



## The Corporation of the District Of Saanich

Contract description: \_\_\_\_\_

### Single contractor agreement for occupational health & safety

#### Definitions

- 1. Owner (The Corporation of the District of Saanich):** According to the Workers Compensation Act (Part 3 Section 106)
- 2. Contractor:** "Contractor" means a contractor, employer or person who enters into this written agreement with Saanich to abide by the Workers Compensation Act and the Occupational Health and Safety Regulation.

#### Designation:

By signing this agreement, \_\_\_\_\_ agrees to assume the responsibilities of a contractor for the purpose of compliance with the Workers Compensation Act and the Occupational Health and Safety Regulation.

As a Contractor signing this agreement with Saanich, you are agreeing that your personnel will comply with the Workers Compensation Act and the Occupational Health and Safety Regulation.

#### Contractor Responsibilities:

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The Contractor will provide the following information to Saanich:

- Proof that they are registered with WorkSafeBC and a commitment to notify Saanich 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,
- 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 Contractor shall:

1. Review, complete and sign the "Single Contractor Agreement"
2. Review Appendix "A" – Pre-Existing Hazard Assessment and plan the work accordingly
3. Review, complete and sign Appendix "B" - Confirmation of Responsibilities



## The Corporation of the District Of Saanich

### During work the Contractor shall:

- 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 Workers Compensation Act and the WorkSafeBC OH&S Regulation,
- Ensure that its 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 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 coworkers 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 accident, where there is an injury requiring medical attention or 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 its workers comply with any other statute, regulation or by-law which is in place to provide worker safety,
- Immediately report to the District of Saanich any unforeseen critical health or safety hazard that is identified during work. Together with the District of Saanich determine and implement an effective control. Work will be allowed to continue only when the situation has been made safe.

### Conclusion:

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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 of Saanich.

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.

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Single Contractor Firm Name (print)

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Single Contractor (signature)

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Date



# The Corporation of the District Of Saanich

Contractor Name:

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Contract Description:

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## 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 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
<b>Other – not specified above:</b>

- 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.

**Saanich Representative Signature:**

**Saanich Representative Name(Print)**

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**Department / Section**

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**Date:**

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# The Corporation of the District Of Saanich

**Contract Description:** \_\_\_\_\_

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

- Contractor understands that in any conflict of directions, the WC Act and/or the OH&S Regulation shall prevail ○  
yes ○  
no
- Appendix “A” Pre-Existing Hazard Assessment form received and reviewed ○  
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 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 ○  
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 Saanich 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 WC Act and the WorkSafeBC OH&S Regulation ○  
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 Saanich ○  
yes ○  
no
- Contractor understands any penalties, sanctions or additional costs levied against the Contractor will be the sole responsibility of the Contractor ○  
yes ○  
no

**Firm Name (Contractor)** \_\_\_\_\_

**Contractor Rep (Signature and Date)** \_\_\_\_\_