



**Rocky View County
Contractor Management Standard**

TABLE OF CONTENTS

DEFINITIONS	1
GENERAL INFORMATION	3
RESERVATION OF RIGHTS	3
ERRORS AND OMISSIONS	3
1.0 PURPOSE	4
1.1 ROLES AND RESPONSIBILITIES	4
2.0 CONTRACTOR QUALIFICATION EVALUATION	6
2.1 QUALIFICATION EVALUATION – GENERAL.....	6
2.2 QUALIFICATION EVALUATION PROCESS.....	7
3.0 CONTRACTOR REQUIREMENT	8
3.1 WORKERS’ RIGHTS	8
3.2 WORKERS’ COMPENSATION LEGISLATION	8
4.0 CONTRACTORS EXPECTED TO WORK AS PRIME CONTRACTORS	8
4.1 CONTRACTOR EXPECTATIONS.....	9
4.2 CONTRACT OWNER EXPECTATIONS.....	9
5.0 CONTRACTORS EXPECTED TO WORK INDEPENDENTLY	10
5.1 CONTRACTOR EXPECTATIONS.....	10
5.2 CONTRACT OWNER EXPECTATIONS.....	11
6.0 SAFETY COMMUNICATION	11
6.1 GENERAL	11
6.2 SITE-SPECIFIC ORIENTATIONS	11
6.3 FIELD LEVEL HAZARD ASSESSMENT	12
6.4 TOOL BOX / TAILGATE MEETINGS	12
6.5 SAFETY MEETINGS.....	12
6.6 REPORTING.....	12
7.0 TASK SPECIFIC REQUIREMENTS	13
7.1 ASBESTOS.....	13
7.2 INDUSTRIAL HYGIENE	13
7.3 CHEMICAL HAZARDS.....	13
7.4 CONFINED SPACE	13
7.5 CONTROL OF HAZARDOUS ENERGY	14
7.6 OVERHEAD AND UNDERGROUND UTILITIES	14
7.7 EXCAVATIONS AND TRENCHING.....	14
7.8 FALL PROTECTION	15
7.9 FALLING OBJECTS	15
7.10 SCAFFOLDS	15
7.11 HOT WORK & FIRE PROTECTION.....	15
7.12 TOOLS & MOBILE EQUIPMENT	16
7.13 HOUSEKEEPING.....	16
7.14 PERSONAL PROTECTIVE EQUIPMENT (PPE)	17
7.15 CARE, CUSTODY, & CONTROL OF THE SITE	17
7.16 TEMPORARY HEATING AND VENTILATION.....	17
7.17 TRAFFIC HAZARDS	17

7.18	VIOLENCE AND HARASSMENT	18
7.19	WORKING ALONE.....	18
8.0	EMERGENCY RESPONSE.....	18
8.1	EMERGENCY RESPONSE PLAN	18
8.2	EMERGENCY CONTACT LIST	18
8.3	EMERGENCY EVENTS AND INCIDENT REPORTING PROCEDURES	18
9.0	SAFETY COMMUNICATION	19
10.0	SAFETY PERFORMANCE EVALUATION	19
11.0	ENFORCEMENT.....	20
	CONTRACOR ACKNOWLEDGEMENT	21



DEFINITIONS

Contract	An agreement between Rocky View County and a contractor for work specified by the County.
Contract Employee	An employee of the contractor.
Contract Owner	The Rocky View County management representative who has signed off on the purchase requisition and/or contract for services performed by a contractor.
Contractor	Means a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work site.
Contractor Management Standard	Refers to this Rocky View County Contractor Management Standard document; the “Standard”.
Emergency	A situation involving imminent danger or risk of fire, serious personal injury, or property damage.
ERP	An Emergency Response Plan.
Hazard	A situation, condition, or thing that may be dangerous to the safety or health of workers.
Hazard Assessment	A written process to recognize existing and potential hazards at work before they cause harm to people or property.
Hazardous Material	A substance or mixture of substances that may by reason of being explosive, flammable, poisonous, irritating, noxious, or corrosive, produce adverse health effects to humans.
Hot Work	Defined as cutting and welding operations for construction/demolition activities that involve the use of portable gas or arc welding equipment, or involve soldering, grinding, or any other similar activities producing a spark, flame, or heat.
Incident	Referred to as a work-related event(s) in which an injury or ill health (regardless of severity) or fatality occurred or could have occurred.
Near Miss	An incident where no injury or illness occurs that could have resulted in personal injury, death, or property damage.
Premises	Means properties, buildings, or parts of buildings.
Prime Contractor	Means the prime contractor, as designated in writing by a person in control of a work site, to coordinate, organize, and oversee the health and safety activities of multiple employers on the work site.
Public Area	An area where the general public can access.



Regulations	Any relevant Act, Regulation, Code, Standard Legislation or Authority includes, but is not limited to: Alberta OHS Act, Alberta Safety Codes Act, Building and Fire Codes, Alberta WCB Act, Canadian Electrical Code, Alberta Environmental Protection and Enhancement Act, Transportation of Dangerous Goods Act.
Site	Means all of Rocky View County buildings, facilities, and property whether leased, owned, and/or occupied by Rocky View County.
Site Supervisor	An individual specific by the contractor as being the Site Supervisor in the Contract.
Visitor	A person present at the work area which may include a member of the public or a person carrying out the duties of his/her own employer such as a delivery person, sales person, repair person, or a supplier.
Work Site	A specific area where work is being performed pursuant to a Contract.



GENERAL INFORMATION

The provisions of this standard apply to work performed by contractors at all Rocky View County premises and on behalf of the County.

It is expected through the contract that the contractor's managers, supervisors, and workers are responsible for preventing incidents or conditions that would lead to injuries, illnesses, fatalities, or unwanted environmental releases. The contractor must ensure that the applicable Alberta Occupational Health and Safety Act, Regulations, and Code is enforced, and the effective training and education programs are completed before conducting work at Rocky View County sites. Non-compliance with the Alberta Occupational Health and Safety Act, Regulation, and Code or environmental requirements may result in termination of the contract.

