

## Prime Contractor Table of contents

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## 17 - Prime Contractor

### Purpose

The purpose of this chapter is to define the prime contractor responsibilities for health and safety and to outline the Health and Safety Plan.

### Objectives

Provide guidelines for meeting the obligations of a Prime Contractor and provide health and safety guidelines for sub-contractors working for Canadian Road Builder Inc.

### Definition

1. Prime Contractor from Alberta Occupational Health and Safety Chapter 1 section 2.5.
2. If there are two or more employers or self-employed persons (Or one or more of both), a prime contractor must be designated.
3. The Prime Contractor for a work site is
  - 2)The person in control of the work site shall designate in writing a person as the prime contractor of the work site
  - 3)The name of the prime contractor must be posted in a conspicuous place at the work site.
  - 4)If the person in control of the work site fails to designate a person as the prime contractor as required in subsection (2), the person in control of the work site is deemed to be the prime contractor.
4. A Prime contractor of a work site must meet the obligation under OH&S Act section 10(5), (6) and (7) for the prime contractor to do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Act, the regulations and the adopted code in respect of the work site.

## 17.1. The Prime Contractor Responsibilities

### Introduction

These guidelines have been developed by taking the following criteria into consideration:

1. The Occupational Health and Safety Act and Regulations
2. Canadian Road Builder Inc. Superintendents/Foremen may not be present on the work site at all times
3. Canadian Road Builder Inc. site representatives are primarily responsible for management of the contract and will not necessarily be (nor are they expected to be) familiar with all aspects of health and safety of the subcontractor's project

### Guidelines

The following guidelines are to assist the Canadian Road Builder Inc. In meeting their responsibilities as a prime contractor.

1. Contracts will be written to require the subcontractor to be knowledgeable of and to comply with Occupational Health and Safety Act and Regulations.
2. The contract will include a provision that will recognize Canadian Road Builder Inc. right to designate a sub-contractor's representative to ensure on behalf of the Canadian Road Builder Inc., that the Occupational Health and Safety Act and Regulations are complied with. This provision will be invoked when there are two or more sub-contractors present on a work site and Canadian Road Builder Inc. Does not have a representative present.
3. When practical, pre-commencement meetings and follow-up meetings are to be held with the sub-contractor to review the contract requirements, particularly those on worker and public safety.
4. Superintendents/Foremen, or designates, will report health and safety violations they become aware of, that are the responsibility of the sub-contractor, to the sub-contractor's representative for corrective action.
5. Where there are known violations of health and safety regulations by the sub-contractor (no imminent danger) and no corrective action is taken by the sub-contractor, the Superintendent/Foreman may in conjunction with the Safety Manager, request assistance from an Occupational Health and Safety Enforcement Officer from Work Site Services to obtain compliance.
6. In cases of recognized "imminent danger", the Superintendent/Foreman, the Safety Officer or any other knowledgeable company representative will order the cessation of the work until it is safe for the work to resume. If the sub-contractor does not comply, the Canadian Road Builder Inc. Manager will be advised immediately.
7. Canadian Road Builder Inc. Safety Officer will conduct periodic inspections and report any health and safety violations identified to the Company Superintendent/Foreman for corrective action.

8. Canadian Road Builder Inc. anticipates that Occupational Health and Safety Enforcement Officers will normally issue any necessary “orders” respecting health and safety violations by our sub-contractors, directly to the sub-contractor involved and will provide a copy of the order to the company’s Superintendent/Foreman. When this occurs, the Superintendent/Foreman will monitor for compliance during his regular contact with the sub-contractor’s site representative. In the event the sub-contractor fails to comply with the “order” or fails to resolve the matter with the Occupational Health and Safety Enforcement Officers, the Superintendent/Foreman shall take the following action:
  - a. Advise the Canadian Road Builder Inc. Manager of existing condition.
  - b. Contact the Canadian Road Builder Inc. Safety Manager.
  - c. Contact the Work Site Services of Occupational Health and Safety Division to advise the Enforcement Officer of the non-compliance.
  - d. If the situation involves “imminent danger”, suspend the construction operation in question immediately.
9. Situations that arise that are not covered by these guidelines will be resolved on an individual basis through consultation by the Manager, Safety Manager, Superintendent/Foreman and the sub-contractor.

