

Contractor Orientation

City of Guelph

Contractor Orientation

Welcome to the City of Guelph

Why is Contractor Management important at the City of Guelph?

- To be in compliance with provincial safety legislation that require us to manage Contractors and ensure they are competent to be performing the work we are hiring them for.
- To ensure our employees remain safe with Contractors performing work in their work environment.
- To ensure we hire and work with companies with good safety and environmental records.
- To protect City of Guelph property and infrastructure.
- To reduce the risk to the City of Guelph if there is an accident.

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Definitions

- **Construction** – includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work associated therewith.
- **Constructor** – a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one contractor.
- **Contractor** – a third party retained by the COG to provide Contracted Services
- **Employer** – a person who employs one or more Workers or contracts for the services of one or more Workers and includes a Contractor or Subcontractor who performs work or supplies services and a Contractor or Subcontractor who undertakes with an Owner, Constructor, Contractor or Subcontractor to perform work or supply services. For greater clarity, the Employer is not the Constructor.

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Definitions

- **Project** – a construction project, whether public or private, including,
 - (a) the construction of a building, bridge, structure, industrial establishment, shaft, tunnel, caisson, trench, excavation, highway, railway, street, parking lot, cofferdam, conduit, sewer, watermain, service connection, fibre optic, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
 - (b) the moving of a building or structure, and
 - (c) any work or undertaking, or any lands or appurtenances used in connection with construction
 - for which the execution of the same is undertaken by a Contractor through Contracted Services.
- **Project Manager** – a COG staff member responsible for a Project and any associated Contracted Services.
- **Supervisor** – a person who has charge of a Workplace or authority over a Worker.

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Definitions

- **Worker** - means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
 - A person who performs work or supplies services for monetary compensation.
 - A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
 - A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
 - Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.
- **Workplace** – any land, premises, location or thing at, upon, in or near which Contracted Services are being performed.

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Basic Rules to Follow

Whether you are performing work on behalf of the city at City Hall, a satellite location or at another workplace within the city, there are things you need to know before starting work, so speak to your City of Guelph Project Manager (COG PM) to get the answers to these questions, and any others that you may have.

The following slides will cover off basic information that you need to know, but this is not an exhaustive list, so always maintain lines of communication with the COG PM.

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Basic Rules

Fire Safety

Some city buildings have a two-stage fire alarm system (City Hall and 45 Municipal Street), but others have only a single stage system (170 Watson Road South).

For buildings with two-stage systems, the first stage is a slower tone and is telling you to prepare to evacuate. The second tone is faster and requires you immediately evacuate to the assigned gathering area.

It is important that all persons working at any city building or worksite understand which system is in place and react accordingly when hearing the alarm. It is also important to understand where the gathering area is located in the event of an evacuation..

Most buildings also require visitors to sign in so that they can be accounted for in the event of an emergency. **This applies especially to contractors.**

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Basic Rules

Parking

Parking is only allowed in areas that have been allocated for your vehicles. At most of the satellite locations, there is ample parking at the site, but this is not the case at City Hall.

Please ensure that you understand where you are allowed to park before showing up onsite. The City is not responsible for parking tickets incurred from illegally parking vehicles.



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Basic Rules

Smoking Areas

Smoking is allowed only in designated smoking areas. If you smoke, ensure that you understand where the designated smoking area is located.



It is important to remember that the Smoke Free Ontario legislation strictly forbids smoking in the following locations:

- the inside of a building, structure or vehicle that an employee works in or frequents during the course of their employment whether or not they are acting in the course of employment at the time
 - this includes the inside of a trailer office on a construction site, the inside of a loading dock, or the inside of a delivery truck
- common areas such as washrooms, lobbies and parking garages
- on and within 20 metres of children's playgrounds and publicly owned sport fields and surfaces (e.g., areas for basketball, baseball, soccer or beach volleyball, ice rinks, tennis courts, splash pads and swimming pools that are owned by a municipality)

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Incident Reporting

All workplace incidents must be reported to the COG PM immediately where there is the possibility that a loss could occur, for which the City may be held responsible. Examples of workplace incidents include the following:

- **Critical Injuries/Fatalities**
- **Lost Time injuries**
- **Medical Aid incidents**
- **First Aid Treatment**
- **Near Miss Incident with potential for significant loss**
- **Workplace Violence or Harassment incidents**
- **Occupational Illnesses**
- **Non-Injury Property Damage incident**
- **Fire/Explosion**
- **Chemical Spill/Release**
- **Motor vehicle accident**
- **Serious electrical incidents**

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Critical Injury

A **critical injury** is defined as an injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm, but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

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Critical Injury

In the event that a critical injury, or suspected critical injury, should occur

1. The first number to call is **9-1-1**
2. Notify your immediate supervisor who will then notify:
 - The Ministry Of Labour
 - City of Guelph Program Manager (COG PM), who in turn will alert the following:
 - City of Guelph JHSC certified worker representative
 - City of Guelph Health and Safety Specialist (or designate); and
3. Secure the scene to prevent interference or disturbance.

These steps apply when the City of Guelph is deemed to be the Constructor or Employer as defined by the Occupational Health & Safety Act.