All work conducted at Rocky View County sites must be performed in a healthy and safe manner to protect Rocky View County staff, other contractor employees, visitors, the public, adjacent properties, and the environment.

This standard does not relieve contractors or their employees of their responsibilities for any health, safety, or environmental compliance under any federal or provincial legislation that may apply.

RESERVATION OF RIGHTS

Rocky View County reserves the right to interpret and to revise Rocky View County's health and safety policies and procedures at any time.

ERRORS AND OMISSIONS

Where there is conflict between the provision of this standard and any relevant Provincial or Federal Act, Code, Regulations, Standard, including but not limited to the Alberta Occupational Health and Safety Act and the Environmental Protection and Enhancement Act, such Provincial or Federal legislation shall take precedence.

Provisions of this standard apply to all contractors at all Rocky View County sites that are owned, leased, or otherwise occupied by Rocky View County employees. Contracts signed by the contractors and the provisions of this standard are intended to complement each other; however, in the event of a conflict between the provisions of this standard and the terms of the specific contract, the more stringent terms will prevail. Contractors are to notify the Contract Owner of any such conflicts.



1.0 PURPOSE

The Rocky View County Contractor Management Standard has been designed to provide contractors with a clear understanding of Rocky View County's health and safety expectations.

This Standard is not a definitive guide to government regulations and does not exempt contractors from their responsibilities under the applicable legislation. Contractors shall follow their own health and safety programs and comply with any other verbal or written instructions from Rocky View County personnel. Where a conflict exists between this document and any applicable governmental Act or Regulation, the legislation shall have precedence. If no government requirement exists, then either this document or the contractor's shall take precedence; whichever is of the higher standard.

The qualification, selection, and performance requirements for contractors are defined and managed at each Rocky View County work site. The applicable contractual agreement should be reviewed to identify specific or special health and safety requirements for each contractual arrangement.

All contractors working for Rocky View County must maintain a work environment that protects the health and safety of:

- Contractor employees and sub-contractor personnel;
- Rocky View County employees;
- Rocky View County facilities, products, equipment, and the environment; and
- Members of the public.

Rocky View County has a strong commitment to safety for its employees and contractors. No one is expected to work in an unsafe environment or to perform an unsafe act, and no one will be penalized for refusing to do so. Personnel working at Rocky View County sites are expected to report unsafe conditions and practices to the appropriate supervisor.

1.1 Roles and Responsibilities

1.1.1 Rocky View County Executive Leadership Team

- Ensure that the leaders are fulfilling their obligations under the Contractor Management Standard.
- Provide the necessary resources (i.e. subject matter expertise, information, training, budget, technical advice, etc.) to support the Contractor Management Standard.
- Provide responsible care, guidance, and strategic direction of the program and advise Management on all matters of compliance and conformance.
- Communicate the importance of this program to employees and contractors.
- Ensure the program remains current and update as necessary.
- Ensure the health and safety of Rocky View County employees, contractor employees, and subcontractor employees at the work site.



1.1.2 Rocky View County Contract Owner

- Communicate the importance of this program to employees and contractors.
- Ensure the Contractor Management Standard objectives are met.
- Ensure the supervision of contractors to address and resolve any issues and to communicate any health and safety concerns with the contractor or site supervisor as appropriate.
- Conduct periodic inspections, incident investigations, audits, and other activities to ensure compliance with legislation and conformance with the Contractor Management Standard.
- Provide responsible care, guidance, and strategic direction of the program and all matters of the contract and related requirements.
- Provide review and oversight to ensure legislative standards and requirements of this standard are met.
- Communicate to the contractor their health and safety responsibilities and performance accountability to those identified responsibilities.
- Ensure that contractors comply with applicable acts, regulations, and codes when conducting work for Rocky View County.
- Communicate site specific safety information to all contractors prior to work commencement and during the work.
- Provide names and contact information of applicable Rocky View County personnel to contractors.
- Coordinate, organize, and oversee the performance of all work at Rocky View County sites to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of or in connection with activities at the work site.
- Cooperate with the joint work site health and safety committee or health and safety representative to attempt to resolve any health and safety issues.
- Cooperate with any person exercising a duty imposed by the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Ensure contractors are informed of any known or potential hazards.
- Provide orientation on the health and safety issues specific to Rocky View County's work sites.
- Designate a Prime Contractor where required.
- Manage all contractors as follows:
 - Rocky View County will conduct a pre-qualification assessment on the safety program of the contractor;
 - Prime contractor designation shall be in writing; and
 - Contractor responsibilities shall be reviewed with all contractor employees.

1.1.3 Safety Advisor

- Advise on health and safety matters to support leaders in the provision of their responsibilities under this standard.
- Update and amend this Contractor Management Standard from time to time.



1.1.4 Contractors

- Establish and maintain a health and safety program.
- Maintain insurance as required by the Rocky View County contract.
- Protect all personnel at the work site from hazards associated with the work being performed. Personnel includes the employees of Rocky View County, the contractor, other authorized personnel, and the public.
- Protect property and facilities from physical damage and environmental degradation.
- Ensure all contractor's employees working on site have the appropriate tools and equipment for their tasks.
- Inspect the work site regularly and maintain appropriate documentation.
- Provide written safe work procedures for all medium and high-risk tasks.
- Adhere to the Contractor Acknowledgement Form as confirmation that the information contained herein has been read and understood and return to the Contract Owner.
- Keep record of the Contractor Acknowledgement for a minimum of 2 years.
- Supply Rocky View County with the names of every contractor representative with whom the contractor directs work activities.
- Report all near misses and incidents to the Contract Owner.
- Cooperate with Rocky View County on exercising a duty imposed by the Alberta Occupation Health and Safety Act, Regulation, and Code.
- Comply with the Alberta Occupation Health and Safety Act, Regulation, and Code.

