

Contracting Employers & Employers Handbook



TOWN OF CARDSTON

Municipal Safety Policy Statement

DEPARTMENT: Safety

POLICY NUMBER: SA-040

EFFECTIVE DATE: August 28, 2015

SUPERSEDES: Policy #S-10-1

UPDATED: April 27, 2023

UP FOR REVIEW: April 27, 2026

Policy Statement:

This municipality is committed to the protection from accidental loss of all its resources, including physical assets and all employee's physical, psychological & social well being.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All employees will be equally responsible for minimizing accidents within our facilities. Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors and employees.

All management functions will comply with municipal safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join me in a personal commitment to make safety a way of life. Our goal is zero accidents and injuries.

The safety information in this policy does not take precedence over O. H. & S. Regulations. All employees should be familiar with the O. H. & S. Act and Regulations.

All contractors hired by the Town shall abide by this policy. If a contractor has their own safety policy which is equal to or exceeds the Town of Cardston's standards, the Town may approve the contractor.

Signed: _____ Dated: _____



ADMINISTRATION POLICY:

Contractor's Safety Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-010

APPROVAL:



EFFECTIVE DATE: February 12, 2013

SUPERSEDES: New

UPDATED: April 26, 2023

UP FOR REVIEW: April 26, 2026

Policy Statement:

The Town of Cardston contracts other employers and other employees and wants to ensure that they follow or supersede the Town's safety program.

The purpose of this policy is to:

To ensure the safety of all employers, other employees, visitors and any other persons at a Town worksite

Any contractor to bid on or carry out work for the Town of Cardston will fall under the content of the Town's safety program and will be responsible to carry out this work with every measure taken to complete the work safely.

Contractors must follow the Occupational Health and Safety guidelines, as well as the guidelines the Town of Cardston has set in the Joint Health & Safety Program and must have a current Town of Cardston Business License.

The following are the areas of concern:

- 1) The Personal Protective Equipment Policy will be required to be followed when undertaking work for the Town.
- 2) Town Barricades are to be checked out through the Foreman at the shop and must be returned immediately after use. If they are damaged during use, the contractor will be responsible for repairs or replacement.
- 3) Contractors will be required to supply to the Town, a letter to confirm the Town is listed as an additional insured on the Contractors liability insurance policy and that they have a minimum of \$2,000,000.00 of liability insurance per incident.
- 4) Contractors must supply the Town with a clearance letter from Worker's Compensation Board.
- 5) The Town will cover those Contractors that can not get WCB coverage for themselves as long as they can get a Special Clearance Letter from WCB stating that they can not get coverage, the Town will only use those Contractor's for up to \$10,000.00 per year unless there are special circumstances that are reviewed by the Joint Health & Safety committee.
- 6) All incidents must be reported immediately to the Town of Cardston's Supervisor and Safety Officer.



CONTRACTING EMPLOYERS AND EMPLOYERS

POLICY

It is the policy (#SA-010) of the Town of Cardston that contractors must supply the Town with a clearance letter from the Workers Compensation Board and must include a letter to confirm that the Town is listed as an additional insured on the contractors liability insurance policy, and must have a current Town of Cardston business license.

All contracting employers and employers under the immediate direction or supervision of Town of Cardston personnel will be expected to comply with the Town of Cardston's Health and Safety Manual, and all applicable H&S legislation.

Independent contracting employers & employers will be expected to comply with all applicable Occupational Health and Safety legislation and meet or exceed safety standards of the Town of Cardston.

Contracting employers & employers working on the Town of Cardston premises must take all reasonable steps to protect their employees, Town of Cardston employees, visitors, the general public and the property of Town of Cardston from any harm during the contract.

In cases where a prime contractor is required, the owner (Town of Cardston) of the work is the prime contractor, unless other arrangements have been made in writing. In transferring the responsibility, the Town of Cardston will ensure that the other party is capable of and likely to, fulfill the prime contractor's responsibilities.

Contracting employers & employers are responsible for:

- ▶ developing and training their employees in safe work procedures and ensuring they are fully aware of the Town of Cardston's safe work procedures.
- ▶ providing their employees with all necessary protective and safety equipment. They also must ensure that their employees are familiar with the proper use of this equipment.

The Town of Cardston will be responsible for obtaining confirmation that a contracting employer & employers have adopted safety practices equivalent to those applicable to Town of Cardston.

1. HIRING CONTRACTORS OR OTHER WORKERS

When hiring Contracting employers or employers the Town's employees will review work references or former work experience prior to deciding which Contracting employer or employers to hire.

