

 <p>TOWN OF GANDER</p>	<p>TOWN OF GANDER Preamble</p>	<p>Effective Date: April 2015 Version 3.00</p>
--------------------------------------------------------------------------------------------------------------------	--------------------------------------------------	--------------------------------------------------------

This document has been developed in order to identify the Town of Gander's commitment to, and requirements for, safety at our work sites. Its purpose is to assist Contractors in understanding the actions and procedures necessary to reduce incidents & accidents and control costs.

The Town of Gander must ensure that Contractors receive an orientation on the Town of Gander's Occupational Health & Safety Program. All contract work performed, either written or verbal, must be in compliance with the Newfoundland and Labrador Occupational Health & Safety Act & Regulations as well as other provincial and/or federal laws and/or regulations. It is the responsibility of the Contractor to train, supervise and direct their employees to be mindful of health and safety when performing work for the Town of Gander.

This program does not address, and is not intended to abrogate or assume responsibility for, the Contractor's duty to its employees. This manual does not provide an exhaustive outline of laws or regulations governing occupational health and safety compliance. It is intended to identify specific responsibilities, communicate hazard information and outline the Town of Gander's occupational health and safety procedures.

Each Contractor must be familiar with current Occupational Health & Safety (OH&S) legislation pertaining to the contract work and shall be responsible for compliance and enforcement of the legislation. It is unacceptable for any contract work to be carried out in an unsafe manner and may result in temporary or permanent removal of the Contractor from a Town of Gander worksite. Safety questions or concerns must be addressed prior to the commencement of work.

For the purpose of this program, the following definitions apply:

Principal Contractor - As per the OH&S Act, Principal Contractor means the person primarily responsible for the carrying out of a project and includes the person who owns the thing in respect of which the project is being carried out (The Town of Gander).

Contractor - One that is contracted by the Principal Contractor to perform work.

Subcontractor - An individual or business firm contracted to perform part or another's entire contract.



TOWN OF GANDER Table of Contents

Effective Date:
April 2015
Version 3.00

1.0 INTRODUCTION	3
2.0 SAFETY POLICY STATEMENT	4
3.0 RESPONSIBILITIES	5
4.0 GUIDELINES	6
4.1 Pre-Start Activities	6
4.2 Contact Information & Emergency Response	6
4.3 General Safety Rules	7
4.4 Site Requirements	8
4.4.1 Housekeeping	8
4.4.2 WHMIS	8
4.4.3 Drug & Alcohol Policy	8
4.4.4 Mobile Equipment, Lift Truck, Crane & Hoist Safety	8
4.4.5 Hand Tool & Power Equipment Safety	8
4.4.6 Fall Protection	8
4.4.7 Ladders, Scaffolds & Temporary Work Platforms	9
4.4.8 Confined Space Entry	9
4.4.9 Welding	9
4.4.10 Inspections	10
4.4.11 Accident Investigations	10
4.4.12 Environmental	10
4.4.13 Documentation & Due Diligence	10
4.4.14 Non-Compliance Penalties	10
CONTRACTOR HEALTH & SAFETY QUESTIONNAIRE	11
CONTRACTOR ORIENTATION ACKNOWLEDGEMENT FORM	12
CONTRACTOR PRE-WORK HAZARD ASSESSMENT	13

	TOWN OF GANDER Section 1.0 Introduction	Effective Date: July 2014 Version 2.00
-----------------------------------------------------------------------------------	--------------------------------------------------------------------	----------------------------------------------

Enclosed is the Town of Gander’s Contractor Safety Program for construction, maintenance and other services. This Program encompasses all Contractors, subcontractors, their employees, and others who may be contracted to perform work on the Town of Gander’s properties or who are performing work on behalf of the Town of Gander.

Contractors must know the Town of Gander’s procedures for:

- Pre-start activities
- Injury reporting
- Accident & incident reporting
- Personal protective equipment
- Safe work practices & procedures
- Emergency response

Contractors working on the Town of Gander’s properties or worksites must possess or have in place the following:

- Workplace Health, Safety and Compensation Commission (WHSCC) Certificate of clearance
- Employee training documentation
- Safe work practices & procedures
- Site safety contact
- Incident reporting
- First aid
- NLCSA Certificate of Recognition (COR)*

In addition to the Contractor providing the above information, the Town of Gander shall ensure Contractors receive an orientation into the Town of Gander’s Occupational Health & Safety Program and ensure the completion of the Contractor Health and Safety Questionnaire and the Orientation Acknowledgement Form. All documents must be forwarded to the Director of Municipal Works.