2.0 CONTRACTOR QUALIFICATION EVALUATION

The Contract Owner will follow this process for engaging the contractor and providing the necessary contract(s) and other documentation to ensure that contractors are evaluated for health, safety, and environmental conditions prior to hiring. The results of the evaluation will be used as part of the hiring criteria for selecting the most suitable contractor.

2.1 Qualification Evaluation – General

The evaluation process defines the minimum standards for all contractors that will be allowed to work on Rocky View County sites. The contract owner is responsible to ensure that the evaluation is completed. This includes requiring contractors to comply with following:

- Have an Alberta Certificate of Recognition (COR)/Small Employer COR (SECOR) or have a health and safety program that meets the minimum requirements of a COR/SECOR;
- Submit evidence of the contractor's occupational health and safety management system (OHSMS Manual);
- Submit their Workers Compensation Board (WCB) Executive Summary report to review historical WCB rates and performance;
- Submit Alberta Occupational Health and Safety Orders/Inspection reports from the last 5 years (if any);
- Provide an organizational chart; and
- Provide education, training, and competency profiles for all employees identified on the organizational chart.



If the contractor is required to use sub-contractors to complete the work, they must include a list of required sub-contractors needed to complete the project or fulfill the contract requirements. This list must include in detail the education and training, both trade specific (e.g. trade ticket or journeyman certification) as well as all applicable and current safety training of the workers designated under the contract (e.g. first aid). The contract owner will ensure that the contractor evaluation is completed so that approved contractors meet the requirements outlined in Rocky View County's Contractor Management Standard prior to commencing work.

2.2 Qualification Evaluation Process

There are three potential outcomes of the evaluation process which will result in the assignment of contractor acceptance status:

Acceptable – Pre-qualification criteria has been met.

Conditional – There are gaps in the pre-qualification submission to be resolved by the contractor prior to acceptance.

Unacceptable – Pre-qualification criteria has not been met.

Acceptable

- Has a COR / SECOR.
- Executed appropriate services contract.
- WCB clearance letter dated within the last 3 months.
- Has valid commercial General Liability insurance.
- Has valid commercial Automobile insurance.
- Has valid commercial Pollution insurance.
- Protocols in place to ensure the requirements with respect to insurance, WCB, and other risk management standards for contractors are met during all phases of work

Conditional

- Is contractor working towards a SECOR or COR?
 - Yes – Conditionally Acceptable.
 - No – Is there another acceptable contractor capable of performing the work?
- If not – Authorized Conditionally (use only when required).
- They have been formally oriented to the work site.
- They have been informed of site-specific hazards and controls.
- Must be approved by the Executive Director responsible for the branch.

Unacceptable

- Does not meet standards.
- Additional action is required prior to contractor being allowed on a Rocky View County worksite.

The Contract Owner must review and evaluate the information received from the contractor Pre-Qualification Form and Questionnaire. The evaluation will determine if the contractor meets the minimum health, safety and environmental performance criteria. Signed and reviewed documentation will be retained by the contract owner for a period of no less than three (3) years.



3.0 CONTRACTOR REQUIREMENT

Contractor employees are required to have all necessary training to perform their job safely. It is the responsibility of the contractor to ensure that their employees have all required safety training prior to the commencement work. This training could include, but is not limited to:

- First Aid;
- Workplace Hazardous Materials Information System (WHMIS);
- Transportation of Dangerous Goods (TDG);
- Ground Disturbance; and
- Confined Space Entry/Rescue.

Generally, employees will require at a minimum, WHMIS training and First Aid training (appropriate to the work site and their job). Additional site-specific training requirements will be determined and communicated by Rocky View County.

3.1 Workers' Rights

The workers' right to refuse unsafe work, the right to know, and the right to participate are requirements under the Alberta Occupational Health and Safety Legislation. Rocky View County supports the workers' rights and contractors are required to understand their obligations in this critical area.

3.2 Workers' Compensation Legislation

3.2.1 Reporting of Work-related Injuries or Illnesses

Rocky View County requires immediate notification of all incidents. In addition, contractors are required to report work-related injuries or illnesses to the WCB for incidents involving their employees.

3.2.2 WCB Coverage

Contractors must maintain WCB coverage and maintain good standing in accordance with the contract requirements.

3.2.3 Return to Work Programs (modified work, light duty work)

Contractors must maintain a program to allow workers with minor injuries to continue working. The work must be meaningful and within the capabilities and restrictions of the injured worker.

4.0 CONTRACTORS EXPECTED TO WORK AS PRIME CONTRACTORS

In this case, contractors will be expected to supervise themselves and to act as prime contractor for the work site as the County does not have the resources available directly supervise contractors or their personnel. They will be required to provide evidence of having an effective safety management system as a condition of working for Rocky View County. These contractors, as designated prime contractor, are required to provide a system of orientations and regular compliance checks, and to investigate serious incidents involving other contractors or Rocky View County employees working on their designated worksite. Rocky View County will check whether the contractor's management system remains effective and transfer knowledge about known hazards, however overall responsibility for worksite safety will be the responsibility of the prime contractor.



