



## **Contracted or Self Employed Persons**

### **Introduction**

All potential and existing contractors as well as self-employed persons wishing consideration for contracted work within the Park West School Division (The Division) will be evaluated on the basis of their safety practices and safety program status. All contracted or self-employed persons shall review all applicable Division policies. The Division shall also screen contractors and self-employed persons for their willingness to participate in the Division's safety program; including procedures, policies, and regular monitoring of their work as it relates to safety.

### **Definitions**

**Large Construction or Work Projects** – For purposes of this policy, “large construction” or “work projects” are defined as any time the successful tender contracts a Project Coordinator/Superintendent that employs sub trades. Large construction or work projects are also any confined space work above level 1, mould remediation above level 1, and asbestos abatement above level 1.

### **Procedure**

#### **1. Large Construction or Work Projects:**

- 1.1 Successful contractors shall provide documentation of good standing with the Workers Compensation Board of Manitoba.
- 1.2 Tenders for work to be performed at a Division worksite shall require specific information regarding the safety record and specific safety training of employees of the potential contractors.
- 1.3 The tender process will require all bidders to complete the Contracted and Self-Employed Persons Acknowledgement Form for Construction or Maintenance Projects – HRS 235A (a).
- 1.4 All contractors bidding for large construction projects shall have a current Certificate of Recognition from either Winnipeg Construction Safety Association or Manitoba Heavy Construction Association.
- 1.5 All Contracted and Self-Employed Persons Acknowledgement Forms for Construction or Maintenance Projects shall be reviewed carefully with the Division Construction Supervisor and the successful contracted or self-employed persons.
- 1.6 All contractors and self-employed persons shall be required to participate in a pre-job hazard assessment and safety orientation.
- 1.7 Any contractor who does not sign the Contracted and Self-Employed Persons Acknowledgement Form for Construction or Maintenance Projects shall not be



permitted to continue performing work on Division property until such time as the completed form has been received, reviewed, and accepted.

- 1.8 All contractors and self-employed persons awarded a contract shall be required to sign a Contractor's Terms and Conditions Form.
- 1.9 All contractors and self-employed persons performing work at a worksite shall be regularly monitored by the Supervisor of Maintenance. They shall be required to abide by all Division safe work procedures and policies. Any deviations from these safe work procedures or policies must be discussed, agreed to, and documented prior to the work being performed.
- 1.10 All completed contract documentation shall be maintained by the Division Supervisor of Maintenance.

## **2. Ongoing Maintenance or Minor Contracted Work:**

- 2.1 All current contractors or potential new contractors performing regular maintenance or repair on Division grounds shall be required to complete the Contracted and Self-Employed Persons Acknowledgement Form for Construction or Maintenance Projects – HRS ### (a).
- 2.2 All Contracted and Self-Employed Persons Acknowledgement Forms for Construction or Maintenance Projects shall be reviewed carefully with the Division Supervisor of Maintenance and the successful contracted or self-employed persons.
- 2.3 Any contractor who does not sign the Contracted and Self-Employed Persons Acknowledgement Form for Construction or Maintenance Projects shall not be permitted to continue performing work on Division property until such time as the completed form has been received, reviewed, and accepted.
- 2.4 All ongoing contractors or self-employed persons shall participate in a maintenance safety orientation at the worksite to be performed by the senior Maintenance employee on shift.
- 2.5 All contractors and self-employed persons performing work at a worksite shall be regularly monitored by an employee of the facility. They shall be required to abide by all Division safe work procedures and policies. Any deviations from these safe work procedures or policies must be discussed, agreed to, and documented prior to the work being performed.
- 2.6 All completed contract documentation shall be maintained by the Division Supervisor of Maintenance.

## **3. Other Contractors:**

- 3.1 All other contractors, such as itinerant specialists, performing work at the site will not be required to complete the Contracted and Self-Employed Persons Acknowledgement Form. They shall be required to participate in the Division Safety Orientation, and follow all Division policies and safe work procedures.
- 3.2 They shall be required to complete the WHMIS training and any other required safety training.



- 3.3 While performing duties at the worksite, they shall be supervised by a designated Division Employee.

### **Safety & Health Program Evaluation**

The Divisional Workplace Safety & Health committee will formally review the Safety & Health program every three years using the Assessment tool SM-242A. A review of any part of the Division workplace safety and health program will commence if there are changes in the workplace that may affect the safety and health of the employees.