If there are any questions about any part of this guideline, the Contractor or subcontractor shall contact the Director of Municipal Works for clarification.

**COR Certification is required for Construction/Contracting over \$20,000 and Goods/Services over \$10,000.*

	TOWN OF GANDER Section 2.0 Health & Safety Policy Statement	Effective Date: April 2015 Version 3.00
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	-----------------------------------------------

Council and Management of the Town Council of the Town of Gander are committed to the health and safety of our employees. Our primary objective is to protect our workers from injury and/or illness.

We, Claude Elliott, Mayor, and Derm Chafe, Chief Administrative Officer, of the Town Council of the Town of Gander, are personally committed to taking every reasonable precaution for the protection of all workers and to uphold the requirements under the Occupational Health & Safety legislation. To fulfill this commitment, the Town of Gander shall make every effort to provide and maintain a safe and healthy workplace by implementing an occupational health and safety program, adhering to acceptable industry standards, and complying with the Occupational Health & Safety legislation. In keeping with Occupational Health & Safety legislation, a healthy and safe workplace will be accomplished in consultation with management and employees, in particular the Occupational Health & Safety Committee.

Supervisors will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that workplace practices are in compliance with established legislation, work practices, and procedures. To protect their health and safety, workers must receive adequate training for required work tasks.

Every worker must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

The Occupational Health & Safety Committee’s role is to provide information.

Contractors will be expected to operate according to legislative requirements using best practices and following the Town Council of the Town of Gander’s policies and procedures regarding health and safety.

Health and safety is an integral part of this organization’s everyday business. It is in the best interest of all to join together and put into practice health and safety principles in all work activities.

This policy will be reviewed on an annual basis and revised as necessary.

 Mayor

 C.A.O

 Date

	TOWN OF GANDER Section 3.0 Responsibilities	Effective Date: April 2015 Version 3.00
-----------------------------------------------------------------------------------	------------------------------------------------------------------------	-----------------------------------------------

THE TOWN OF GANDER

The Town of Gander has a responsibility to ensure, where reasonably possible, that every employer and every worker at the work site complies with all applicable legislation. The Town of Gander shall obligate Contractors to implement any required Health and Safety programs and/or policies as identified under the Newfoundland and Labrador Occupational Health and Safety Act.

The Town of Gander may perform site inspections and audits to ensure compliance with the Town of Gander’s health and safety requirements.

- If unsafe acts or conditions are observed, a stop the work may be issued.
- The Town of Gander may require the immediate removal or repair of any unsafe or defective equipment being used.
- The Town of Gander may require the removal of any personnel from the site who do not comply with the health and safety requirements.

CONTRACTOR

Whenever the term ‘Contractor’ is used in this document, it applies to both the Contractor and all subsequent subcontractors. Subcontractors have a responsibility for the health and safety of their employees and compliance with all applicable legislation and the Town of Gander’s Occupational Health & Safety Program.

Any Contractor performing work on the Town of Gander’s property, worksites or equipment, or on behalf of the Town of Gander, or any persons employed by that Contractor, have the responsibility of complying with the following:

- Must comply with all Federal, Provincial and Company safety laws, rules, regulations, policies and procedures.
- Must maintain in a safe operating condition, all Contractor equipment on-site.
- Must perform a Pre-Work Hazard Assessment, and document identified hazards and take corrective action.
- Must investigate accidents, injuries or near misses and provide a copy of the investigation to the Town of Gander within 24 hours.
- Must submit to the Principal Contractor, the Town of Gander, a list of subcontractors who may be working on the project. Principal Contractor, the Town of Gander, must receive notification of changes to the subcontractor list, as the Contractor will be responsible for the subcontractor’s Health and Safety performance and violations.
- Principal Contractor, the Town of Gander, must be provided with Certificates of Clearance from the WHSCC as well as NLCSA COR documentation* prior to the beginning of any project and throughout the duration of the work being performed. Additionally, the Contractor shall ensure that its subcontractors comply with all applicable WHSCC legislation and maintain their account in good standing.