4.1 Contractor Expectations

- Provide a health and safety management system for their own employees including business processes to ensure the following are properly addressed:
 - Identification and analysis of health and safety hazards at the work site;
 - Control measures to eliminate or reduce the risks to workers from hazards;
 - Clearly demonstrated management commitment, and written company policy;
 - Worker competency and training;
 - Health and safety inspections;
 - Emergency response planning;
 - Incident reporting and investigation; and
 - Management system administration.
- Participate in pre-job meetings as required by the Contract Owner;
- Establish and implement a system for the worksite to ensure all contractors and Rocky View County employees comply with OH&S legislation;
- Ensure all contractors and Rocky View County employees comply with overall worksite safety rules defined for the worksite;
- Conduct field level risk assessments (i.e. following the contractor's own established business processes);
- Develop an inspection plan for the contractors to manage. Inspection frequency should be determined by considering:
 - Previous history with the contractor (i.e. if no previous history or a history of safety infractions or incidents then do more frequent inspections).
 - Hazards associated with work.
 - Ensure safety of others at the worksite (i.e. if working near other contractors or members of the public then conduct more frequent inspections).
- Define safety equipment and procedures for the job. Ensure employees are trained in their use;
- Provide direction to own employees working on the worksite to correct safety deficiencies;
- Hold employees accountable for safety violations;
- Stop any work that poses an imminent danger to workers and ensure corrective action is taken before work is allowed to continue;
- Investigate minor and serious safety incidents to identify root cause and required preventive actions (i.e. following the contractor's own incident investigation process). Ensure action is taken at the worksite to prevent recurrence. Provide copies of investigation reports to the Contract Owner;
- Address any safety issues identified by the Contract Owner;
- Ensure the availability of first aid equipment and services for the total number of workers at the worksite;
- Ensure SDS's and labels are available for all hazardous materials on the worksite;
- Hold orientation sessions and/or pre-job meetings with employees at the worksite to communicate required information about known hazards, worksite emergency procedures, coordination of work between different contractors/ Rocky View County and contractor safety expectations; and
- Conduct random inspections to check compliance with safety rules and expectations for the project of own employees and other contractors working on the site.

4.2 Contract Owner Expectations

- Conduct a prime contractor pre-job meeting to relay information about known hazards and contractor expectations;
- Conduct site visits;



- The role of the Contract Owner when prime contractor responsibilities are delegated is not to conduct safety inspections personally. Rather the contractor must provide records that show whether they have completed the work themselves such as worksite inspections, hazard assessments, safe work plans, etc.;
- Develop a plan for communicating with the prime contractors they manage by considering:
 - Previous history with the prime contractor (i.e. if no previous history or a history of safety infractions or incidents then do more frequent reviews);
 - Hazards associated with work; and
 - Ensure safety of others at the worksite (i.e. if working near other contractors or members of the public then conduct more frequent review).

5.0 CONTRACTORS EXPECTED TO WORK INDEPENDENTLY

In this case contractors would be expected to supervise themselves and will be required to provide evidence of having an effective safety management system as a condition of working for Rocky View County. Rocky View County, as prime contractor, will provide support through regular compliance checks and the investigation of serious incidents for these contractors, day-to-day management of contractor safety will be the responsibility of the contractor.

5.1 Contractor Expectations

- Provide a health and safety management system to ensure:
 - Identification and analysis of health and safety hazards at the work site;
 - Control measures to eliminate or reduce the risks to workers from hazards;
 - Worker competency and training;
 - Health and safety inspections;
 - Emergency response planning;
 - Incident reporting and investigation; and
 - Management system administration.
- Ensure workers are supplied for the project have the safety training and qualifications required for the worksite;
- Obtain proof of training, trade certificates or operator certificates and provide to Rocky View County upon request;
- Hold pre-job meetings with personnel (and the Contract Owner if applicable) working on the worksite to communicate required information about known hazards, worksite emergency procedures and contractor safety performance expectations
- Ensure employees are trained in and comply with overall worksite safety rules defined by the Contract Owner;
- Conduct field level risk assessments (i.e. following the contractor's own established OH&S management processes); Conduct safety inspections to check compliance with safety rules and expectations for the worksite.
- Develop an inspection plan for the contractors to manage. Inspection frequency should be determined by considering:
 - Previous history with the contractor (i.e. if no previous history or a history of safety infractions or incidents then do more frequent inspections).
 - Hazards associated with work.
 - Ensure safety of others at the worksite (i.e. if working near other contractors or members of the public then conduct more frequent inspections).
- Provide direction to own employees working on the worksite to correct safety deficiencies. Hold own employees accountable for repeated safety violations;



- Ensure the availability of first aid equipment and services for the total number of workers at the worksite. (i.e. by either requiring the contractor to provide their own or providing access to Rocky View County supplies and services).
- Stop any work that poses an imminent danger to workers and ensure corrective action is taken before work is allowed to continue;
- Investigate minor safety incidents to identify root cause and required preventive actions. Ensure action is taken at the worksite to prevent recurrence. Provide copies of investigation reports to the Contract Owner; and
- Address any safety issues identified by the Contract Owner and ensure employees comply with safety rules defined by Rocky View County and the Contract Owner.

5.2 Contract Owner Expectations

- Conduct a contractor pre-job meeting to relay information about known hazards and contractor expectations;
- Conduct site visits and periodic inspections;
- The contractor must provide records that show whether they have completed the work themselves, such as worksite inspections, hazard assessments, safe work plans, etc.;
- Develop a plan for communicating with the prime contractors they manage by considering:
 - Previous history with the prime contractor (i.e. if no previous history or a history of safety infractions or incidents then do more frequent reviews);
 - Hazards associated with work; and
 - Ensure safety of others at the worksite (i.e. if working near other contractors or members of the public then conduct more frequent review).

6.0 SAFETY COMMUNICATION

6.1 General

With the potential of many hazards on a work site, clear communications are vital. Information needs to be exchanged between Rocky View supervisors, workers and the contractors/subcontractors on the work site. It is very important that everyone on the work site is aware of work to be undertaken, the hazards and control measures to be taken, and the procedures to be followed. Rocky View will inspect all sites for potential hazards and will communicate all identified hazards to Contractors prior to site entry.

Contractors should retain the appropriate health and safety management system documentation required to demonstrate compliance with Rocky View County's health and safety requirements. Contractors may be required to conduct safety meetings on a regular basis as accordance with their own health and safety program. Safety meeting minutes should be made available to Rocky View County upon request.

6.2 Site-Specific Orientations

Workers entering onto a Rocky View site shall expect to receive an orientation specific to the hazards, procedures, and Emergency Response Plan for that particular site. They may also expect to be quizzed to ensure that they have understood the information presented. It is common that completed orientations are documented and filed by Rocky View. The site-specific orientation will include:

- Verification of contractor competency and certification;
- Site hazards;
- Site controls to reduce/eliminate the hazards;



- Emergency response “need to know” items; and
- Signature/record of site-specific orientation.

