



# CONTRACTOR SAFETY COORDINATION

## INFO FOR PROJECT MANAGERS

When you purchase labour services, you become a project manager representing Saanich. This means you have a role in ensuring its WorkSafeBC responsibilities:

- as the **owner** of municipal lands and/or premises (WCB Act, Part 3, Section 119) and
- to coordinate safety if one or more “multiple employer workplace(s)” (MEW) may be created (WCB Act, Part 3, Section 118).

If one or more MEWs are anticipated, you must determine who will be the **Prime Contractor** over the facility or other worksite. This is to ensure that responsibilities for coordinating an effective safety system will be in place in a more complex work environment. The Prime Contractor role will either remain with Saanich, or it can be designated, when appropriate, to another qualified person or entity using a written agreement. Regardless, Saanich project coordinators and site supervisors always have a role to inform contracted labour services of hazards associated with Saanich lands and premises that the contractor would not otherwise be able to anticipate (owner responsibility).

Owners such as Saanich, can be held responsible for fatalities, injuries, property damage and other incidents caused by other employers working on the owner’s lands or premises, when the owner cannot show they have considered and documented roles and responsibilities.

The Flow Charts on this web page and referenced forms and checklists, aim to help you determine when a MEW is created and to fulfill the related Saanich roles and responsibilities. Prime and Single Agreements, and the following forms and checklists can be found on ELINK under Safety/Forms/Contractor Agreements and Forms.

- Hiring External (Construction) Labour Services: OHS Checklist for Saanich Project Managers
- Pre-Project Meeting Record Form
- Facility Visitor Orientation Checklist
- Site Safety Coordination Checklist