**COR Certification is required for Construction/Contracting over \$20,000 and Goods/Services over \$10,000.*

	TOWN OF GANDER Section 4.0 Guidelines	Effective Date: April 2015 Version 3.00
-----------------------------------------------------------------------------------	------------------------------------------------------------------	-----------------------------------------------

PRE-START ACTIVITIES

- **Review of Contractor Safety Program**
As outlined above.
- **Pre-Work Hazard Assessment**
The Contractor shall review and assess the safety risks associated with the project and evaluate the potential for adverse impacts on employees or the surrounding or adjacent areas. If hazardous conditions have been identified, the Contractor must take the necessary corrective action to eliminate the hazard before commencement of work.
- **Personal Protective Equipment (PPE)**
Where a hazard cannot be otherwise controlled, a Contractor shall ensure that employees have the appropriate CSA approved PPE and the equipment is worn. Additionally, the Contractor shall ensure that adequate safety precautions are in place to avoid injury or damage resulting from the hazard.

NOTE: Wearing of loose clothing, wristwatches, long neckties or loose headbands while working around or operating moving machinery are strictly prohibited. Neither rings nor watches are to be worn when working on energized circuits or batteries.
- **Pre-Start Hazard Communication**
Contractor must conduct toolbox talks at the completion of the hazard assessment to inform employees of the potential hazards on the job.

CONTACT INFORMATION & EMERGENCY RESPONSE

Contractor Site Safety Contact

For work specified in the contract, written or verbal, the Contractor shall assign responsibility for project safety to an employee who will be on-site for the duration of the contract.

Emergency Communication

In the event of emergency, contact the appropriate local emergency responder (i.e. Town of Gander Fire Department, RCMP, NL Power, OH&S, Poison Control, etc.) and the Town of Gander (i.e. Immediate Supervisor, Director of Municipal Works).

First Aid

The Contractor must make the necessary provisions to ensure first aid treatment is available to employees who may require immediate medical assistance. In the event of accident, the Contractor must notify the Town of Gander (i.e. Immediate Supervisor, Director of Municipal Works).

Environmental Spill Reporting

All environmental emergencies, including significant chemical/fuel/oil spills shall be reported immediately to Environment Canada, Environmental Emergencies, by calling 709-722-2083. The Contractor shall immediately notify the Town of Gander (i.e. Immediate Supervisor, Director of Municipal Works) of an environmental emergency.

Incident & Accident Reporting

Contractor shall promptly notify the Town of Gander (i.e. Immediate Supervisor, Director of Municipal Works) of any incident or accident, which resulted or could have resulted in an injury requiring medical care or property damage. Under Section 54 of the Occupational Health and Safety Act, Contractors are required to report incidents that have the potential to endanger life or cause permanent injury. These incidents shall be reported to the Occupational Health & Safety Division of the Department of Government Services, 709-729-4444.

The Contractor must report to the Town of Gander (i.e. Immediate Supervisor, Director of Municipal Works) any on-site inspection by a Government Occupational Health and Safety Officer or any other regulatory agency while working for the Town of Gander and deficiencies are found.

GENERAL SAFETY RULES

In addition to the procedures outlined herein, the Contractor must comply with the rules and regulations of all other applicable authorities, including without limitation, all applicable federal, provincial and municipal laws, rules and regulations.

Contractors must provide employees with the training necessary to recognize and avoid unsafe conditions and practices associated with a project, as required by OH&S regulations.

- Contractor must promptly report to the Town of Gander (i.e. Immediate Supervisor, Director of Municipal Works) any unsafe conditions identified during the project Pre-Work Hazard Assessment.
- All Contractor personnel must be aware of, and follow, safety rules concerning the use of personal protective equipment.
- Smoking is not permitted on any Town of Gander property or worksite.
- Damage to any Town of Gander property or worksite must be reported to the Town of Gander (i.e. Immediate Supervisor, Director of Municipal Works).
- Firearms of any type will not be permitted on any Town of Gander property or worksite, whether or not a permit for the weapon has been obtained.
- Back injury prevention techniques should be practiced when attempting to lift, move or handle heavy or awkward loads.
- Horseplay is not permitted on any Town of Gander property or worksite.

SITE REQUIREMENTS

Housekeeping

The Contractor is responsible for ensuring that the worksite is kept hazard free. The Contractor must never block walkways, stairs, and exits or create a tripping hazard. All open holes, trenches or excavations to which must be covered and/or guarded by a railing system. A Contractor's failure to maintain good housekeeping in a work area may result in increased potential for safety hazards and incidence of accidents.