6.3 Field Level Hazard Assessment

Contractors are required to complete field-level hazard assessments (FLHA) before work begins and in the field at the location where the work activities are actually being conducted. The FLHA process should actively involve all personnel at the location in conducting the assessment and determining methods to eliminate and/or control identified hazards together.

6.4 Tool Box / Tailgate Meetings

Rocky View required Contractors will conduct regular tool box/tailgate meetings. The items discussed shall apply to the work in progress and the health and safety of all workers. Contractors are required to record the minutes and make a note of the participants. These meetings should be used as a forum to discuss recent incidents and corrective actions.

6.5 Safety Meetings

Safety meetings are usually held on a regular basis, e.g., monthly. This is an opportunity for all workers to gather to discuss general safety concerns which can result from incidents or changing conditions, or to introduce improvements so safe work conditions can be maintained. Records of meetings shall be maintained and readily available upon request.

6.6 Reporting

6.6.1 Hazard Reporting

If a worker encounters a hazard that cannot be immediately corrected, it is expected that the worker will report the hazard to site supervision. The site supervisor will be required to contact Rocky View who will assist will developing appropriate controls methods.

6.6.2 Incident Reporting

Rocky View County requires immediate notification of all incidents, vehicle collisions, spills, releases, regulatory violations, and near misses at County worksites. Immediate verbal notification must be followed up with written incident reports within 24 hours; failure to do so may result in removal from Rocky View County worksites. Under no circumstances should anyone disturb the scene of an incident that may be investigated, except to reduce the hazard or protect lives.



7.0 TASK SPECIFIC REQUIREMENTS

7.1 Asbestos

The Contractor shall stop work immediately and notify the Contract Owner if any suspected asbestos-containing materials (ACM) are encountered. Asbestos abatement work is to be performed by certified personnel only.

7.2 Industrial Hygiene

The Contactor shall ensure that airborne contaminants, which are or may be present at the worksite, are adequately controlled to protect the health and safety of workers as per the requirements of Part 4 of the Alberta Occupation Health & Safety (OH&S) Code. The Contract Owner reserves the rights to require the Contractor generating harmful levels of contaminants to have air sampling conducted. Should sampling of these contaminants be necessary, only workers who have demonstrated competence in industrial hygiene shall carry out such work. Test results and consultant approved procedures are to be forwarded to the Contract Owner. All records shall be retained by the Contactor and the results shall be made available to workers on site if requested.

7.3 Chemical Hazards

The contractor shall ensure any controlled products that are present at the worksite are stored, used, and handled in accordance with Parts 4 & 29 of the Alberta OH&S Code and applicable Workplace Hazardous Material Information System (WHMIS) Regulations. Contractors working with controlled products will be trained in WHMIS, use appropriate personal protective equipment, and will follow procedures that minimize the risk of spill or injury. Copies of contractor worker certification must be present onsite and available to Rocky View County upon request. Contractors shall ensure that copies of all Safety Data Sheets (SDS) for controlled products present at the worksite are readily accessible to all workers at the worksite. contractors shall ensure that all controlled products at the worksite are identified with either a supplier or workplace label

Contactors shall ensure that compressed gases are transported, used, and stored in accordance with manufacturer specifications. Cylinders shall have their content clearly labelled and cylinders shall be secured to prevent them from being dislodged or damaged by equipment or when moving materials.

The contractor shall ensure that all hazardous wastes generated at the worksite is removed, transported and disposed of in accordance with the Alberta OH&S Legislation and provincial Environmental Acts & Regulations. Chemical substances regulated by the Transportation of Dangerous Goods (TDG) Regulations shall be handled in accordance with that regulation.

7.4 Confined Space

When operations or work activities involve confined space entry, contractors will issue their own entry permits and provide a copy of the permit, their Confined Space Code of Practice, and personnel training certifications to Rocky View County along with a work safe plan that meets the legislative requirements of Part 5 of the Alberta OH&S Code. Contractors shall notify Rocky View County prior to performing any work in confined spaces. Contractors shall coordinate all work activities involving confined space entry with Rocky View County. Contractors are required to follow their own company's permit procedures. When permits are received, communication and review of the permit must be done with all workers on site. During the permit work operations, the permit must be kept on site and be readily available. Whether a



permit is issued or not, the permit does not release the contractor from following safe work procedures. Copies of permits must be available to the Contract Owner upon request. All personnel associated with such activities shall be trained by their employer to perform those responsibilities. Copies of workers' certifications must be onsite and available upon request.

7.5 Control of Hazardous Energy

Prior to completing any work with electricity or on any electrical equipment, contractors are required to complete a hazard assessment and develop a safe work plan. This documentation must be kept onsite and made available to Rocky View County upon request.

Employee conducting work on electrical equipment have the potential of obtaining injuries from equipment that is unexpectedly energized, unexpected startups, or release of stored energy. Contractors are required to provide a safety program and training on their safety (i.e. Lock-out/Tag-out Procedures) to their employees for controlling hazardous energy as required by the Alberta Occupation Health and Safety Legislation. Contractors are required to supply all necessary safety equipment for appropriately controlling hazardous energy (e.g. to locks, warning tags, etc.) to safely perform the job. Safety procedures must be available to Rocky View County upon request.

Contractors are expected to provide and use PPE that meets regulatory, industry, and manufacturer requirements when working with electricity and electrical equipment. PPE must be in serviceable condition and appropriate to the nature of the job.

- All electrical guards and protective devices (including lockout and isolation) must be in place and functioning properly;
- Only qualified electricians, or apprentices under the direct supervision of a journeyman electrician, are permitted to make electrical repairs, except when site-specific minor electrical-related activities (e.g., changing light bulbs, disconnecting small motors, etc.);
- All electrical maintenance tools must be in good condition and approved and certified for the work being done;
- The use of water for washing down equipment in the vicinity of electrical apparatus is not permitted; and
- Extension cords must be kept in good condition and shall be appropriately selected for the job.

