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| **Contract Situation** | **Example** | **COG Project Manager Responsibilities** |
| **Consultants**  A consultant is a professional who provides expert advice in a particular area such as security, management, education, accountancy, law, human resources, marketing, finance, engineering, science or any of many other specialized fields. | Hired for professional services. | * Ensure work does not elevate the level of risk and all hazards are identified and communicated to the Consultant. * Ensure all necessary insurance is available and current. * Ensure consulting agreement has been executed. * Provide copies of any applicable City of Guelph Corporate Policies as required by the scope of the work. * Requires a minimum of $2, 000,000 in errors and omissions insurance. * Requires a minimum of $5,000,000 in liability insurance where providing hands on training in active operational areas. |
| **Contractor**  A third party retained by the COG to provide Contracted Services.  **Contracted Service**  Means any Construction, engineering or maintenance (replacement like for like) work for which the COG has signed an agreement or issued a purchase order with a Contractor. | Hired to perform service on behalf of the COG | * Responsible for the health and safety of the hired contract employees as though they are COG employees. * Notify all contractors engaged in the work of any known Designated Substances and ensure completion of the Hazardous Materials Acknowledgement (**Appendix 7, Form 1**). * Ensure that Pre-Start Hazard Assessment (**Appendix 6**) and Contractor Health & Safety Clearance Assessment (**Appendix 7, Form 2**) are complete prior to the start of work. * Ensure an orientation is provided and all contractor workers have signed off on the Contractor Agreement and Understanding (**Appendix 7, Form 3**). * Ensure all necessary insurance is available and current. * Requires a minimum of $5,000,000 in liability insurance. * Depending on the work to be done, may require environmental insurance in the amount of at least $1,000,000. |
| **External Employer**  Employees of a company who are not contracted by the COG but may be working in close proximity to COG employees and/or on the COG worksite | Enbridge digs close to a broken water main repair. | * Supervisors of COG employees working in close proximity to another employer must ensure that safety between the two parties is maintained. * All hazardous situations must be brought to the attention of the company working in close proximity and all reasonable precautions are taken for the protection of the employees. |
| **Subcontractor**  A third party Contractor is hired by the COG initial Contractor to perform work at a City of Guelph worksite or facility. | The COG hires a Contractor to perform service and/or complete a project and in turn the Contractor hires another Contractor to complete or assist with the work. | * If COG is the Constructor of a construction project they must ensure all required Forms (**Appendix 7, Form 1-4**) are received from every contractor engaged in the work. * Names of the Subcontractors must be given to the COG by the initial contractor. * The COG may be responsible for the health and safety of those hired contracted employees as though they are COG employees * Ensure they are aware of the COG requirements and all required information has been supplied. * Ensure all necessary insurance is available and current. * Ensure the subcontractor receives a copy of the Project Hazard Assessment (**Appendix 6**) * Requires a minimum of $5,000,000 in liability insurance |
| **General Contractor (GC) hired as Constructor**  For construction projects only (as defined by s.6 of [O. Reg 213/91](https://www.ontario.ca/laws/regulation/910213)) | A Constructor hired to build a building expansion. | * Ensure Constructor has a valid WSIB clearance certificate. * Ensure a Constructor has been designated in writing (**Appendix 5**, Construction Project Form) and the Constructor has identified a Workplace Safety Specialist. * Notify the General Contractor of any know Designated Substances and ensure completion of the Hazardous Materials Acknowledgement (**Appendix 7, Form 1**). * Ensure that Pre-Start Hazard Assessment (**Appendix 6**) and Contractor Health & Safety Clearance Assessment (**Appendix 7, Form 2**) are complete prior to the start of work. * Provide the GC with the COG Form 1000 (**Appendix 7, Form 4**). * Ensure the GC has submitted a Notice of Project to the MOL (if required under s.6 of O. Reg 213/91). |
| **General Contractor – COG is the designated Constructor.**  For construction projects only (as defined by s.6 of [O. Reg 213/91](https://www.ontario.ca/laws/regulation/910213)) | An electrical Contractor, floor installer and a window glazing company have all been contracted by the COG to build an extension of a building with no designated Constructor assigned. | * Determine who will be responsible for coordinating project safety. * Ensure all Subcontractors provide WSIB Clearance Certificates. * Send the Notice of Project to the Ministry of Labour. * Ensure compliance with the OHSA and Regulations. * Ensure completion of the Construction Project Form (**Appendix 5**). * Ensure that Pre-Start Hazard Assessment Form (**Appendix 6**) is completed and provided to all contractors engaged in the work. * Notify all contractors engaged in the work of any known Designated Substances and ensure completion of the Hazardous Materials Acknowledgement (**Appendix 7, Form 1**). * Ensure Contractor Safety documents (**Appendix 7, Form 2-4**) are completed by any and all contractors engaged in the work. * Requires a minimum of $5,000,000 in liability insurance. |

Documents must be updated in accordance with the schedule below:

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| **Appendix 7, Form 1** | As required if there is a designated substance survey on file for the location of the work. |
| **Appendix 7, Form 2** | Every two years. This can be extended to every three years for COR Certified companies. |
| **Appendix 7, Form 3** | Every two years, as required, as organizational changes occur. This can be extended to every three years for COR Certified companies. |
| **Certificate of Insurance** | Annually. |
| **WSIB Clearance Certificate** | Every 90 days, unless a copy has been entered into the City’s eClearance account. |
| **Proof of COR Certification** | Upon expiry. |

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