



CITY OF BELLEVILLE
Health & Safety Standard

Subject: Contractor Health & Safety Standard
Date: May 2026
Supersedes: October 2005
September 2003

1) 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.

2) SCOPE

This standard applies whenever a contractor is hired by the City of Belleville to perform work or provide services on City premises including municipal road right-of-ways. 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.

3) ORDER OF PRECEDENCE

In the event of any conflict, inconsistency, discrepancy, or ambiguity between the requirements of the Occupational Health and Safety Act (Ontario) and its regulations (“OHS”) and any provision with the Bid Solicitation (including the Instructions to Bidders/Proponents, specifications, drawings, addenda, schedules, or any other solicitation document), the OHS and its regulations shall govern and take precedence.

4) DEFINITIONS

- a) **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.
- b) **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.
- c) **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.
- d) **Contract Administrator:** A Contract Administrator is a business professional responsible for managing the entire lifecycle of contracts—including drafting, negotiation, approval, execution, and monitoring—to ensure compliance with organizational policies and legal standards. They act as a vital link between parties, protecting the company from risk while ensuring that contract terms, such as payment conditions and performance obligations, are fully met.
- e) **Project:** A construction project, whether public or private, that includes:

- The construction of a building, bridge, structure, industrial establishment, mining plant, shaft tunnel, caisson, sewer, water main, service connection, telegraph, telephone or electrical cable, pipeline, 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.
- f) **Project Manager:** Responsible staff member designated to lead the construction project / contract on behalf of the initiating department.
- g) **Solicitation:** A formal and structured form of the procurement process where City invites suppliers, contractors, or service providers to submit bids or proposals to supply goods, services or works. This may include Request for Tenders (RFT), Request for Proposals (RFP) or Request for Quotations (RFQ).

5) GUIDELINES

- a) The Project Manager hiring an outside contractor is responsible for ensuring the Contractor provides all necessary Health and Safety information to the City of Belleville prior to beginning the work.
- b) When the job is a “construction project” as defined by the Occupational Health and Safety Act, the Contract/ Solicitation will designate who is the “constructor” for the project. The contractor will submit a notification of project form to the Ministry of Labour if the total cost of materials and labour for the project is expected to exceed \$50,000, providing a signed copy to the contract administrator.

As prescribed by Section six (6) of the *O. Regulation 213/91 CONSTRUCTION PROJECTS*.

- c) When beginning a project, the Project Manager must provide appropriate information on whether any designated substances are present at the worksite and shall prepare a list to the constructor as per the Occupational Health and Safety Act, Section 30 (1) [2021, c. 35, Sched. 5, s. 1](#) - 01/03/2022.

The constructor shall ensure that each prospective contractor receives the list of designated substances before entering into a binding agreement to perform work of the project as per the Occupational Health and Safety Act, Section 30 (4) [2021, c. 35, Sched. 5, s. 1](#) - 01/03/2022.

Note: *The substances which are designated in Ontario as requiring special precautions to control worker exposure are: acrylonitrile, arsenic, asbestos, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica, and vinyl chloride as per the O. Regulation 490/09: DESIGNATED SUBSTANCES.*

1. PRE-JOB HEALTH AND SAFETY MEETING

- a) The contractor is responsible for ensuring that all necessary Health and Safety information is provided to the City of Belleville prior to beginning the work.

The Project Manager will ensure that the Health and Safety Program Requirements for Contractors and expectations, as outlined in this policy, are disclosed to the Contractor.

- b) Common health and safety hazards include:
- i. Fall from heights
 - ii. electrical hazards
 - iii. struck by and caught-between hazards

- iv. Hazardous materials exposure
- v. Confined spaces and excavation dangers
- vi. Heavy machinery and equipment risks
- vii. Fire and explosion hazards
- viii. Noise

Projects within the scope of this policy, specifically if there are health and safety risks/hazards involved, a pre-job Health and Safety meeting will be held, led by the Constructor. Depending on the scope of the job, attendees may involve but are not limited to:

- Contractor representatives/supervisors.
- Department head, supervisor/delegates and/or Project Managers; and/or
- JHSC representative of the contractor's company.

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

- Overview of the scope of the work.
- Review of known hazards in that work area.
- Review of the WHMIS controlled and/or designated substances present at the worksite and/or 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).
- Review of worksite emergency procedures, including notifying the contractor of all alarms and what to do when the alarms are activated, when applicable.
- Confirmation and documentation that contractor workers have required licences, certificates and/or training.
- Confirmation and documentation that the contractor will comply with the Health and Safety Requirements for Contractors and complete the City of Belleville Contractor Confirmation of Favourable Health and Safety Practice form when applicable (See Appendix A) if not already completed with the Bidder's Declaration during public solicitations.

2. HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTORS

The following are requirements of all contractors and should be included in the solicitation document(s) when applicable:

- a) 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.
- b) 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.
- c) A valid Certificate of Clearance from the Workplace Safety and Insurance Board must be provided in accordance with the requirements in the solicitation document(s), even if they do not have additional workers.

- d) The Contractor must ensure that the Certificate of Clearance is valid, remains current throughout the project and must be kept for at least three years.
- e) If the contractor is a single owner-operator without WSIB coverage, they must provide proof to the City that they insured for \$2,000,000. against any work-related injury and/or illness.
- f) 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.
- g) 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.
- h) Contractors will be required to provide confirmation of a Health and Safety program compliant with the Occupational Health and Safety Act, in projects within scope of this policy. This would include a Health and Safety Policy and a Health and Safety Representative or Committee as appropriate.
- i) 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 *O. Regulation 213/91: CONSTRUCTION PROJECTS*.
- j) The Contractor must notify the City Project Manager 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 A

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.

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).

- Current W.S.I.B. Certificate of Clearance.
- Proof of Certificate of Insurance (applicable coverage as per solicitation document)
- Company Health and Safety Policy
- Health and Safety Representative or Officer onsite (if 5 or more employees), Health and Safety Committee (if more than 20 employees)

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.

Contractor

Name of Person Signing for Contractor

Signature of Contractor

Date

City of Belleville Comments:

City Staff Signature

Date

Original: Department Head

Copy: Purchasing Department