7.6 Overhead and Underground Utilities

The contractor shall ensure that all underground utilities are located, flagged and marked, as well as all procedures outlined in the Electrical Utilities Regulations and other applicable legislation (Part 32 of the Alberta OH&S Code) are followed. The contractor shall ensure that workers are made aware of the location of underground utilities and the danger must be maintained for workers and equipment. Contractors will respect the limits of approach regarding overhead utilities as described in the Electrical Utilities Regulations and Part 17 of the Alberta OH&S Code. Contact with any utility line will require notification the utility company and the Contract Owner.

7.7 Excavations and Trenching

Contractors engaged in excavating and/or trenching shall ensure that workers are protected from cave-ins by sloping the excavation walls (Sections 450 & 451 of the Alberta OH&S Code), shoring (Section 458) or by installing temporary protective structures depending upon the nature of soil and the depth as described in Section 451. The temporary protective structures shall be installed as outlined in Sections 456 & 457 or as specified in plans designed and certified by a professional engineer and made available at the worksite.



Spoil pile placement and size(s) will follow the requirements of Section 453. Installation and removal of temporary protective structures shall be done in a safe manner.

7.8 Fall Protection

A fall protection plan, in-line with the requirements of Part 9 of the Alberta OH&S Code, will be developed by the contractor and provided to the Contract Owner. The Fall Protection Plan will be used and adhered to when workers are at risk of falling from a temporary work area or from a permanent work area where fall protection equipment (i.e., guardrails, safety harnesses, fall arresting devices) are used to protect workers from falling from heights. Openings that create a falling hazard must have a temporary cover with a warning sign over it or guardrails and toe boards installed around the opening by the Contractor. Similarly, where work is performed over a walkway, guardrails and toe boards will be erected and maintained.

7.9 Falling Objects

Contractors must ensure that all employees and members of the public are protected from falling objects as per Section 318 of the Alberta OH&S Code, such as by using toe-boards, screens, or guardrail systems erected to prevent objects from falling from higher levels or be protected by a canopy structure erected to deflect falling objects. The area to which objects could fall must be marked with signs or barricaded so those employees are prohibited from entering the area. Hardhats are required when employees are exposed to an area where possible falling objects could cause a hazard.

7.10 Scaffolds

The contractor shall ensure all scaffold safety regulations are followed as required by the Alberta OH&S Code Part 23. All scaffolds will be built, inspected, tagged, and dismantled by a competent person and rolling scaffold (Baker-type) wheels will be locked when in use. Tags should be visible, inspections good for a 30-day period, and colour-coded to identify the physical and inspection state of the scaffold. Inspection and design documents shall be made available to the Contract Owner upon request. Contractors shall also ensure that all ladders and manlifts meet the safety requirements of Parts 8 and 19 of the Alberta OH&S Code and that they are used and maintained with regards to the manufacturer's specifications.

7.11 Hot Work & Fire Protection

Contractors are required to have a safety watch and procedure be in place as well as issue their own permits for all hot work activities. Contractors are required to follow their own company's permit procedures. When permits are received, communication and review of the permit must be done with all workers on site. During the permit work operations, the permit must be kept on site and be readily available. Whether a permit is issued or not, the permit does not release the contractor from following safe work procedures. Copies of permits must be available to the Contract Owner upon request.

Continuous gas monitoring, depending on the nature of the work, may be required during hot work activities. The contractor shall ensure that all hazards associated with the use of any flammable substance are clearly evaluated and procedures are put in place to ensure the safety of workers, materials, and equipment at the worksite and follow all Alberta OH&S Code requirements regarding hot work found in Part 10. Flammables shall be stored in approved containers and rags contaminated with flammable substances shall be stored in suitable metal containers with adequate covers.

Contractors shall cooperate with Rocky View County to ensure an adequate number of appropriate types and sizes of fire extinguishers are provided and maintained in accordance with Part 10 of the Alberta OH&S Code and the National Fire Protection Association (NFPA) 10 Standard. The fire extinguishers shall be



clearly visible and readily accessible to workers but must only be used by workers trained in the use of the fire extinguisher provided. A fire watch with an approved fire extinguisher will be required for hot work that requires a it as based on a hazard assessment; the fire watch will be required for an additional 30 minutes after the hot work activities cease.

The contractor shall inform their employees of the smoking restrictions that are in place on the worksite and ensure these restrictions are followed as may be required by applicable bylaws and the Tobacco Reduction Act.

7.12 Tools & Mobile Equipment

Contractors shall ensure that power and hand tools are properly maintained and that they are used by workers in accordance with industrial safe practices, the manufacturer's procedures, and in accordance with Part 25 of the Alberta OH&S Code. Only workers who have received specific instruction on the safe use, limitations and maintenance of the tool, shall operate those tools.

Use of powered mobile equipment shall follow the requirements of Part 19 of the Alberta OH&S Code. Personnel shall not be transported in a vehicle unless adequate seating is provided. Equipment fitted with roll over protection structures shall be equipped with seat belts and the seat belts shall be worn when the equipment is operated. Equipment requiring back-up alarms shall have the alarms maintained. Records or service must be kept on site and available upon request. Contractors shall ensure that loads and materials are secured against unintentional movement that could adversely affect the safety of workers. Personnel shall not be transported in a vehicle unless adequate seating is provided. Equipment fitted with roll over protection structures shall be equipped with seat belts and the seat belts shall be worn when the equipment is operated. Equipment requiring back-up alarms shall have the alarms inspected and maintained. Contractors shall cooperate with the Contract Owner to ensure workers are aware of the hazards associated with working around moving equipment and that appropriate measures are taken to protect the workers from injury. Records of service must be kept on site and available upon request. Rocky View County may request driver abstracts, driving oriented training programs, and effective closure of motor vehicle incidents as evidence of effective management of driving risks if vehicle incidents are occurring.

