



The Corporation of the District Of Saanich

Contract description: _____

Prime contractor designation for occupational health and safety

Definitions:

- 1. Owner (The Corporation of the District of Saanich):** According to the Workers Compensation Act (Part 3 Section 106)
- 2. Prime Contractor:** A person or firm that enters into a written agreement with the District of Saanich to coordinate the occupational health and safety activities of the Prime Contractor's employees and other employers, workers and persons on a multiple-employer Saanich worksite. (Refer to the Workers Compensation Act Part 3 Section 118)

Designation:

By signing this agreement, _____ agrees to assume the responsibilities of a Prime Contractor as outlined in the Workers Compensation Act Section 118 and Occupational Health and Safety Regulation 20.3. In general, the Prime Contractor coordinates the occupational health and safety activities of all employers, workers and other persons at the workplace.

By signing this agreement you are agreeing that your personnel will comply with the Workers Compensation Act and the Occupational Health and Safety Regulation.

If the Prime Contractor wishes to designate another firm as the Prime Contractor, they shall advise Saanich of their intentions in writing and obtain approval from Saanich prior to the commencement of the new Prime Contractor designation. The new Prime Contractor must agree through signature to all the terms of this agreement.



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Prime Contractor Responsibilities:

The Prime Contractor will provide the following information:

- Proof that they are registered with WorkSafeBC and a commitment to notify Saanich of any change of status during the course of the project.
- Proof that they are up-to-date on WorkSafeBC assessment payments
- If applicable, proof that they have taken optional coverage for self and family members working on the contract,
- Proof that they have taken appropriate coverage for the work being done (i.e. ensure they are in the correct assessment classification).

Prior to commencement of work the Prime Contractor shall:

- Review, complete and sign the “Prime Contractor Designation”
- Review Appendix “A” – Pre-Existing Hazard Assessment and plan the work accordingly
- Review, complete and sign Appendix “B” - Confirmation of Responsibilities
- Review, complete and sign Appendix “C” – Records to be Maintained and Available
- Submit the Notice of Project to WorkSafeBC, where required on a construction workplace. See OH&S Regulation 20.2 for the general requirements of a Notice of Project.

During work the Prime Contractor shall:

- Inform all other employers for the project of the designation of Prime Contractor
- Be directly responsible for the health and safety of the Prime Contractor’s workers
- Coordinate the activities of other employers, workers and persons at the workplace relating to occupational health and safety
- Identify and designate a person to be the qualified coordinator, who must co-ordinate health and safety activities in the workplace, if the workplace is a construction workplace of more than one employer with a combined workforce of more than five (5) workers
- Establish and maintain a system or process that will ensure all employers, workers and other persons at the workplace comply with the Workers Compensation Act and the OH&S Regulation
- Immediately report to Saanich any critical health or safety hazard that is identified during work. Together with Saanich determine and implement an effective control. Work will be allowed to continue only when the situation has been made safe.



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Prime Contractor Qualified Coordinator:

The responsibilities of the qualified coordinator are listed in OH&S Regulation 20.3. The Prime Contractor's Qualified Coordinator must:

- Coordinate all health and safety activities for the project
- Know who all other contractor's qualified persons are, if it is a construction workplace
- Ensure that all workers at the workplace are informed of pre-existing workplace hazards, and of any hazards on the workplace that will be created by the work
- Ensure that all workers are adequately trained in the performance of their job tasks with particular reference to any job or task which may cause a risk to themselves, their co-workers or to any third party
- Ensure that hazards are addressed throughout the duration of the work activity
- Ensure there are written procedures for safe work practices to be followed at the workplace
- Have a workplace drawing showing where all employers at the workplace are working, where first aid is located, emergency transportation system for injured workers, and evacuation marshalling points. This document must be provided to Saanich prior to the commencement of work activity
- Ensure that if there is an accident, where there is loss of life or where there was potential for an accident leading to loss of life, the District of Saanich is advised forthwith of the details and any other information. This will be provided to Saanich for information purposes only
- Ensure that workplace safety meetings are held and documented
- Ensure that there is compliance with any other statute, regulation or by-law which is in place to provide worker safety.

Conclusion:

Any occupational health and safety violation by the Prime Contractor or any other employer, worker or other person on the workplace shall be considered a breach of contract which may result in termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the District of Saanich.