2. ASSIGNMENT OF RESPONSIBILITIES

Responsibility can be defined as an individual's obligation to carry out assigned duties. For our Health and Safety Program to achieve its desired results, everyone in the



organization should know their responsibilities. While the Health and Safety Policy contains a general reference to responsibilities, management has set out specific responsibilities for themselves and for everyone in the organization.

2. Contracting employers and employers Responsibilities

Contracting employers & employers are responsible for:

- ▶ ensuring that their employees are fully aware of the Town of Cardston's Safe Work Procedures.
- ▶ ensuring their employees and equipment comply with the requirements of the Occupational Health & Safety Act, Regulations, Code as well as industry standards.
- ▶ operating according to the requirements of the Town of Cardston's Health and Safety Manual at a minimum.
- ▶ maintaining a strong commitment towards health and safety in all of their work execution and operations.
- ▶ cooperating fully with the Town of Cardston's Health and Safety representative in respect to safety and reporting.

3. Work Refusals

As outlined in the OH & S legislation, a worker can refuse to work if they believe that their health and safety is in imminent danger due to an undue hazard. An undue hazard is a hazard that is not normal for the occupation or a hazard under which a person in the occupation would not normally carry out in their work. When a worker refuses to work they must notify the job supervisor & a member of the Health & Safety committee who will in turn investigate and undertake action to eliminate the danger to the worker if it is deemed an undue hazard.

When refusing work, a worker must ensure, as much as reasonable, that the refusal does not endanger the health and safety of others.

4. Environment

Good housekeeping practices in the work area will help ensure the environment is not contaminated. The Contracting employers & employers shall have the responsibility to protect the environment by performing the following:

- immediately report all spills/leaks or other such discharge of chemicals/fuels/oils to the site supervisor.
- dispose of all refuse/garbage from the job site in a proper receptacle for waste.



5. Training

Contracting employers and employees must be trained and competent, prior to attending Town work sites, in the work practices being performed. Depending on the type of work required training may include but is not limited to: First Aid w/CPR, WHMIS, TDG, Fire Extinguisher Training, Confined Space Entry, etc.

6. Safety Meetings

Prior to commencing work the Town of Cardston representatives (assigned Safety inspector) will review the site safety rules, hazards of the job being performed, the Personal Protective Equipment required and the emergency response plan for the worksite. The Contracting employers or employers involved shall attend and participate in the toolbox meetings for the job as well as review any documentation provided by the Town of Cardston's representative.

7. Incident Reporting

Immediately after an incident or near miss occurs, no matter how trivial in nature, it shall be reported to the site supervisor who will then contact the safety officer. The Town of Cardston will investigate all incidents and near misses that occur on any Town worksites. Recommendations made as a result of the investigation will be shared with workers at the safety or toolbox meeting.

8. Personal Protective Equipment

The Contracting employers & employers shall be responsible to supply and maintain any and all PPE to its' own employees. All PPE used and worn on Town of Cardston worksites shall meet the CSA standards as outlined in the O H & S legislation. All work performed on Town worksites shall follow the O H & S requirements for the use of Personal Protective Equipment.

The following PPE may be included at Town of Cardston worksites but is not limited to: Hard hat, eye/face protection, safety footwear, hearing protection, hand protection, safety harness/lanyards and lifelines.

All Contracting employers & employers employees shall bring the required PPE to the Town of Cardston worksite prior to beginning work.

The Contracting employers & employers shall be required to have adequate First Aid supplies (that meet O H & S Code) and Fire Extinguishers on site for their own employees and equipment.

9. Personal Conduct

Intoxicating Beverages and Drugs:



The possession of or being under the influence of alcoholic beverages and / or non-prescription drugs is strictly prohibited on any Town of Cardston worksite. It is the responsibility of the Contracting employers & employers to ensure their employees do not report for work on Town worksites while under the influence of any substance, whether prescription or not, that may hinder the employee's ability to perform their job in a safe manner.

Smoking:

Smoking is only allowed in areas designated for such. Proper extinguishment of lit cigarettes/cigars is required before disposal in a proper manner.

10. Tools & Equipment

The Contracting employers & employers shall be responsible to provide and maintain tools and equipment in accordance with O H & S and manufactures requirements. All tools and equipment must be in good working condition and safety equipment properly functioning.