Contractors shall ensure that all equipment, including powered mobile equipment, hand tools, and power tools used on the worksite is maintained in such condition that it will not compromise the health and safety of workers. All equipment shall be used in accordance with manufacturer's procedures, specifications, and meet the requirements of Parts 19 & 25 of the Alberta OH&S Code.

7.13 Housekeeping

The contractor shall coordinate activities with all personnel present at the worksite to ensure site is kept clean and free from hazards that may endanger workers, the public, or restrict safe access or egress as per Part 12 and Section 185 of the Alberta OH&S Code. Contractors and their workers are required to maintain positive relationships with other land users and maintain the following housekeeping practices while on site:

- Treat neighbors with courtesy and respect while ensuring their personal safety;
- Ask the Contract Owner about work locations that may have special requirements (landowner issues, weed control, hours of operations);
- Close all gates properly;
- Maintain a neat work site;
- Keep debris in proper receptacles on the site;
- Do not litter;



- Remove markers or stakes when no longer necessary;
- Reduce speed when travelling on unpaved roads;
- Be aware of right of ways or easement boundaries; and
- Be aware of ground conditions and agricultural activity in the area where you are working.

7.14 Personal Protective Equipment (PPE)

Use of PPE shall be in accordance with Part 18 of the Alberta OH&S Code. The contractor shall ensure that workers use the appropriate PPE and are trained in its use and care in order to control or minimize hazards that cannot be controlled by engineering or administrative practices. Where there are discrepancies between Rocky View County's requirements for PPE and the Contractor's, it will be at the discretion of the Contractor to establish the highest standard(s) for the site. This may include a requirement of the Contractor to conduct and submit a hazard assessment applicable to the scope of work, its hazards, and the suitability of the PPE in question.

Contractors that may require the use of respiratory protective equipment are required to have a Respiratory Code of Practice established that outlines the protection of its employees against airborne hazardous substances that may be encountered on sites and to comply with applicable legislation. Workers must wear respiratory protective equipment when airborne contaminants exceed occupational exposure limits and be trained in the proper selection, use, care, and maintenance of that equipment. The Contract Owner will require Contractors to have their Respiratory Code of Practice and training certificates available upon request.

7.15 Care, Custody, & Control of the Site

The Contractor shall ensure that access or movement in, or adjacent to the worksite is controlled to ensure that the public cannot have access to the site and be potentially exposed to hazards present at the worksite. This may involve the use of locked gates, fencing, barricading, special lighting, signage, hoarding, locked covers over openings, watchmen, or other means as appropriate to secure the site and protect against harm. The Contractor shall ensure that only authorized personnel have access to the site. The Contractor must have a visitor check in protocol to manage any visitors to the site. The Contract Owner reserves the right to work with the contractor on the means of establishing an site authorization protocol and to assist in site security.

7.16 Temporary Heating and Ventilation

The contractor shall ensure that qualified workers install the systems and sufficient air is provided at all times. The fuel supply and heaters shall be secured to prevent falling over and protection from being struck. Temporary ventilation that is provided to control levels of airborne contaminants or to ensure adequate levels of respirable air shall be designed and maintained as prescribed in Part 26 of the Alberta OH&S Code.

7.17 Traffic Hazards

The contractor shall ensure that appropriate measures are taken to protect workers from the hazards created by traffic including the provision and wearing of high-visibility clothing, hand signs, and any other suitable PPE where required. Safe work practices, including traffic control and accommodation plans, created by the contractor should be implemented by in conjunction with appropriate worker training. Appropriate signage and barricades should be used in conjunction with the traffic control plan to ensure motorists are guided and aware of their responsibilities as they traverse the work area. Traffic safety protocols shall follow the



requirements of Section 194 of the Alberta OH&S Code and the regulatory requirements of Alberta Transportation.

Rocky View County recognizes driving as a serious hazard and expects contractors to have a means to ensure their employees are competent to operate vehicles or equipment. Contractors must be aware that their actions on roadways reflect directly on Rocky View County's image and reputation with the public and neighboring businesses. Contractors are required to obey all posted and imposed conditions for roadway use as well as obey all provincial traffic laws.

7.18 Violence and Harassment

The contractor must have a procedure in place to comply with the Alberta Occupational Health and Safety Code, Part 27. Any form of violence and harassment, including sexual harassment, and bullying will not be tolerated at any Rocky View County sites. Copies of the contractor's violence and harassment prevention plan and procedures must be provided to the Contract Owner upon request. Any incident must be reported immediately and may result in the contractor's removal from County sites.

7.19 Working Alone

The contractor must have a working alone procedure and a means of establishing communication with a worker to verify their well-being while working alone. Contractors are required to have a safe work procedure for working alone. The contractor is responsible for ensuring their employees are familiar and trained in the working alone procedure. The working alone program and procedure(s) shall conform to the requirements laid out in Part 28 of the Alberta OH&S Code.

8.0 EMERGENCY RESPONSE

This section establishes the requirements, responsibilities, and methods of notification and response to emergency situations on Rocky View County sites.

8.1 Emergency Response Plan

Contractors must provide an emergency response plan for the specific work site in accordance with the Alberta OH&S Act, Regulation, and Code, specifically Parts 7 & 11.

8.2 Emergency Contact List

The contractor shall supply the Contract Owner with an emergency contact list of all contractor and designated contract employees' individuals who are to respond to site emergencies and shall include all contact numbers for each designated individual for the duration of the contract.

Should Rocky View County be unable to contact the contractor's designated employee during a site emergency, Rocky View County will take appropriate action to address the emergency. Rocky View County will hold the contractor liable and responsible for all expenses incurred prior to, during, and after the emergency.