Personal Protective Equipment (PPE)

Contractors are expected to comply with the Personal Protective Equipment requirements as determined by the Town of Gander.

WHMIS

Contractors are expected to comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) legislation. When required, the Contractor shall provide proof of training of all applicable workers, in accordance with Section 5 of the WHMIS Regulations.

Drug & Alcohol Policy

The Contractor and its employees are prohibited from the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance on any Town of Gander property or worksite.

Mobile Equipment, Lift Truck, Crane & Hoist Safety

The Contractor is responsible for ensuring that all mobile equipment is in good working condition and designed for the type of work for which it is used. All workers must be trained in the proper operation of the equipment and, where applicable, have the correct and current type of license and/or certificate.

Hand Tool & Power Equipment Safety

The Contractor is responsible for ensuring that all hand tools and power equipment are of the proper type and in good working condition. All necessary hand tools and power equipment shall be supplied and workers trained in the proper use of these tools

Fall Protection

Contractors are responsible for ensuring a risk assessment is conducted for any project involving a potential for injury from falls. There must be a fall protection system in place when employees work from an elevation of greater than 10 feet (3 metres) or where a fall from a lesser height involves an unusual risk of injury. Fall protection systems include (in order of priority):

- Guardrails
- Fall restraint system
- Fall arrest system
- Control zones

The Contractor must ensure all workers are instructed in the fall protection system and the procedures to be followed before they are allowed into an area where a risk of falling exists.

Ladders, Scaffolds & Temporary Work Platforms

Contractor is responsible for ensuring all ladders, scaffolding and platforms are built, maintained and erected, as per the Newfoundland and Labrador Occupational Health and Safety Regulations.

Confined Space Entry

The Contractor shall ensure that no person enters a confined space until the confined space entry requirements, made pursuant to the Occupational Health and Safety Act and Regulations, have been fulfilled. It is the policy of the Town of Gander that no person shall enter a confined space unless the following are adhered to:

- A written confined space entry procedure has been developed by the Contractor and made available to the Town of Gander and all persons involved in the entry of confined spaces.
- Sufficient tests are made for oxygen content, flammability/explosive conditions, carbon monoxide and toxic vapors, before entering and at regular intervals throughout the course of work. The results of the testing shall be recorded on a permit/sheet and signed by a competent person who conducted the tests.
- When entry and exit to and from the confined space has been assessed, and where applicable, all mechanical and electrical machinery/equipment associated with confined space, shall be disconnected and tagged to prevent injury due to accidental start up.
- The Contractor shall provide to each employee entering the confined space and employee(s) who may undertake rescue operations, confined space training and the required protective and emergency equipment for the task.
- All equipment, including hardware, gas detectors, personal protective equipment, shall be properly maintained, inspected and/or calibrated as required, by a competent person.
- If applicable to the worksite, the Contractor shall ensure that proper traffic control procedures are set up as required by the Occupational Health and Safety Act.

Lockout/Tagout Procedures

All hazardous energy sources must be rendered harmless before any work begins. Locks and tags must be used to secure energy-isolating devices. Energy control must be verified before working on equipment.

Welding

The Contractor shall ensure that all persons performing welding operations utilize appropriate personal protective equipment (i.e., safety footwear, gloves, flame resistant clothing, a welding helmet or goggles and when working in spaces that do not have adequate ventilation or confined spaces, respiratory protective equipment). In situations where respiratory equipment is required, the Contractor must ensure that all persons have received the appropriate training for the use of this equipment.

The Contractor must ensure that the equipment used is inspected for leaks or defects prior to each use. Defective equipment is not to be used. Routine welding and cutting operations conducted in occupied buildings should be conducted in specially designed areas with effective, local exhaust ventilation. Contractors must ensure that welding is not performed on containers such as used drums, barrels, or tanks that have held flammable, combustible, or toxic materials until the containers have been thoroughly cleaned and tested.

Inspections

The Contractor is required to monitor the project site on a continuous basis to identify and correct all unsafe acts and conditions. Competent persons shall carry out these inspections and a record of the inspection shall be kept.

