# Contractor/Subcontractor Policy

All contractors/subcontractors shall be made aware of our Occupational Health and Safety (OHS) program and workplace rules. The contractor/subcontractor supervisors and/or foreman shall be responsible for the direct supervision and safety of their workers. They are accountable to their company contact for the performance of personnel through the safe work practices and procedures as well as any other applicable acts and regulations. Contractors/subcontractors are responsible for performing the job in compliance with our requirements and other applicable legislation.

Contractors/subcontractors are required to act as the “employer” on **(Company Name)** behalf as identified in the Workers Compensation Act, Part 3, Division 3, Section 115: General Duties of Employers; or as the “prime contractor” as identified in Part 3, Division 3, Part 118: Coordination at Multiple-Employer Workplaces.

Any infractions not immediately corrected as directed by **(company name)** will result in the contractors/subcontractors being advised of the breach of contract and the action that will be taken as a result of the breach according to company policy. It must be firmly established that our safety program protects all workers on the job, including all contractor/subcontractor employees. All contractors/subcontractors must agree to and sign our contractor service agreement before starting the job.

## Contractor & Subcontractor Responsibilities

All contractors/subcontractors must:

* Review our Occupational Health and Safety Program Manual and workplace safety rules.
* Be knowledgeable of and comply with all regulations, laws and codes.
* Ensure all employees complete a [Contractor Safety Orientation](#_Contractor_Orientation) when/where required before they work on-site.
* Enforce all established safety regulations and work methods. Take disciplinary action necessary to ensure compliance with the rules.
* Conduct a job hazard analysis for all tasks where moderate- to high-risk activities are prevalent within the scope of work.
* Ensure that a trade safety representative will attend regular site safety meetings.
* Hold regular “safety talk” meetings with crew, record the meetings and submit a copy to their company contact for review.
* Conduct regular inspections for unsafe practices and conditions, and ensure prompt corrective action to eliminate causes of incidents.
* Complete an incident report ensuring all incidents are investigated and corrective action is taken to prevent recurrence. Copies of the report are given to their company contact.
* Inform employees of the hazards associated with their jobs and provide training in the safe work practices required to perform the job safely.
* Make employees understand that a violation of established safety rules will not be tolerated.
* Ensure that required safety equipment and personal protective equipment are provided and used for each job.