11. General Safety Rules

Mandatory Requirements

- ▶ Supervisors shall ensure that work is performed only by employees deemed to be qualified to do such work or by employees under the direction of a qualified employee. Employees, who are not qualified, other than those working under the direct supervision of a qualified employee, shall not do the work.
- ▶ Appropriate personal protective equipment shall be worn at all times when such equipment is required on a worksite in accordance with the Town of Cardston's Safe Work Practices and Task Procedures.
- ▶ All unsafe acts, unsafe conditions, near miss incidents, and incidents shall be reported to your supervisor who will then contact the Safety Coordinator. For all near misses and incidents the incident reports and investigations must be filled out in the proper time frame. (Near miss and incidents - Same day) (Investigations – within 24 hours) but preferred the same day by a qualified Investigator.)
- ▶ All related work shall cease until such unsafe conditions or practices are remedied or controlled.
- ▶ All work shall be performed using Safe Work Practices and Task Procedures in accordance with your supervisor's direction.
- ▶ Good housekeeping is to be maintained in your work area.
- ▶ Only those tools that are in good repair, with all guards and safety devices in place, shall be used.



- ▶ Hand tools shall not be used for any purpose other than that intended.
- ▶ All electrical tools shall be grounded and double-insulated.
- ▶ Compressed gas cylinders are to be secured in an upright position, with valves closed when not in use.
- ▶ Riding on any hook, hoist or other material handling equipment which is used strictly for handling material and not specifically designed to carry riders is prohibited.
- ▶ Welding and burning operations shall be carried out only by authorized personnel with appropriate individual protective equipment.
- ▶ The Town of Cardston will adhere to the Provincial smoking legislation and therefore smoking is only permitted in designated areas.
- ▶ Clothing should be appropriate to duties being performed.
- ▶ Unsafe lifting positions, such as lifting from an uncomfortable position, lifting with back instead of legs and thigh muscles, and over-lifting are not acceptable. If the object is too heavy or awkward to handle, get help or use a mechanical device.
- ▶ Compressed air shall not be used for blowing dust or other substances from clothing being worn by employees.
- ▶ Gas, solvent or varsol shall not be used as a body cleanser.
- ▶ Rifles, ammunition, and explosives are not permitted in any vehicle, unless it is designated to carry such equipment
- ▶ Entry into an excavation greater than 1.5 meters in depth is not permitted unless it has been properly shored or sloped and has access ladders.

Pre-construction Meeting

Representatives of the contracting employers & employers shall meet with the Town assigned Safety Inspector prior to the start of construction for the purpose of reviewing safety requirements and discussing implementation of all health and safety provisions pertinent to the work under contract.

The Project Officer will review the contracting employers & employers site-specific health and safety plan with the contracting employers & employers as well as the evaluation of hazards and the steps required to minimize those hazards.

Construction Site Inspections

Construction site inspections will be conducted by Town of Cardston assigned Safety Inspector. These inspections are conducted solely for the benefit of the Town, and shall not relieve the contracting employers & employers of responsibility for enforcement of, and compliance with, The Town of Cardston's Health & Safety Standards and the O. H.



& S. Act and Regulations.

In the event that work site conditions exist that potentially impact the safety of Contracting employers & employers employees, Town employees, or the public, the inspector shall issue a verbal or written warning to the Contracting employers & employers and shall notify the Project Coordinator. If the unsafe conditions cannot be immediately corrected and represent a danger or have the potential to harm Contracting employers & employers employees, Town employees, or the public, then the Town inspector will: Detail the Town of Cardston Safety Policy and/or O. H. & S violations that were noted, and explain the potential impact upon employees, or the public, Require that the Project Coordinator have the Contracting employers & employers either stop work or implement measures to isolate the hazardous condition until the unsafe condition can be mitigated, Issue a formal written report of the violation(s) to the Contracting employers & employers. This report shall be copied to the Project Coordinator.

Reports of deficiencies may be factored into the evaluation of the contract by the Town, and may be included in a vendor complaint file that is available for review by other agencies. Repeat safety violations of a similar nature and/or a single serious, wilful safety violation by a Contracting employers & employers may warrant review and termination of the contract.

Grounds for Contracting employers & employers Termination

The following are strictly prohibited at all times on all the Town of Cardston property and all the Town of Cardston worksites:

- ▶ Possession or consumption of alcohol or illegal drugs;
- ▶ Arriving for work or remaining at work when ability to perform the job safely is impaired; (includes prescription and non prescription medications)
- ▶ Fighting, sleeping on the job;
- ▶ Theft and vandalism; or
- ▶ Damaging, disabling or interfering with safety, fire fighting or first aid equipment.