Accident Investigation

As per the OH&S Regulations, the Contractor is responsible for conducting a thorough accident investigation for all incidents that involve injury or property damage. Near miss incidents (an event which employees narrowly escape injury or property damage is averted) must also be investigated. The report shall outline the accident causes and provide information for corrective action. A copy of the report is to be forwarded to the Town of Gander (i.e. Immediate Supervisor, Director of Municipal Works) within 24 hours.

Environmental

The Contractor is responsible for the disposal of all their wastes. Disposal of all wastes will be in accordance with applicable regulations. All materials shall be stored properly to prevent accidental spillage and labeled correctly at all times. Any chemical waste generated by the Contractor must be removed from the project site at the end of the project or according to applicable environmental regulations. Disposal of any waste on the Town of Gander property or worksite is strictly prohibited.

Documentation & Due Diligence

The Contractor is responsible for keeping written OH&S records specific to each contract. Upon request, the Town of Gander may require information from the Contractor's records.

NON-COMPLIANCE PENALTIES

The Contractor shall be responsible, financially and otherwise, for the non-compliance of his employees, sub-contractors, suppliers or other person(s) on the worksite for any reason relating to the Contractor.

The following penalties may be applied for non-compliance:

- Termination of the contract where Contractor refuses and/or fails to fulfill their duties and responsibilities.
- Immediate ejection from the site, temporarily or permanently.

The Contractor shall be responsible for:

- Any and all costs, charges, fines and convictions created as a result of the activities of the Contractor or sub-contractor any and all costs of defending any action that results from the Contractor's or sub-contractor activities.
- Any and all costs due to delays in the progress of work resulting from the Contractor's or sub-contractor non-compliance with the requirements of the Contractor Safety Program.



CONTRACTOR HEALTH & SAFETY QUESTIONNAIRE
CONTRACTOR / COMPANY INFORMATION

Contractor / Company Name: _____

Contact Person: _____

Phone Number(s): (_____) or (_____) or (_____)

Project Name: _____

Services Provided: 1. _____

2. _____

3. _____

QUESTIONNAIRE

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|-----|-------|
| 1. Can a WHSCC Certificate of Clearance be obtained? | Yes | No |
| 2. Are you in possession of a Certificate of Recognition (COR)? | Yes | No |
| 3. Does your company have a formal Safety Program? | Yes | No NA |
| 4. Do you or company personnel have training in OH&S curriculum (i.e. First Aid, WHMIS, TDG, Accident Investigations, etc.)? | Yes | No |
| 5. Have you or your company received any OH&S related warnings or citations within the past three (3) years? (If yes please attach). | Yes | No |
-

CONTRACTORS APPROVAL (for Administration use only)

Accepted

Conditional Acceptance

Rejected

Reason for Rejection: _____

Recommendations: _____

Occupational Health & Safety Advisor: _____ Date: _____



CONTRACTOR PRE-WORK HAZARD ASSESSMENT

This document establishes your acceptance to adhere to the OH&S Act and Regulations and other applicable legislation that affects the terms of the work being preformed.

The Contractor must highlight the PPE required for the project (√)

Head Eye/Face Hand Foot Hearing Respiratory Vest

The Contractor must check (√) the boxes below to confirm safe work practices are in place to mitigate associated hazards. Please note, this list is not exhaustive and is not intended to specify all hazards encountered on a worksite.

- WHMIS Lockout/Tagout Fall Protection Systems
- Ladders Cranes/Hoisting Demolition
- Guardrails Scaffolding Welding/ Hot Work
- Excavations Equipment Tool Use Electrical Power Lines
- Asbestos Work Equipment Operation Signs/ Barricades
- Traffic Control Housekeeping Gas Powered Tools
- Hazardous Waste Confined Space Entry* Other: _____

***Evidence of a Confined Space Procedure must be provided.**

List names of subcontractors who you shall be hiring as part of this project:

1. _____ (Organization) _____ (Phone Number)
2. _____ (Organization) _____ (Phone Number)
3. _____ (Organization) _____ (Phone Number)

Please ensure this Pre-Work Hazard Assessment is supported by the documented scope of work (i.e., invoice for services provided). Your signature below indicates that you understand and accept the responsibilities associated with meeting these requirements during the performance of work.

_____/_____/_____
Contractor Signature (dd) (mm) (year)

_____/_____/_____
Occupational Health & Safety Advisor, Town of Gander (dd) (mm) (year)