Any penalties, sanctions or additional costs levied against the Prime Contractor or sub-contractors will be the sole responsibility of the Prime Contractor or the sub-contractors.

I, the undersigned, acknowledge having read and understand the information above.

By signing this agreement, I agree as a representative of the firm noted below, to assume the responsibilities of the Prime Contractor for this work.

Prime Contractor Firm Name (print)

Prime Contractor (signature)

Date



The Corporation of the District Of Saanich

Contractor Name: _____

Contract Description: _____

Appendix “A” – Extraordinary Pre-Existing Hazard Assessment

NOTE: To be completed by the Saanich representative to make the Contractor aware of any extraordinary pre-existing hazards peculiar to the contract. This list does not include the routine hazards of the job or hazards not known to Saanich. Due caution is always required by the contractor. Check one of the following:

- No extraordinary pre-existing hazards identified at this time. If extraordinary pre-existing hazards are known at a future date they will be discussed with the contractor prior to commencement of work.
- The following extraordinary pre-existing hazards are known to exist.

Extraordinary Pre-Existing Hazards
<input type="checkbox"/> Working in an excavation <input type="checkbox"/> Underground utilities (e.g. gas, electricity, telecommunications, sewer, water) <input type="checkbox"/> Electric power lines – above ground/overhead <input type="checkbox"/> Asbestos or other toxic materials <input type="checkbox"/> Contaminated atmosphere <input type="checkbox"/> Danger trees <input type="checkbox"/> Sloping or uneven ground <input type="checkbox"/> Confined spaces <input type="checkbox"/> Working at elevation <input type="checkbox"/> Working on or above water <input type="checkbox"/> Energized or pressurized systems requiring lock-out <input type="checkbox"/> Dangerous vehicular traffic <input type="checkbox"/> Potentially dangerous persons or animals
Other – not specified above:

Saanich Representative Signature: _____

Saanich Representative Name(Print) _____

Department / Section _____

Date: _____



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Appendix “B” – Confirmation of Occupational Health & Safety Responsibilities

<ul style="list-style-type: none"> Contractor understands that in any conflict of directions, the WC Act and/or the OH&S Regulation shall prevail 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Appendix “A” Pre-Existing Hazard Assessment form received and reviewed 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor will communicate hazards to its workers and ensure that appropriate measures are taken for worker protection 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor will immediately report to Saanich any critical health or safety hazard that is identified during work and will not undertake further work until it is safe to do so 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor accepts that written documentation (e.g. safety program, safe work practices, notes, records, inspections, meetings etc.) on health and safety issues relating to the contract must be available upon request to Saanich and/or to a WorkSafeBC officer 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor confirms that the contractor and its workers will be suitably trained and competent to perform the duties for which they are assigned 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor conducts safety orientation of all their new and young workers 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor will assess and comply with the first aid requirements and ensure first aid support is in place for its workers 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor assumes responsibility for the health and safety of its workers and for ensuring compliance by its workers with the WC Act and the WorkSafeBC OH&S Regulation 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor understands any OH&S violation by the Contractor may be considered a breach of contract resulting in possible termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of Saanich 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Contractor understands any penalties, sanctions or additional costs levied against the Contractor will be the sole responsibility of the Contractor 	<input type="checkbox"/> yes <input type="checkbox"/> no

Firm Name (Contractor) _____

Contractor Rep (Signature and Date) _____



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Appendix "C" – Records to be Maintained and Available

The documents required to be maintained and available by the Prime Contractor will include, but will not be limited to:

- Any written agreements between the prime contractor and sub-contractors regarding OH&S responsibilities
- All notices which the Prime Contractor is required to provide to WorkSafeBC by the OH&S Regulation (for example, a Notice of Project)
- Engineering certifications or plans required to be available at the worksite
- Any documentation of remedial actions taken to reduce occupational health and safety risk within the area of responsibility
- All directives and inspection reports issued by WorkSafeBC relating to work undertaken as a result of this project
- Reports on incidents and accidents occurring within the Prime Contractor's area of responsibility for which notification to the WorkSafeBC is required
- Records of all safety meetings held between contractors and their workers
- Records of workplace health and safety orientation
- Worker training records
- Written evidence of inspections within the workplace
- Occupational first aid assessment and records
- Traffic control plans

I agree to maintain and have available the records as listed

Firm Name (Contractor) _____

Contractor Rep (Signature and Date) _____