



Section:	Contractor Accountability to Safety Program	Issued By:	Environment Health and Safety
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In order to ensure the safe completion of University projects, the Contractor Safety Management Program (CSMP) has been approved by the University Board of Governors. This procedure is a shortened outline of the approved processes contained in the Program. Please refer to the CSMP which is available on the EHS Department website for more detail. For more information or assistance in hiring contractors, please contact the EHS Contractor Safety Management Specialist.

**SCOPE**

The Contractor Safety Management Program in place to standardize the hiring of contractors for construction and maintenance of University campus facilities. This includes any modifications of space such as redevelopment of University properties. This does not include knowledge-based contractors, installation of equipment where there is no modification of the spaces they are in, and servicing of equipment such as lab equipment.

**PREQUALIFICATION PROCESS**

All contractors who fall into the in-scope activities for the CSMP are required to be prequalified through ISNetworld (ISN) and maintain a grade of C or better. To view the list of University prequalified contractors, please visit <https://www.ucalgary.ca/risk/environment-health-safety/programs-standards-cops/contractors>.

Contractors who are not connected to the University through ISN may be hired provided the contractor completes the Contractor Safety Management Program ISN exception process as outlined in Appendix A and B of the program document.

Contractors who are connected in ISN but do not have a C grade or better may work for the University providing they have applied for and have received an ISN grade variance as outlined in Appendix C of the program. Please contact the EHS Contractor Safety Management Specialist for more information.

**CONTRACTOR SELECTION**

Depending on the value of the project in question (please refer to Faculty/Department hiring processes), tender documents may be required to perform a bidding process for the work.

Tender documents must inform the bidders of:

- Whether the contractor will be Prime Contractor.
- University Safety Requirements.

**IDENTIFICATION OF PROJECT/SITE H&S REQUIREMENTS**

All in-scope work must be started with a kickoff meeting to outline the responsibilities of the contractor and the University to ensure the safe completion of a project.

### **Contractor is Prime—Construction Kick-off Meeting**

A construction kick-off meeting must be held with the contractor to:

- Review contractor responsibilities.
- Outline reporting requirements from the contractor.
- Identify University safety programs and permit requirements that apply to the work.

Appendix E is the Kick-Off Meeting Agenda Form that is to be completed and signed by both the University Representative and a representative of the contractor at the time of the meeting. A Prime Contractor must supply their emergency response plan as outlined in the Kickoff Meeting Agenda prior to beginning work.

The Contractor Representative will provide to the contractor a Hazards associated with the University site and Infrastructure form (Contractor Safety Management Program Appendix H).

### **Contractor is Not Prime—Field Work Kick-off Meeting**

For all contractors that are new to the University a field work kick-off meeting will be held with the Contractor. The Kick-Off Meeting Agenda form (Appendix E) will be used to guide the agenda for the meeting and serve as a record that the meeting was held. If a contractor is on-site continuously or regularly to conduct the same type of work, instead of kick-off meetings there shall be safety review meetings held at least annually as described in the CSMP.

### **PRIME CONTRACTOR HANDOVER**

If a project is to be completed by a Prime Contractor, the Prime Contractor Handover Document (Appendix F) must be filled out and describe the location, dates, and timings that the Prime Contractor is responsible for the area where the project is to be carried out.

### **UNIVERSITY STAFF RESPONSIBILITIES DURING PROJECT OPERATIONS**

If there is no Prime Contractor, the University Hiring Representative must assume additional duties and responsibilities to ensure the safe operation of the project. This shall include:

- Providing a completed Project Posting Form (appendix D) with contact details and placed in a conspicuous location near the project entrance.
- Periodic inspection of the worksite using the Contractor Safety Inspection Checklist (Appendix G).
- Reporting incidents such as injuries, spills or releases of environmentally damaging substances, or damage to property. These incidents are to be reported through OARS and classified according to severity (Appendix I). It is the Representative's responsibility to investigate and implement appropriate corrective measures as outlined in EHS incident investigation requirements.

### **POST JOB ACTIVITIES**

If a project budget exceeds \$500 000 or if there are significant safety issues during the project execution, an evaluation of the project will be carried out using the Post Job Contractor Evaluation tool, located on ISN. Please contact the Contractor Safety Management Specialist for information on performing the evaluation.