


<p align="center">TOWN OF KIRKLAND LAKE</p>	<p align="center">SAFETY POLICY & PROCEDURE</p>	<p>Issued: Reviewed & Revised:</p>
	<p>Approved by: Nancy Allick Title: C.A.O. Signature: _____ Date: _____</p>	<p>Approved by: Joseph Kmyta Title: Fire Chief Signature: _____ Date: _____</p>
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<p>Subject: CONTRACTOR HEALTH AND SAFETY POLICY</p>		

1. POLICY

It is the policy of The Corporation of the Town of Kirkland Lake that every Contract Administrator shall ensure that all Contractors adhere to the Corporation of the Town of Kirkland Lake Health and Safety Policies and Procedures and complete the Health and Safety Orientation Package for Contractors. Ensure that Contractors are in compliance under Provincial Legislation, Regulations, the Occupational Health and Safety Act and satisfy the Town’s policies and procedures with respect to any work or service being performed while engaged by the Town.

2. PURPOSE

To ensure that all Contractors exercise due diligence, and provide a Health and Safety Policy and a Safety Program to identify possible workplace hazards and carry out the appropriate corrective action to prevent accidents or injuries arising from these hazards. To satisfy that any work or service being performed while engaged by the Town is done with the highest regard to Health and Safety in accordance with the Occupational Health and Safety Act.

3. SCOPE

This policy is applicable to all Contract Administrators when dealing with Contractors engaged in a service for The Corporation of the Town of Kirkland Lake. As with all matters relating to health and safety, responsibilities are shared among all workplace parties.

4. DEFINITIONS

(I) “Contractor” is classified as a person or group of people external to the Town’s Organization not otherwise deemed to be in the direct employment or tenure of the Corporation of the Town of Kirkland Lake. A Contractor or related Company is a third party that is retained by the Town for the completion of a task, project, or construction assignment.

(II) “The Town of Kirkland Lake” is The Corporation of the Town of Kirkland Lake or referred to as “the Town”.

(III) “Exclusions” from this policy are groups that perform daily activities such as delivery and providing of services or goods to the Town such as stationary supplies, parcel delivery, etc.

(IV) "Contract Administrator" is any person(s) that is responsible for administering specific contracts, i.e. road repairs, construction, snow removal, rubbish removal, etc

5. CONTRACTOR ADMINISTRATOR RESPONSIBILITIES

Immediately following the acceptance of the contract, and prior to commencing activity or business activities with the Town the Contract Administrator must:

- (a) Be provided with a WSIB Clearance Certificate and a Certificate of Liability to demonstrate Contractors are insured and in good standing with the Workplace Safety and Insurance Board (WSIB) and have their own coverage for any potential or possible liability, risk or injury. A new WSIB Clearance Certificate may be requested every 60 days. Without such proof of indemnity, no Contractor may engage or proceed in their duties or services with the Town, as an organization, or its deemed properties and workplaces therein.
- (b) Ensure Contractors are in compliance and adhere to the Town Health and Safety Policies and Procedures, Provincial Legislation, Acts or Regulations with respect to Health and Safety, or any other applicable or related recognized standards associated with the services provided.
- (c) Contractors with more than five employees must provide a Health and Safety Policy and Safety Program to identify all possible workplace hazards to include the appropriate corrective action to prevent accidents or injuries arising from these hazards. The Contract Administrator shall maintain a copy of the Health and Safety Policy and Safety Program on the contract file.
- (d) Ensure Contractors provide their own Personal Protective Equipment (PPE) or any associated materials, tools, or apparatus with respect to Health and Safety and be recognized in accordance with the Town's Health and Safety Policies and Procedures, and the Occupational Health and Safety Act. All PPE or other safety-related materials provided by a third party are the responsibility of the said party, and must be in compliance with the Canadian Safety Association Standards (CSA) and Regulations.
- (e) Upon completion of the required documentation for Contractors their information and acknowledgement will be documented in their Contractor Safety Folder that is kept and maintained by the Contract Administrator. All records pertaining to Health and Safety will be kept in a Contractor Safety Folder for all Contractors performing work on an ongoing basis for the Town.

6. DOCUMENTATION

- (a) Upon acceptance, the Contractor will be provided with the contract documentation.
- (b) The Contract Administrator will retain the required Contract documentation and will liaise with the Contractor every 60 days to ensure a current WSIB Clearance Certificate is kept on file, and if required, may request to review the Contractor's Health and Safety Program.

7. RESTRICTED AREA

- (a) In the event that a Contractor is required to enter a work area that is normally restricted to employees the Contract Administrator will inform the supervisor at that work area of his/her responsibility for ensuring the Contractor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.

- (b) The supervisor shall ensure the Contractor has required personal protective equipment and all safety precautions, protocols and procedures are utilized and adhered to.

8. PERFORMANCE REVIEW

Upon completion of the contract, the Contract Administrator will review the Contractor performance and compliance with respect to Health and Safety and the Contractor safety file will be documented as such to indicate if they were in compliance, sustained any injuries or incidents, in order to determine if they posed a risk or hazard. At the end of the review the documentation will be maintained by the Contract Administrator.

9. REPORTING, CRITICAL INJURIES, ACCIDENTS and NEAR MISSES

The Contract Administrator shall confirm that where a person is killed or critically injured from any cause at a workplace that the Contractor's responsibilities have been met under the Occupational Health and Safety Act, Section 51. All accidents and or near misses are reported by the Contractor to the applicable agency, i.e. WSIB, MOL, etc, and the Contract Administrator by copy immediately.

10. LEGISLATION / STANDARDS / ACTS

- Occupational Health and Safety Act (OHSA)
- Canadian Standards Association (CSA)
- Workplace Safety and Insurance Act
- Ministry of Labour (MOL)
- Town of Kirkland Lake Health and Safety Policies and Procedures

Approved by Council

Date: June 16, 2009