8.3 Emergency Events and Incident Reporting Procedures

The contractor must ensure that all emergencies that occur on a Rocky View County site are reported to the Contract Owner immediately. If the emergency involves imminent danger, fire, serious injury, or a potential for serious injury to anyone, take immediate steps to protect or lessen the impact of the incident. The



Contractor shall incorporate Rocky View County's reporting requirements into site-specific incident management plan which should include reporting to Alberta OH&S in the event of an employee being admitted to the hospital.

Alberta Occupational Health and Safety Act requires that a OH&S be notified as soon as possible whenever there is a serious incident or injury. The Act defines such an occurrence as:

- An injury or incident that results in death.
- An injury or incident that results in a worker's being admitted to a hospital.
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury.
- The collapse or upset of a crane, derrick or hoist.
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Should an emergency situation occur on any Rocky View County site, all contractor's information which includes but is not limited to documents, photographs, and eyewitness statements, becomes the sole property of Rocky View County and cannot be released to any media source without the written consent of Rocky View County.

Rocky View County requires immediate notification of all incidents, vehicle collisions, spills, releases, regulatory violations, and near misses at County worksites. Immediate verbal notification must be followed up with written incident reports within 24 hours; failure to do so may result in removal from Rocky View County worksites. Under no circumstances should anyone disturb the scene of an incident that may be investigated, except to reduce the hazard or protect lives.

Rocky View County reserves the right to participate in or lead an investigation to any serious, or potentially serious incidents.

9.0 SAFETY COMMUNICATION

With the potential of many hazards on a work site, clear communications are vital. Information needs to be exchanged between the Contract Owner and the contractor. It is very important that everyone on the work site is aware of work to be undertaken, the hazards and control measures to be taken, and the procedures to be followed. The Contract Owner will inspect all sites for potential hazards and will communicate all identified hazards to contractors prior to site entry.

Contractors entering onto a Rocky View County site shall expect to receive an orientation specific to the hazards and reporting requirements for that particular site. The site-specific orientation includes:

- Verification of contractor competency and certification;
- Overview of site hazards;
- Over view of the site controls to reduce/eliminate the hazards; and
- Emergency response and incident reporting procedures.

Contractors should retain the appropriate health and safety management system documentation required to demonstrate compliance with Rocky View County's health and safety requirements. Contractors may be required to conduct safety meetings on a regular basis as accordance with their own health and safety program. Safety meeting minutes should be made available to Rocky View County upon request.

10.0 SAFETY PERFORMANCE EVALUATION



The Contract Owner may evaluate the contractor to ensure compliance with health and safety requirements at any time. The frequency of evaluation is dependent upon the scope of work and the contractor's health and safety performance. Rocky View County's evaluation may include a review of the contractor's health and safety program records.

The Contract Owner will inform the contractor when health and safety requirements are not being met. Although the contractor is directly responsible to resolve health and safety issues, Rocky View County is ultimately responsible to ensure a safe working environment.

A contractor's health and safety performance will be evaluated at the completion of any contract. Rocky View County will review acceptable and non-acceptable performance with the contractors. These lessons learned should be utilized to improve both Rocky View County and the contractor's health and safety management systems/processes. If a contractor does not meet Rocky View County's health and safety expectations and requirements, then the opportunity will be provided to discuss the issues and develop corrective actions consistent with contractual provisions.

11.0 ENFORCEMENT

Rocky View County reserves the right to restrict access of contractor employees and/or to terminate the contract if, at the Contract Owner's discretion, contractor infractions are sufficiently serious to warrant such action including non-conformance with this Standard., including but not limited to:

- Any violation with this Standard;
- Illegal drug or alcohol use;
- Stealing property;
- Willful violations;
- Illegal dumping of hazardous waste; or
- Provoking or engaging in an act of harassment, bullying, or violence against another person on any Rocky View County worksite.

Constant awareness of and respect for workplace hazards, as well as compliance with all safety rules, are considered conditions of employment with Rocky View County. Rocky View County reserves the right to issue warnings to contractors, up to and including termination of contract or removal from site, for failure to follow the guidelines of this standard.



CONTRACOR ACKNOWLEDGEMENT

The contractor hereby acknowledges receipt of this standard entitled Contract Management Standard for contractors developed by Rocky View County. The contractor understands this Standard is intended to provide only an overview of related safety practices and procedures subscribed to by Rocky View County, as well as a general corporate statement regarding health, safety and environmental matters. Contractor acknowledges that the general framework contained in this Standard has been and will continue to be supplemented by detailed practices and procedures specific to the operations. contractor will become thoroughly familiar with and abide by Rocky View County requirements as reflected in this Standard and other County and regulatory requirements. The contractor representative will review all pertinent safety practices/regulations with his or her employees and subcontractors prior to commencing work at any company location.

This Acknowledgement Form shall not alter or amend the terms of its written contractual arrangement with Rocky View County, nor shall it alter the status of contractor as an independent contractor. Contractor acknowledges its obligation, as reflected in its written contractual agreement with Rocky View County, to take responsibility for compliance with all safety and environmental rules, regulations, ordinances, and other laws.

Contractor acknowledges that the guidelines contained in the Standard are designed to mitigate, to the extent possible, the occurrence of incidents at the work site. However, Rocky View County does not warrant or guarantee that incidents will not occur. The contractor is responsible for ensuring that all employees, subcontractors, and company personnel in the contractor’s work area comply with these practices and that persons or property are protected from injury and damage as a result of contractor’s operations on the work site.

Contractor should immediately direct any questions, comments or concerns that arise relating to this Standard or any other company safety matter to the responsible on-site representative for Rocky View County.

CONTRACTOR SIGN-OFF

Record(s) of completed contractor acknowledgements must be retained on site or on file for a period of 1 year.

I, _____, the contractor (or the contractor representative), acknowledge receipt and acceptance of the Rocky View County’s Contractor Management Standard for contractors.

Signature (Contractor): _____
Company Name (Print): _____
Date (MM/DD/YYYY): _____
Rocky View County
Contract Owner Signature: _____
Name (Print): _____
Location: _____