## 17.2. Qualification Program

### Introduction

Canadian Road Builder Inc. is committed to providing a safe environment for all persons working in, or moving through, roadway construction and maintenance work areas.

### General

1. Sub-contractors must be a participating member of the Alberta Construction Safety Association’s safety program, COR.
2. The Company is required to demonstrate their WCB is in Good Standings.
3. Must be able submit a copy of their Safety Program for review, upon request.
4. Sub-contractors shall ensure that their forces use due care to ensure that no person is injured, or no person’s property is damaged in the process of the work. Although the Prime contractor is responsible overall, the sub-contractor must, at his own expense, make such provisions as may be necessary to avoid any such injury or damage are in place.
5. The Sub-contractor shall familiarize themselves and their staff with the terms of the Alberta Occupational Health and Safety Act and Regulations, to ensure complete understanding of their responsibilities under the act.
6. The Sub-contractor has the responsibility to identify worksite hazards and shall develop operational occupational safety policies, procedure, plans including Emergency Response which are specific to the work to ensure the safety of every person at the worksite and the public traveling through the site. When requested by the Superintendent, the Sub-contractor shall provide copies of these safety policies, procedure and plan prior to the commencement of the work and during the process.

7. If Alberta Occupational Health and Safety conducts a worksite inspection which results in “orders” being issued to the Sub-contractor, the Sub-contractor shall immediately supply copies of these orders to the Company rep that will forward to the safety department.
8. The Foreman may suspend work where there is a recognized imminent danger or when the Sub-contractor fails to comply with safety orders issued or fails to rectify previously identified worksite hazards. The Foreman’s interpretation of a worksite hazard will be considered as final in all cases.
9. At commencement of the project all; safety meeting, hazard assessments, incident reports, quality control reports and any other paperwork pertaining to the project will be turned into the Prime Contractor for Review of performance and compliance with Alberta Regulations upon request.

## **Safety Meetings**

Prior to commencement of the work, a pre-commencement meeting will be conducted by Canadian Road Builder Inc. and the Contractor shall ensure that the project supervisor, the designated safety representative and a foreman are in attendance.

While the Work is in progress, the Sub-contractor’s supervisor shall conduct safety meetings prior to the commencement of work on each major work phase or monthly, whichever occurs first. Canadian Road Builder Inc. or their designate shall be invited to attend.

## **Safety Representative**

Where Canadian Road Builder Inc. has Sub-contractors with other Contractors for work at the same site as the work included in this Contract and where Canadian Road Builder Inc. has no representative on site, the Sub-contractor, at his expense if directed by the Manager, provides a responsible employee who will be designated by the Manager as the on-site Safety Representative. It shall be the responsibility of the designated Safety Representative to ensure on behalf of Canadian Road Builder Inc. that Section 1 of the Occupational Health and Safety Act and pursuant Regulations are complied with, both in regard to the forces engaged upon the Work on this Sub-contract and also in regard to the forces of other contractors working on the same site.

## **Orientation and Training**

The Subcontractor, its lower tier subcontractors, suppliers, and any person directly or indirectly employed by them shall strictly comply with all rules, regulations, procedures and practices of the occupational health and safety legislation, building codes, by-laws and environmental legislation applicable for the jurisdiction in which the Project is located.

Subcontractor personnel receive a Site Specific Safety Orientation and a record must be kept/available upon request. If the company doesn’t have an orientation process that meets or

exceed Canadian Road Builder Initial Employee orientation they will be required to complete our company’s orientation.

The Subcontractor shall assign a person with knowledge and experience in safety issues who is capable of contributing to the program, and such person shall be made available by the Subcontractor to serve on the Contractor's safety committee, if required.

