



# Contractor Safety Code of Practice

## PURPOSE

The Contractor Safety Code of Practice provides information on defining who is responsible for health and safety of a worksite. This document defines the term “prime contractor” and what are the duties associated with this title. This document is not intended to be used instead of the Occupational Health and Safety Act, Regulations or Code but is intended to be a helpful tool for day to day operations.

## SCOPE

This code of practice is applicable for all projects and facilities where a contractor is involved in Facilities and Operations day to day operations.

## DEFINITIONS

Prime Contractor (excerpt from Occupational Health and safety Act RSA-2000 Chapter O-2):

Prime contractor

3. (1) Every work site must have a prime contractor if there are 2 or more employers involved in work at the work site. The two employers and their workers do not need to be physically present at the same time to meet the requirement.
- (2) The prime contractor for a work site is
  - (a) the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or
  - (b) if no agreement has been made or if no agreement is in force, the owner of the work site.
- (3) If a work site is required to have a prime contractor under subsection (1), the prime contractor shall ensure, as far as it is reasonably practicable to do so, that this Act and the regulations are complied with in respect of the work site.
- (4) One of the ways in which a prime contractor of a work site may meet the obligation under subsection (3) is for the prime contractor to do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Act and the regulations in respect of the work site.

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## Contractor Safety Supervisor Checklist:

- Checking **YES** means the item is required and provided by the prime contractor.
- Checking **N/A** means the item is not applicable to the scope of work.



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## Determining Prime Contractor

The Prime Contractor **MUST** be established prior to work starting and needs to be discussed at time of quotation. If the contractor's work area can be specifically identified and cordoned off, then the contractor can be assigned Prime Contractor of that work area. The contractor's Safety systems will then apply in that area (this is typically the case in large capital projects where the "general conditions of construction" are reference in the contract). If it is **NOT** agreed in writing that the contractor working for University of Alberta is Prime Contractor **or** if it is not discussed, then the University of Alberta is the Prime Contractor. If the work area **CANNOT** be specifically identified or if no agreement is in place, the University of Alberta (by default) is the prime contractor and the contractor must follow the University of Alberta safety systems.

## RESPONSIBILITIES

### Prime Contractor:

Occupational Health and Safety Act Bulletin on "The Prime Contractor"

### *Responsibilities under the Law:*

The arrangement eliminates confusion about who is responsible for health and safety at a work site having multiple employers. Section 3 of the Act requires a prime contractor whenever two or more employers perform work at a work site and the two employers and their workers do not need to be physically present at the same time to meet the requirement.

The prime contractor is responsible for:

- establishing and maintaining a system or process that ensures compliance with the Occupational Health and Safety Act, Regulation and Code.
- ensuring that first aid services, equipment and supplies required by the Occupational Health and Safety (OHS) Code are available at the work site.
- ensuring that the equipment erected or installed by or on behalf of the prime contractor complies with the requirements of the OHS Code as if the prime contractor was the employer.

If an area is identified as deficient (part of work scope but not part of the safety program) it is the prime contractor's responsibility to correct this deficiency.

## Managers and Supervisors:

Ensure:

- Contractor/subcontractor provided with Safety Orientation (site specific).
- Hazard Assessment (to be completed by both Contractor and University of Alberta; use Pre-job Safety instruction Booklet or Hazard Identification and control forms OR contractor provided).
- Energy Isolation in place prior to work starting (Safe Work Clearances, Lockout –Tagout, etc.).
- Contractor has obtained necessary permits (excavation, hot work, electrical, etc.)
- Define who the prime contractor is contractually and on the *Contractor Safety Supervisor Checklist*.
- Complete of the *Contractor Safety Supervisor Checklist* for each project (sample form provided as appendix).
- If the University of Alberta is prime contractor, ensure all appropriate safety systems are in place per the *Contractor Safety Supervisor Checklist*.
- If the Contractor is prime contractor, ensure contractor has all appropriate safety systems and are in place per the *Contractor Safety Supervisor Checklist*.

## Designate:

Facilities and Operations Safety Division

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Print Name

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Signature

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Date