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Contractor Orientation Checklist

# INTRODUCTION

The main objective of this handbook is to supplement contractor orientation in support of the [enter division name] contractor health and safety program.

The success of this objective requires each contractor’s commitment to their own health and safety and that of their fellow workers.

Contractors must understand and comply with all [enter division name] policies and procedures which have been developed to reflect applicable legislation and current industry safety practices.

# HEALTH AND SAFETY REQUIREMENTS

In addition to other legislative requirements, contractors shall comply with the following requirements:

* *The Saskatchewan Employment Act*
* *The Occupational Health and Safety Regulations of Saskatchewan (2020)*
* All applicable federal, provincial and municipal environmental Acts and Regulations
* Applicable [enter division name] Administrative Procedures (AP), safety procedures and practices

# RESPONSIBILITIES

# [ENTER DIVISION NAME] RESPONSIBILITIES

1. Brief contractors before work begins on the work to be performed
2. Orienting contractor prior to work commencing
3. Ensuring the contractor:
4. Is informed of the hazards that may exist as well as hazard controls and barriers.
5. Is aware of the applicable legislation.
6. Has the appropriate training for the job.
7. Is complying with drug and alcohol requirements.
8. Is advised any applicable safe work practices and procedures.
9. Is advised of any applicable Administrative Procedures.
10. Arranges start-up meetings if applicable.
11. Communicate who the point of contact during job.

# CONTRACTOR RESPONSIBILITIES

1. Ensure employees have completed and current on any training applicable to the job.
2. Identify hazards & associated risks before the start of the work, daily and when conditions change.
3. Ensure employees are fit for work and not under the influence of drugs and/or alcohol.
4. Ensure proper equipment and personal protective equipment (PPE) is available and used properly.
5. Ensure safe work procedures and practices are followed.
6. Provide specific safety instruction to employees, as required.
7. Identify any sub-contractors to be used during the job.
8. Stop work being performed in an unsafe manner.
9. Report incidents to the school division immediately and participate in incident investigations, as required.
10. Understand the three basic employee rights that *The Occupational Health and Safety Regulations, 2020* provide:

* The right to know;
* The right to participate; and
* The right to refuse unusually dangerous work.

# HAZARD AND RISK ASSESSMENT

Contracted employees must be aware of work site hazards that may exist and work in a manner that does not endanger the safety and health of themselves, their co-workers and the public.

Hazard and risk assessment, elimination or control is a requirement for all work sites.

A hazard and risk assessment must be completed before work begins and if job requirements or conditions change.

# FIRST AID AND EMERGENCY REPSONSE

Prior to working at the work site, personnel are to become familiar with the first aid and emergency response requirements. This information will be provided prior to starting work.

First aid information will include:

* The number of certified first-aiders and contact information.
* The location of first aid supplies and equipment.
* The length of time needed to travel from the work site to the nearest health care facility in “normal travel” conditions.
* The means of communication to contact first aid services and the medical care facility.

# HAZARDOUS PRODUCTS

Contractors that bring hazardous products onto the work site must also bring the Safety Data Sheet (SDS) for each hazardous product and be familiar with each product’s SDS, including the product’s hazards, the personal protection required and the first aid and release response, in the event there is a contact or release.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be required for certain work activities and will be identified at the site-specific orientation, based on a hazard and risk assessment.

# MONITORING

[Enter division name] Operations Sector will monitor work sites to ensure health and safety requirements are met through inspections and work observations.

# HOUSEKEEPING

Contractor shall keep work sites clean and orderly.

* Emergency exits, fire, first aid and rescue equipment shall be maintained clear of obstructions.
* Oil, grease, mud, litter and other debris shall be cleaned up as soon as it is spilled or discovered.
* Materials shall be stored neatly where they do not obstruct work.
* Supervisors shall leave work sites in a safe and secure condition, ensuring hazardous conditions that may result in injury to other workers; general public and the environment are controlled.
* Properly dispose of and recycle waste in an acceptable manner.
* Whenever possible, aisles, walkways and stairs shall be kept clear to ensure safe entrances and exits.

**[ENTER DIVISION NAME] ADMINISTRATIVE PROCEDURES (AP)**

|  |  |
| --- | --- |
| **Policy** | **Brief Description / Application** |
| Confidentiality Policy | All information regarding [enter division name] staff or students are to remain confidential –Applicable to all |
| Violence Policy | The employer is committed to minimize or eliminate the risk of violence in the workplace -Applicable to all |
| Harassment Policy | Work environment is free from harassment – Applicable to all |
| Tobacco Free Environment Policy | Use of tobacco products.  Applicable to all |

**CONTRACTOR ORIENTATION CHECKLIST**

* + Perform hazard and risk assessment with contractor (Operations)
  + Verify contractor qualifications, as applicable
    - Certifications
    - Training
    - Competencies
  + Confirm appropriate supervision of work
  + Current WCB clearance letter
  + Confirm liability insurance of $2,000,000.00
  + Perform orientation (site specific)
  + Reference to applicable legislation
  + Process for incident reporting
  + Confirm communication channel(s)
  + Personal Protective Equipment (PPE)
  + Emergency numbers, first aid contacts
  + Any site specific safety procedures and processes
  + Contractor Safety Program applicable to job
    - Procedures, practices

**Please note all of the above mentioned applies to sub-contractors, if applicable**

**CONTRACTOR ORIENTATION SIGN–OFF FORM**

This is to certify that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PRINT NAME) have reviewed the information in this handbook, and I have been oriented as outlined in the orientation checklist. I agree to comply with all [enter division name] APs, safe work procedures and practices and will ensure information and processes outlined in this handbook are communicated and adhered to by any Contract staff under my control, this also includes sub-contractors.

Contractor (print name):

Contractor Signature:

Orientation Performed by:

Signature of Person Completing Orientation:

Date:

**Copy to Operations Supervisor**

**Copy with handbook**