



Horizon Utilities Corporation – Policies & Procedures

Subject: Managing Contractor Health and Safety Policy	
Section: Health and Safety	Number: 3.09
Issued: July 14, 2008	Revised: May 21, 2009

Application:

This program applies to Horizon Utilities Corporation (“Horizon”) and all of its employees.

Purpose:

To ensure that Contractors and constructors doing work for Horizon are in compliance with applicable legislation regarding the health and safety of the Contractor’s employees (including any employees of sub-Contractors).

To ensure the effective management of Contractors by Horizon staff.

This program applies to all Contractors doing work for Horizon, including maintenance, construction, service Contractors and sub-Contractors

Definitions:

Contract Administrator

A Contract Administrator is any Horizon employee who hires a contractor. This includes small Contractors, service Contractors, and construction contractors.

Some functions (such as work observation for safety and quality of work) of the Contract Administrator may be undertaken by other departments if there is director-level approval of both departments

However, the responsibility to manage the Contractor remains with the Contract Administrator.

Management of Outside Contractors

The Supervisor of Outside Contractors manages contractor fieldwork regarding safety and quality and acts as the field representative for Contract Administrators with director approval.

Constructor

A constructor is company hired by Horizon to take on the full responsibility of managing a construction project, including health and safety.

A constructor can be hired only when Horizon is clearly determined to be the Owner of the plant or building. Constructor shall be hired through the use of a written contract that clearly specifies that the company hired take on the responsibility of the Constructor.

Contractor

An independent company directly hired to do work for Horizon by Horizon.

Responsibilities:

Executive Management

- Executive Management determines who has authority to act as Contract Administrator for Horizon and clarifying this role with employees.
- To form a Horizon contract administration committee to review and update the Managing Contractor Handbook on an annual basis.
- Providing the support and training to enable Contract Administrators to perform their function adequately.
- Using the performance evaluation process to evaluate the performance of Contract Administrators to ensure this aspect of their job is preformed adequately.

Contract Administrator is responsible for:

- Ensuring that Request for Quotations/Tenders and Contractor selection, management and evaluation meet the requirements of this program.
- Managing the contract through regular two-way communications with the Contractor, including informing the Contractor of changes in plans, equipment, schedules or methods of work that the Contractor is involved with, prior to the changes taking place.
- Receiving reports from the Contractor regarding accidents/incidents involving property, equipment and material damage or personal injuries. Investigating all incidents involving Horizon's property, equipment, material or personnel.
- Reviewing corrective measures made by the Contractor in response to Ministry of Labour orders, incident investigations and inspections.

- Collecting of documentation verifying that the Contractor, employees of the Contractor (including sub-Contractor and sub-Contractor employees) are competent to carry out work in a safe and healthy manner. This may include documentation of training or trade certificates.
- Ensuring the Contractor responsibilities are being fulfilled by regular site visits and the reviewing of documentation.

Request for Quotation/Tender:

- All requests should indicate that Horizon requires a strict adherence to safety and health standards from all organizations or individuals in a contractual arrangement with Horizon.
- Request for proposals shall indicate the scope of the work to be done and the need for documentation as described in purchasing specifications. The extent to which information is required will depend on the extent of the contract and the hazards associated with the contract.

Contractor Selection:

- In order for Horizon to demonstrate “due diligence” in addressing safety issues with Contractors, it is important that Horizon specify, document, and check a Contractor’s compliance with Health and Safety Legislation and standards of practice (i.e.: CSA/CCOHS standards and guides).
- The Contract Administrator is responsible for pre-approving and qualifying Contractors that have met the criteria set by Horizon and found in the Managing Contractor Handbook.

Contractor Safety Meetings:

All Contractors performing work for Horizon are required to attend a safety meeting conducted by our staff prior to commencing work. During the safety meeting, it is necessary to review the scope of the work, identify possible hazards involved with the work and the method of dealing with these hazards.

1. Meetings are to be conducted by Horizon supervisory staff involved in arranging the work.
2. The meetings shall be attended by the Contractor supervisor and, if possible, the staff who will be on the site completing the work.
3. The Contractor will be informed that an evaluation will be completed at the end of the contract and used as a basis in determining if the Contractor is suitable for future contracts with Horizon.. The evaluation is to include safety, job planning, and quality of work and completion of the work on schedule.

4. Meetings are to be documented and copies of the meeting kept by the Contract Administrator for filing.
5. A Contractor shall submit a job plan to identify the job hazards and what safety measures will be put in place to eliminate the hazards and make the work safe.

Contractor Responsibilities:

- Regular site visits and written on site evaluations of Contractor work and compliance to legal and health and safety standards must take place by the Contractor project manager or representative. A copy of the written record of the evaluation will be forwarded to the Horizon' Contract Administrator.
- The department director will be responsible for reviewing the inspection results.
- When the work or activity of a contractor poses a risk of injury to other contractors or Horizon staff, the contractor must erect a safety barrier. The safety barrier will be erected so that the work of the contractor is kept separate from work being done by other contractors or Horizon staff.
- Unforeseen health and safety issues that develop over the course of the work will be reported to the Contract Administrator by the Contractor.
- Accidents and near miss incidents must be reported by the Contractor to the Contract Administrator and to all other parties as noted in the Occupational Health and Safety Act and Workers' Compensation Act and a copy of all documents forwarded to Horizon's Manager of Healthy Workplace and Safety within 48 hours.
- Damage to Horizon or public property, equipment, or material will be reported to the Contract Administrator
- Ministry of Labour orders written to the Contractor performing work for Horizon will be forwarded immediately to the Contract Administrator and a copy sent to Horizon's Manager of Healthy Workplace and Safety by the Contractor within 48 hours.
- All corrective actions taken by the Contractor with regard to Ministry of Labour orders, workplace inspections and incident reports will be forwarded to the Contract Administrator and a copy sent to Horizon's Manager of Healthy Workplace and Safety by the Contractor within 48 hours.
- Critical injury or death incidents must be reported to the contract administrator, Horizon Utilities Corporation's Manager of Healthy Workplace and Safety and the Ministry of Labour immediately.



Contractor Evaluations:

At the end of all contracts, the Contract Administrator will provide the Contractor with a written evaluation regarding safety, health and quality of work. If the performance is not satisfactory with regard to any of these items, the Contractor will need to demonstrate how practices have changed prior to any future bids being accepted.

Support Mechanisms for This Program:

Contract Administrators should have training on the “Managing Contractor Health and Safety Policy”, Horizon’s Managing Contractor Handbook, and Conducting Workplace Inspections.

References:

Occupational Health and Safety Act and Regulations for Construction and Industrial Establishments.

E.U.S.A. –Tendering Guide

Horizon Utilities Corporation- Managing Contractor Handbook.