



#99936

CONTRACTOR SAFETY RESPONSIBILITIES

Purpose

This document provides information regarding the terms and conditions for contractors working on St. James-Assiniboia School Division premises. This document, when signed, becomes part of the general terms and conditions of the Tender/Quotation and/or the Purchase Order issued by the St. James-Assiniboia School Division to the contractor and remains valid for current and future work until June 30 of the school year within which the initial work is to be carried out. It is the sole responsibility of the **prime** contractor to ensure that all contractor personnel are aware of this document and comply with all the terms therein. Failure to comply may be considered a fundamental breach of contract that may result in, but not limited to, expulsion from the premises and may be cause for exclusion from any further bidding considerations.

Scope

This policy applies to all contractors, contractor personnel and supervisors.

CONTRACTOR'S TERMS AND CONDITIONS GOVERNING WORK AT ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Definitions:

Prime Contractor:

Any person or firm designated by contract by the St. James-Assiniboia School Division to manage a construction project.

The prime contractor is responsible for:

- Setting up an effective system to ensure everyone involved in work on the project meets their legal safety and health obligations.
- Coordinating, organizing and monitoring work on the project to ensure reasonable and practical precautions are in place to effectively control safety and health hazards.
- Coordinating the safety and health programs of contracted employers.
- If you do not designate a prime contractor, you as project owner assume the responsibility of prime contractor.

Contractor:

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Any company or self-employed person contracted by the St. James-Assiniboia School Division or by the prime contractor to do certain work within the school division.

Contractor Personnel:

The employees of the prime contractor or the contractor employed to do work within the school division.

Site Supervisor:

(a) The employee of the St. James-Assiniboia School Division designated to supervise the job for which the contractor has been engaged, to ensure compliance with all applicable regulations;

or

(b) The employee designated by a contractor and accepted by the St. James-Assiniboia School Division who supervises the job for which the contractor has been engaged, to ensure compliance with all applicable regulations.

CONDITIONS OF ENTRY AND WORK

1. The site Supervisor will arrange a material and equipment storage area if necessary, and will advise contractor personnel of general precautions and special requirements. If work that is to be carried over from one shift to another, materials and tools must be stored in a designated area and that area will be kept clean and tidy and free from hazardous conditions.
2. Controlled or restricted materials are not permitted on the property without the permission of the St. James-Assiniboia School Division supervisor. All WHMIS controlled materials entering the St. James-Assiniboia School Division property must be clearly identified in accordance with WHMIS regulations and must have material safety data sheets available.
3. The contractor shall not dispose or permit to be disposed any hazardous material except in accordance with the regulations of the province of Manitoba and the City of Winnipeg By-law 5058/88 part 5. The contractor must remove all hazardous and non-hazardous materials.
4. Contractor personnel will comply with all provisions of the Workplace Safety and Health Act of Manitoba and all the regulations thereof, including but not limited to the wearing of personal protective equipment, proper use of confined space procedures, application of electrical lockout procedures and the use of fall protection devices when working in high places.

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5. The contractor will provide adequate fire protection for all equipment and welding operations. Trained fire watchers equipped with all necessary fire extinguishing equipment are required during all welding operations. Contractor personnel are to familiarize themselves with emergency egress routes and must notify the St. James-Assiniboia School Division site supervisor if an evacuation situation occurs.
6. The contractor will adequately protect the work, St. James-Assiniboia School Division property, and the property of other contractors. The St. James-Assiniboia School Division assumes no liability for the loss or theft of the contractor's tools and equipment while on St. James-Assiniboia School Division premises.
7. All incidents, such as accidents or near misses involving contractor personnel must be immediately reported to the site supervisor, who will take the appropriate action and inform the St. James-Assiniboia School Division supervisor.
8. All building permits (including asbestos work permits), licenses, or other legislated requirements for the approval, construction, and inspection of a project are the sole responsibility of the prime contractor or his/her designate unless otherwise stated in the contract agreement.

I hereby certify that I have read and understood the above "Contractor's terms and conditions governing work at St. James-Assiniboia School Division and agree to comply with them as written.

This _____ day of _____, 20____.

Signed: _____

Name (Please Print) _____

Title: _____

Company: _____

Address _____

Received by: The St. James-Assiniboia School Division

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Date Received: This _____ day of _____ 20____

Signed: _____
On behalf of the St. James-Assiniboia School Division

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