

SECTION Property Maintenance	SUBJECT Contractor Control Policy	PAGE	1 of 3		
		ADOPTED:	DAY 10	MONTH 03	YEAR 2015
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1. POLICY

- 1.1. The purpose of the contractor control policy is to take specific measures to ensure that employer and supervisor duties under OHSA have been addressed with respect to employees of contractors, while working under contract for Community Living Glengarry.
- 1.2. The agency minimum requirements with respect to a contractor's WSIB coverage must be ensured. This will reduce the risk of loss to the company and at the same time help ensure a safer and healthier workplace for contractors and their employees.

2. STANDARD

- 2.1. This policy applies to all services and contracts, including contractor selection, conditions for placing contracts and contract monitoring on site.

3. RESPONSIBILITY

- 3.1. This standard applies to persons operating a construction related business or a business involving the repair, installation and maintenance of equipment and facilities. It also applies to contractors supplying personnel for production or other purposes.
- 3.2. Constructive controls must be in place prior to any work being conducted. It is the responsibility of any Community Living Glengarry employee to ensure that this standard has been complied with.

4. PROCEDURE

- 4.1. Pre Contract Requirements: Contractors shall show proof, prior to signing the contract or before starting, that they or their employees have appropriate WSIB coverage and that their account with WSIB is in good standing. This proof may be provided in the form of a valid Clearance Certificate issued by the WSIB.
- 4.2. Contactors shall demonstrate their understanding and compliance with the requirements of the OHSA, prior to signing the contract or starting the work.
- 4.3. This shall include the following
 - 4.3.1. Providing a copy of the contractor's Health and Safety policy and outline of

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their health and safety activity

- 4.3.2. Providing evidence that the contractor has means in place to identify the hazards and legal requirements associated with the work being performed, and to ensure that those hazards are controlled and the legal requirements complied with.
 - 4.3.3. Providing evidence that the contractor's supervisor are "competent" as defined under the OSHA, and that they have means of providing adequate supervision to their employees
 - 4.3.4. Providing evidence that the employees of the contractor working on the site have knowledge and skills to perform their jobs safety, including any trade qualification.
- 4.4. If a contractor fails to demonstrate adequate understanding and compliance with the OSHA as detailed above (4.3.1 to 4.3.4) a contract cannot be signed.

5. CONTRACT REQUIREMENTS

- 5.1. It shall be requirement written in each contract that the contractor must comply with the OSHA and any applicable regulation and comply with the Community Living Glengarry Health and Safety requirements for contractors and subcontractors.

6. EXECUTION OF THE CONTRACT

- 6.1. Each contractor working on Community Living Glengarry premises must receive an orientation to Community Living Glengarry Health and Safety requirements for contractors and subcontractors
- 6.2. The worksite that their contractor is working in must be visited at least daily by a member of the employer's Joint Health and Safety committee to ensure that the health and safety measures and procedure as detailed in the contract are being met.
- 6.3. If the health and safety measures and procedures are not being met, the following steps shall be taken
 - 6.3.1. The matter must be formally reviewed with the contractor representative
 - 6.3.2. The contractor must provide appropriate confirmation that the matter has been addressed, including any corrective action which the contractor has taken
 - 6.3.3. The matter must be reviewed internally with the Executive Director who shall make a decision based on the nature of the violation
- 6.4. All dealings with the contractor under the above section shall be in writing.
- 6.5. Company will utilize the appropriate orientation checklist to indicate applicable items reviewed prior to starting work on Community Living Glengarry premises.

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7. COMMUNICATION

- 7.1. All Community Living Glengarry employees and prospective contractors should be aware of the contractor policy. This will be accomplished through the contractor bidding process, hiring process, policy reading, Friday's note, orientation training or other effective means.

8. TRAINING

- 8.1. The Management team and the Health and Safety Committee will review their responsibilities

9. EVALUATION

- 9.1. The Health and Safety Committee and Management team will review the Contractor Control policy annually and make recommendations

10. MAKE IMPROVEMENTS

- 10.1. The recommendations that were made from the Joint Health and Safety Committee will be implemented.

11. ACKNOWLEDGE SUCCESS

- 11.1. The Executive Director will acknowledge those who have contributed to the Contractor Control Policy in Friday's note.



Danielle Duranceau
Executive Director