

CONTRACTOR COORDINATION PROGRAM

INTRODUCTION

Corporations are responsible for all workers in the workplace. For the City or Prince George, this means almost anyone working in any of our facilities or on City property. We need to organize and monitor the contractors just as we do our employees. If a dangerous behaviour is witnessed on City property, it is our duty to stop the work and correct the problem by speaking with the site supervisor.

The purpose of this program is to ensure that everyone working on property is aware of the site hazards and required safety procedures.

Delivery workers are exempt from these standards during short visits.

DEFINITIONS

Day Labour

These contractors perform work in cooperation with CPG workers. The City of Prince George accepts a significant amount of liability when working with Day Labour.

Multiple Employer Workplaces

A Multiple Employer Workplace is created when the workers of more than one employer are sharing a location, and can affect the safety of each other.

Notice of Project (NOP)

WorkSafe must be informed by a NOP before a large or dangerous project begins.

Prime Contractor

A company hired to complete a project and coordinate any contractors involved. The City of Prince George will act as Prime Contractor if there is no written agreement.

Project Coordinator

The CPG will assign a person as the Project Coordinator. This person will:

- ☐ Ensure all contractors are aware of the Prime Contractor;
- ☐ Communicate all site hazards to the Prime Contractor.
- ☐ Monitor the Prime Contractor's safety compliance

If there is no Prime Contractor on a multiple employer workplace, the Project Coordinator is responsible to coordinate safety activities.

Qualified Coordinator

A Qualified Coordinator is appointed by the Prime Contractor on construction projects to coordinate safety activities within the workplace (and adjacent workplaces, if activities affect the safety of others).

RESPONSIBILITY CHECKLISTS

1. For work on any City property with an appointed Prime Contractor:

Project Coordinator / City Official	<ul style="list-style-type: none"><input type="checkbox"/> Ensure that a Prime Contractor has been designated in writing.<input type="checkbox"/> Inform the Prime Contractor of all known site hazards and recommend solutions to eliminate or control them.
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2. For City funded Construction Projects with an appointed Prime Contractor:

Project Coordinator	<ul style="list-style-type: none"><input type="checkbox"/> Ensure the Contractor provides an OH&S Program or Site Safety Plan, forward this to Scott McMillan.<input type="checkbox"/> Ensure the contractor has sufficient Liability Insurance.<input type="checkbox"/> Ensure that the Prime submits a Notice of Project to Worksafe for projects worth more than \$100k.<input type="checkbox"/> Document a pre-work meeting with Prime Contractor.<input type="checkbox"/> Document inspections of the worksite; discuss any concerns with site supervisor.<input type="checkbox"/> Obtain the name and phone number of the Prime Contractor's Qualified Coordinator.
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3. All projects where the City of Prince George is Prime Contractor:

Project Coordinator	<ul style="list-style-type: none"><input type="checkbox"/> Complete a Notice of Project and submit it to Worksafe for projects worth more than \$100k.<input type="checkbox"/> Document a pre-work meeting, Inform contractors of all known site hazards and provide instructions to control those hazards.<input type="checkbox"/> Obtain the name of site supervisor for each contractor.<input type="checkbox"/> Document inspections, to ensure safety compliance.<input type="checkbox"/> Coordinate work activities with adjacent workplaces when hazards could be created for other employers.<input type="checkbox"/> Ensure that safety meetings are held and documented.
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4. Additional duties when the City of Prince George is Prime Contractor for a Construction Project:

Project Coordinator	<ul style="list-style-type: none"><input type="checkbox"/> Maintain a workplace map displaying:<ul style="list-style-type: none"><input type="checkbox"/> Site layout, record work locations and access,<input type="checkbox"/> Location of first aid, and transport of injured,<input type="checkbox"/> Evacuation marshalling points.<input type="checkbox"/> Designate a Qualified Coordinator.<input type="checkbox"/> Obtain name of each contractor's Qualified Coordinator.<input type="checkbox"/> Utilize written procedures to ensure that hazards are addressed.
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Prime Contractor Agreement

Date: _____ Corporation: _____ Project Number: _____

The Contractor named above agrees to accept responsibility as Prime Contractor for the duration of the project known as _____.

I/we acknowledge, as a contractor / developer of the above project, in accordance with the Workers' Compensation Act (RSBC 1996) Chapter 492, Part 3, Division 3, Section 118 and 119 that I/we are the "Prime Contractor" and are qualified to act as the "Prime Contractor".

I/we accept the duties and responsibilities for coordination of health and safety in accordance with the Workers' Compensation Act.

I/we will do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Workers' Compensation Act and the Occupational Health and Safety Regulations.

The Prime Contractor shall appoint a Qualified Coordinator for the purpose of ensuring the coordination of health and safety activities for the workplace.

Prior to commencement of the project, the Contractor shall complete and file a "Notice of Project" with WorkSafe and shall provide a copy of the same to the City confirming that the contractor shall be the Prime Contractor.

Prime Contractor Representative

City of Prince George Representative



CITY OF
PRINCE GEORGE



PRE-JOB CONTRACTOR SAFETY MEETING

This form is intended to facilitate communication of known site hazards to the contractor.

Date: _____ Project: _____ Tender #: _____

Description of Project: _____

Address/Location of Project: _____

City of PG Representative (Print Name): _____ Phone: _____

Contractor: _____ Phone: _____

Contractor Representative (Print Name): _____ Phone: _____

Contractor Safety Representative (Print Name): _____ Phone: _____

Contractor Supervisor (Print Name): _____ Phone: _____

Is the Contractor the Prime Contractor for the purposes of the Workers Compensation Act?

☐ **NO**

☐ **YES Signed: CPG: _____ Contractor: _____**

DOCUMENTATION: <input type="checkbox"/> WCB Notice of Project <input type="checkbox"/> WCB Clearance Letter <input type="checkbox"/> Certificates of Insurance	Comments
KNOWN HAZARDS AT JOB SITE:	
<input type="checkbox"/> Asbestos / Lead / Chemical Hazards <input type="checkbox"/> Bio-Hazardous / Infectious Materials <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Danger Trees <input type="checkbox"/> Energy / Lockout <input type="checkbox"/> Excavations / Underground hazards <input type="checkbox"/> Fall Protection Required <input type="checkbox"/> Fire / Explosive Hazards <input type="checkbox"/> Heavy lifting <input type="checkbox"/> High pressure lines/vessels <input type="checkbox"/> Overhead Power Lines	<input type="checkbox"/> Slipping/tripping hazards <input type="checkbox"/> Sound/vibration <input type="checkbox"/> Temperature extremes <input type="checkbox"/> Traffic control <input type="checkbox"/> Working on / over water Other Hazards: <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px;"></div>

All safety related injuries or incidents that must be reported to WorkSafeBC must also be reported to the City of Prince George Project Coordinator and Safety Advisor immediately.
 Safety Advisor: Scott McMillan – office: 561-7629 or cell: 552-8164.

City of PG Representative Signature: _____

Contractor Representative Signature: _____



Contractor Daily Sign-In Form



Building: _____

Date: _____

Company Name	Name (print)	Phone	Location in building	Task	Time in	Time out