Where the contractor company is acting as the Constructor, there is no requirement for the COG PM to alert the City of Guelph JHSC certified worker representative. The supervisor should alert the JHSC worker representative for the construction project.

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Spills/Discharges



Spills or discharges of any material, that meet the criteria laid out in *O. Reg 675/98: Classification and Exemption of Spills and Reporting of Discharges*, into the natural environment that have the capacity to cause an adverse effect, must be immediately reported to the COG PM.

Additional reporting requirements are as follows:

1. Ontario's Spills Action Centre (1-800-268-6060)
2. the local municipality (519-837-5629)
3. the owner of the substance (if known)
4. the person in control of the substance (if known)

Under the [*Environmental Protection Act*](#), it is the duty of the owner or controller of a spilled pollutant to clean up a spill. They must do everything practicable to prevent and eliminate the negative effects from a spill, including restore the natural environment to its original state.

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Health & Safety Permit Programs

Corporate Policies

In all situations, other than where the contractor is deemed to be the constructor, it is expected that City of Guelph Corporate Health & Safety Policy is followed at all times, unless the contractor policy meets a higher standard.

Programs that require the use of a permit, must use the City of Guelph (COG) permit attached to the policy. Examples of programs that use permits include the following:

- **Hot Work Program:** a COG hot work must be completed and filed with the COG PM whenever hot work is initiated in areas not designated as hot work areas. Hot work is defined as any work that produces a spark or source of ignition, and includes tasks such as welding, burning, brazing, torch cutting and grinding.
- **Energized Electrical Work:** no electrical work is to be completed without first de-energizing and locking out the equipment. However it is recognized that in some cases de-energizing may not be feasible. In such situations the work may only take place after a review of the city's Energized Electrical Work Policy and completion of the associated Live Work Permit. Again, all completed permits must be filed with the COG PM.

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Health & Safety Permit Programs

- **Confined Space Entry:** the COG Confined Space Entry Program requires that any space not designed for continuous human occupancy be considered a confined space until a full assessment is completed. All potential confined spaces must have an assessment completed using the City's combined **Hazard Assessment, Planning and Permit Form**. Where multiple contractors or city workers are entering, the **Co-ordination Document** must also be completed.

UNDER NO CIRCUMSTANCES SHOULD ANY SPACE NOT DESIGNED FOR CONTINUOUS OCCUPANCY BE ENTERED UNTIL AN ASSESSMENT IS COMPLETED. IF THE SPACE IS FOUND TO BE CONSIDERED A CONFINED SPACE, THE PERMIT MUST ALSO BE COMPLETED PRIOR TO ENTRY. THERE ARE NO EXCEPTIONS TO THIS.



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Working at Heights/Fall Protection

The City of Guelph requires that any work performed where prior assessment has determined that there is a fall hazard present, is only done when a fall protection system is in-place. A fall hazard is defined as where there is the potential of falling:

- a. More than 3 meters, or
- b. More than 2.4 meters from the edge into an excavation, or
- c. More than 1.2 meters, if the work area is used as a path for a wheelbarrow or similar equipment, or
- d. Into operating machinery, or
- e. Into water or another liquid, or
- f. Into or onto a hazardous substance, or
- g. Through an opening on a work surface

When feasible, a protective covering or guardrail system must be installed to prevent the fall hazard. Where a fall hazard cannot be eliminated, a Travel Restraint System (TRS) must be used.

A TRS must be used for all roof work, if the work is to be performed is within **THREE METRES** of the edge. Where a worker is exposed to the hazard of falling more than three meters, and a TRS is not feasible, a Fall Arrest System must be used.

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Use of City of Guelph Equipment

Use of any of City of Guelph equipment is not permitted.

Contractors are responsible for supplying all of their own equipment for the completion of the work.



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REFUSAL

Work Refusal/Work Stoppage

Where a work refusal or work stoppage is initiated, the COG PM must be informed immediately.

Where the City is deemed to be the Employer or Constructor, the work refusal/stoppage is to be investigated immediately by the contractor in conjunction with the COG PM and a worker representative from the relevant City JHSC.

Where the contractor is also the Constructor, the investigation must be conducted in conjunction with the JHSC associated with the construction project.

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Ministry of Labour Visits

The Ontario Ministry of Labour (MOL) may visit for a variety of reasons, below are a list of common reasons:

Inspection

- To inspect workplaces to monitor compliance with occupational health and safety legislation, and to promote the internal responsibility system.
- To target specific compliance issues in specific sectors such as compliance to the working at heights requirements or WHMIS requirements etc.

Investigation

- To conduct reactive field visits for the purpose of investigating a fatality, critical injury, work refusal, complaint, occupational injury or disease, or other event in the workplace.
- In response to a complaint from a worker or member of the public.

Consultation

- To advise workplace parties of their rights, duties and responsibilities under the Occupational Health and Safety Act (OHSA), and of the policies and procedures of the Ministry.

Regardless of the reason for the visit, the COG PM must be informed immediately the MOL arrive onsite. Additionally, copies of all paperwork relevant to the visit must be provided to the COG PM.

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Additional Information

The information provided on the slides contained in this orientation is intended to give a general overview of some common situations.

More information, particularly site specific information for where the work is to be done, should be requested of the COG PM prior to starting work.

If in doubt, ASK.