Signature of Contractor Date

**City of Belleville Comments:**

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\_\_\_\_\_  
\_\_\_\_\_

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City Staff Signature Date

Original: Department Head Copy: Purchasing Department



**BELLEVILLE**  
*on the Bay of Quinte*  
**CITY OF BELLEVILLE**  
**HEALTH AND SAFETY POLICY**

*The Corporation of the City of Belleville is committed to creating and maintaining a safe and healthy workplace that fosters a culture that puts the health, safety and wellness of its employee first.*

*The Corporation of the City of Belleville is dedicated to the continual reduction of workplace injuries and illnesses to ensure a healthy, safe, and productive business culture, thereby protecting the physical and mental health of all employees.*

*With the support and direction of the Mayor, City Council and Management, the City of Belleville is committed to supporting a health, safety and wellness program of continual improvement by setting ambitious and achievable goals, monitoring and measuring progress towards those goals and implementation of corrective actions to address any deficiencies.*

*Management and Supervisory Staff are accountable for the health, safety and wellness of employees within their area of responsibility. They must ensure that all workplace hazards are identified, controlled and monitored, and ensure that all employees are provided with appropriate support, training, resources, tools and personal protective equipment to carry out their work in a safe and effective manner. It is essential that senior management staff promote safe work practices by their own example and by their participation in the development and implementation of the Health and Safety program. All Management staff must be continually aware of their duty to take every precaution reasonable in the circumstances for the protection of City of Belleville workers, visitors and contractors.*

*Workers must protect their own and each other's health, safety and wellness by reporting hazards and unsafe conditions; by their participation in training; through their membership on Joint Health and Safety Committees; and, by working in compliance with health and safety legislation and the City's safe work practices and procedures.*

*The City will support all employees in meeting their responsibilities by integrating health and safety into its everyday business practice in support of its internal responsibility system. Collectively, the efforts will be made to provide the resources necessary to create a safe, healthy and supportive work environment that meets or exceeds all applicable health and safety legislation.*

January 23<sup>rd</sup> 2017

Date

*TASB*  
\_\_\_\_\_  
Mayor, City of Belleville

*[Signature]*  
\_\_\_\_\_  
C.A.O., City of Belleville



**CITY OF BELLEVILLE**

**Appendix A to City of Belleville Health & Safety Policy  
MENTAL HEALTH AND ANTI STIGAMA POLICY STATEMENT**

The Corporation of the City of Belleville recognizes the importance of a productive, effective and healthy workplace. This can be achieved by supporting the physical and mental health, wellbeing and the psychological safety of all City employees.

To achieve our goals we will increase awareness about mental health issues and create an open dialogue between employees, managers, leadership and the union. We will continue to develop policies, programs and services that are consistent with the principles of mutual respect, confidentiality and cooperation.

To ensure our success, the City of Belleville will:

- Provide awareness training and education.
- Monitor organizational practices and systems to ensure the promotion of a stigma-free workplace.
- Provide an effective and fair complaint process.
- Provide support and training for Management and Supervisory Staff to help them address mental health; wellbeing; and, psychological safety in their work environments.
- Provide the resources and tools to address work demands, conflict, emotional distress or trauma including Post Traumatic Stress Disorder that may be experienced by City employees.
- The City will evaluate the success of our efforts annually and make adjustments as needed.

Managers and Supervisor are responsible for fostering a stigma-free workplace, educating workers on the complaint process and addressing complaints in a sensitive and confidential manner, as required.

Employees are responsible for treating coworkers in a professional, polite, courteous and respectful manner and initiating the complaint process as needed. Employees must cooperate in complaint investigation in a sensitive and confidential manner.

April 10, 2017

Date

Mayor, City of Belleville

CAO, City of Belleville