### 17.3. Sub-Contractor Checklist

Project: Date:

Sub-contractor: Type of Work:

Site Supervisor: COR #:

Emergency Contact: Safety Rep:

This checklist is a general, pre-construction review of the sub-contractor’s safety program as well as an information session to identify what Canadian Road Builder Inc. requires of its sub-contractors.

The following pages have been reviewed and understood:

Print: \_\_\_\_\_ Print:

Signature:

Signature:

Canadian Road Builder Inc.

Representative Sub- Contractor Representative

Comments:

1. **Certificate of Recognition:** Have subcontractor give proof of Certificate of Recognition.
2. **Safety Policy:** Each employer is to have a safety policy and program and is to implement that policy. Canadian Road Builder Inc. will ask for and receive a copy of the program.
3. **Safety Representative:** Each sub-contractor is required to inform Canadian Road Builder Inc. who their safety representative is. That representative has duties as described in the Occupational Health & Safety Act. Subcontractor is to supply emergency contact numbers.
4. **Emergency Procedure:** Advise the sub-contractor that Canadian Road Builder Inc. has an emergency procedure with emergency phone numbers.
5. **Employee Orientation:** The subcontractor shall have an effective system of orientation for new or transferred employees or visitors on site, with documentation available.

6. **Personal Protective Equipment Review:** Advise that all workers or visitors require a CSA Class B or ANSI-approved hard hat, full reflective safety vest (stripes are not allowed), Construction Grade 1 safety boots (6"-8" high), eye, ear and respiratory protection as required. Hard hats, vests and boots must be worn at all times.
7. **Fall Protection:** Fall restraints or fall assist protection is required where a fall of 3m. or more is possible. NO EXCEPTIONS.
8. **Housekeeping:** Advise of daily or as-needed clean up requirements
9. **Hazard Assessments:** All subcontractors are to perform hazard assessments as per the WHS Code. Copies are to be forwarded to the Canadian Road Builder Inc. site supervisor.
10. **Fatigue Management:** Sub-contractor employees must receive legislated days off and time between shifts, with documentation available upon requested.
11. **Tool Box Talks:** Each sub-contractor is required to conduct safety meetings with their employees at least twice a month, and a copy of the meeting report must be available to Canadian Road Builder Inc. site supervisor upon request.
12. **WHMIS Training:** Receive verification that all sub-contractors' workers are trained and that the sub-contractor submits their SDS as required.
13. **Accident Investigation:** Any injury, accident/ incident, or near miss must be reported to Canadian Road Builder Inc. immediately. An investigation must follow and a copy forwarded to Canadian Road Builder Inc. within 72 hours.
14. **Verbal, Written, Gone:** Zero tolerance for non-compliance warning system.
15. **Fire Protection:** All sub-contractors are required to provide fire protection at the work site. All offices, lunch rooms, tool and storage enclosures will have ABC fire extinguishers.
16. **First Aider:** Each sub-contractor is required to have a first aid kit and a trained first aider for each 9 workers. The sub-contractor must submit a photocopy of the first aid certificate to Canadian Road Builder Inc. upon request.
17. **Drug and Alcohol Policy:** Advise subcontractor that Canadian Road Builder Inc. has a drug and alcohol policy that includes site specific and post incident testing. All subcontractor personnel or visitors on site will be bound by that policy.
18. **WCB Account Clearance:** Advise all sub-contractors that Canadian Road Builder Inc. will not release any funds for payment until a Workers' Compensation Board clearance has been received by Canadian Road Builder Inc.
19. **Utility Locations:** Underground: All companies before commencing work which involves underground utilities must call Alberta First Call for locations of all utilities. When exposing underground utilities, it must be done by hand digging as per OH&S General Safety Regulations. Overhead: Before commencing work in the area of overhead lines, sub-contractor must have the voltage checked to know the required clearance needed for safe work as per OH&S General Safety Regulations.
20. **Excavations:** Check Occupational Health & Safety General safety regulations.
21. **OH&S Regulations:** Each sub-contractor is required to have on site a copy of the Occupational Health and Safety Regulations and any other regulations which pertain to their work environment and condition.