12. Conclusion

This Contracting employers & employers Handbook has been developed to orientate the Contracting employers & employers and their employees as to the requirements set out while working for the Town of Cardston. These requirements are in harmony with the



Safety program at the Town and are in place to protect all workers on Town worksites. Strict adherence is expected on the part of the Contracting employer & employers and by accepting the role of a Contracting employers or employers with the Town of Cardston you hereby agree to the terms as outlined in this handbook.

Anything stated or implied in this handbook does not supersede the requirements of the Occupational Health and Safety Act of Alberta, its Regulations or the Code.



Contracting employers & employers Acceptance Agreement

I _____ (the Contracting employers & employers) acknowledge that I have received an Orientation to the Town of Cardston's Safety Program and do hereby agree to accept the Contracting employers & employers Handbook as established. I am aware of my responsibilities under said Safety program and agree to follow the terms and conditions as outlined.

Dated this _____ day of _____, A.D 20__ , at or near the Town of Cardston, in the Province of Alberta.

This agreement will last for the term of the contract, which is _____ or one year.

Contracting employers or employers has WCB Clearance letter: ☐ Yes ☐ No

Contracting employers or employers WCB Account Number

Contracting employers or employers have provided a letter with Town of Cardston named on liability insurance

☐ Yes ☐ No

Town of Cardston (Supervisor) Representative

Town of Cardston Safety Coordinator

Contracting employers or employers Representative





Awarding Prime Contractor Role

PROCEDURE

The Town of Cardston will designate Prime Contractor status where appropriate to successful tenders awarded Town of Cardston contracts. Designation is made in accordance with the Occupational Health and Safety Act and associated Regulations. The Town of Cardston, defined as the **owner** under this Act, must demonstrate due diligence in its designation.

In exercising due diligence the Town of Cardston will evaluate Contractors based upon:

- Their knowledge and understanding of the Occupational Health and Safety Act, Code and associated Regulations;
- The employer's ability to implement and manage the health and safety system on the contracted work sites.
- The employer's Health and Safety Program documentation;
- The qualifications and training of key personnel responsible and designated for health and safety.

All Contractors who are designated "Prime Contractor" will have a Certificate of Recognition under the Partnerships in Health and Safety Program or equivalent. Also, where Prime Contractor status has been awarded the employer's shall have a site designated Safety Officer.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended Town-wide use.	
Prime Contractor	as defined means a person; the prime contractor for a work site where two or more employers are involved in work at the work site at the same time. The Prime Contractor is someone who has entered into an agreement with the owner of the work site to be the Prime Consultant or the owner should no agreement be in place for a given work site.
Employer	<p>as defined means a person; who is self-employed in an occupation, employs one or more workers, a person designated by an employer as his representative or a director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation.</p> <p>Note: For purposes of this procedure <i>Employer</i> is restricted to those providing construction and renovation services.</p>
Work site	as defined means a location where a worker is, or likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.
Owner	as defined means a person; in respect to the work site means the person in legal possession of the work site or, the person in legal



	possession does not request the work, the person with an ownership interest in the work site who requests that the work be done.
Contractor	as defined means a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in a work at a work site.

This agreement made this, _____ day of _____, A.D. 20____

Between,

The Town of Cardston, herein after referred to as *the Town*,

And

_____, herein after referred
to as *the Contractor*,

Be it known that *the Town* wishes to contract out the services of *the Contractor* to carry out and complete a specific job. As the Contractor specializes in the performance of the said job, it is agreed upon by both parties that the role of “Prime Contractor” shall be that designated to *the Contractor* for the duration of this job until completion is turned over to *the Town*.

The Contractor is responsible for following the requirements of the Alberta Occupational Health & Safety Act, Regulations and Code that are proclaimed in force from time to time. Including the supervision of any and all contracted or subcontracted workers.

Further, *the Contractor* in accepting this designation as “Prime Contractor” agrees to provide a designated Safety person to oversee the construction job, And agrees to save harmless the Town from any and all liability that may arise from the execution of this agreement in the performance of the job contracted.

The Contractor states that it has an acceptable Safety Program in Place which is in compliance with Alberta Occupational Health & Safety (or equivalent) and the Workers Compensation Board.

The Contractor Certificate of Recognition Number (COR) _____

Worker Compensation Account Number _____

Signed this the _____ day of _____, A.D 20____

At or near _____ in the Province of Alberta.

Town of Cardston Safety Officer

The Contracting Employers or Employers

