

Single Contractor Agreement for Occupational Health & Safety *Workers Compensation Act*



Instructions

- This is a fillable form. However, you must first save the form before entering information or the data will be lost.
- The Saanich Project Manager pre-fills fields marked “PM1 to PM5”
- Purchasing pre-fills the Project Number
- The Contractor reviews the agreement and completes the fields marked “C1 to C5” and the signature section at the end of the agreement

Contract description: _____ (PM1) Competition #: _____ (Purchasing)

Between: The Corporation of the District of Saanich (the District), and _____ (C1) (the Contractor)

Definitions

- 1. Owner (The District):** According to Part 3 Section 106 of the *Workers Compensation Act* (Act)
- 2. Contractor:** "Contractor" means a contractor, employer or person who enters into this written agreement with the District to abide by the *Workers Compensation Act* and the *Occupational Health and Safety Regulations* (Regulations).
- 3. Pre-Existing Hazards:** "Pre-Existing Hazards" are hazards related to District facilities or premises that are peculiar to this contracted work and are hazards that the Contractor would not otherwise be able to anticipate or be aware of. This does not include the hazards that are typically associated with, and anticipated for the contracted work.

Designation:

By signing this agreement, the Contractor agrees:

- To assume the responsibilities of a contractor for the purpose of compliance with the *Act* and the *Regulations*
- To ensure that your personnel will comply with the *Act* and the *Regulations*

Contractor Responsibilities

The Contractor will provide the following information to District:

- Proof that they are registered with WorkSafeBC and a commitment to notify the District of any change of status during the course of the project or the term of the contract
- 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

- Single Contractor Agreement for Occupational Health & Safety *Workers Compensation Act*

Contractor Responsibilities Continued

Prior to commencement of work the Contractor shall do the following (PM2)

- Review, complete and sign the “Single Contractor Agreement”
- Review “Pre-Existing Hazard Assessment” and plan the work accordingly
- Where indicated (PM2) the Contractor will participate in a Pre-Project meeting chaired by the District or other Prime Contractor (if it will be a multiple-employer workplace) to identify individuals or positions who will act as the Prime Contractor’s qualified coordinator, and the employer’s designated qualified persons; to identify pre-existing and work-related hazards, site orientation(s), first aid resources, access/egress, inspections, investigations, emergency and other procedures requiring coordination
- For PW Construction Sites (PM2) the Contractor will ensure its workers participate in daily site tailgate meetings held by District supervisors or review tailgate discussions where District workers are present. If the contractor’s workers arrive after the site tailgate meeting, they will review the tailgate discussion and sign off
- For Facility Construction Sites (PM2) the Contractor will ensure its workers participate in a facility orientation sign-in, and notify a District facility representative prior to commencing work

During work the Contractor shall:

- Consult and clarify who the Prime Contractor is at any site where employees of the District or another employer are present
- Identify its supervisor(s) who will act as the qualified person(s) to the District or other Prime Contractor
- Assume responsibility for the health and safety of its workers on the site
- Establish and maintain a system or process that will ensure its workers comply with the *Act* and the *Regulations*
- Ensure that its workers at the workplace are informed of pre-existing workplace hazards, and of any hazards on the worksite that will be created by the work
- Ensure that its 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 its workers are adequately protected from the hazards throughout the duration of the work activity
- Ensure that if there is an incident, where there is an injury requiring medical attention or loss of life or where there was potential for an injury leading to loss of life, the District is advised forthwith of the details and any other information. This will be provided to the District for information purposes only
- Ensure that its workers comply with any other statute, regulation or by-law which is in place to provide worker safety
- Ensure to notify the District prior to sub-contracting any work, so that the District can determine who will act as the Prime Contractor
- Immediately report to the District any unforeseen critical health or safety hazard that is identified during work. Together with the District, determine and implement an effective control. Work will be allowed to continue only when the situation has been made safe

Pre Existing Hazard Assessment

Note: To be completed by a District representative, to make the Contractor aware of any pre-existing hazards. Due caution is always required by the contractor. If Additional pre-existing hazards are known at a future date they will be identified in writing to the contractor prior to commencement of work, at a pre-project meeting and/or at site meeting(s) or facility orientations.

Department/Section: _____ (PM3) Date: _____ (PM4)

Examples of Pre-existing Hazards:
(see the definition of pre-existing hazards on page 1)

- Working in an excavation
- Underground utilities
(e.g. gas, electricity, telecommunications, sewer, water)
- Electric power lines – above ground/overhead
- Asbestos or other toxic materials
- Contaminated atmosphere
- Danger trees
- Sloping or uneven ground
- Confined spaces
- Working at elevation
- Working on or above water
- Energized or pressurized systems requiring lock-out
- Vehicular traffic
- Potentially dangerous persons or animals

Complete Option A or B, As appropriate (PM5)

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

Option B: List and describe any pre-existing hazards, known at this time:

Confirmation of Occupational Health & Safety Responsibilities (C2)

- Contractor understands that in any conflict of directions, the *Act* and/or the *Regulations* shall prevail YES NO
- Contractor will ensure its workers participate in orientation and coordination activities provided by the District. YES NO
- Contractor will communicate hazards to its workers and ensure that appropriate measures are taken for worker protection YES NO
- Contractor will immediately report to the District any critical health or safety hazard that is identified during work and will not undertake further work until it is safe to do so YES NO
- 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 the District and/or to a WorkSafeBC officer YES NO
- Contractor confirms that the contractor and its workers will be suitably trained and competent to perform the duties for which they are assigned YES NO
- Contractor conducts safety orientation of all their new and young workers YES NO
- Contractor will assess and comply with the first aid requirements and ensure first aid support is in place for its workers YES NO
- Contractor assumes responsibility for the health and safety of its workers and for ensuring compliance by its workers with the *Act* and the *Regulations* YES NO
- 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 the District YES NO
- Contractor understands any penalties, sanctions or additional costs levied against the Contractor will be the sole responsibility of the Contractor YES NO

Signature

Any occupational health and safety violation by the Contractor 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.

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

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 Contractor.

Contractor Firm Name _____ (C3)

Contractor Printed Name and Signature _____ (C4)

Date _____ (C5)