Why implement a strengthened Contractor Safety Management Program?

1. To improve safety performance of our contractors.
2. To meet our legal obligations under the OHS Act and promote demonstration of due diligence in the event of a serious contractor safety incident.
3. Produce consistency across the university in how we manage contractors with respect to safety.
Scope of the Contractor Safety Management Program

• Applies to construction, maintenance, and service contractors doing physical work
• Does not apply to contractors who sit at a workstation doing knowledge based work
• Applies to all units of the university that hire contractors...Facilities, Faculties, Ancillary Services, etc.
Contractor Safety Management Components

- **Prequalification** - all contractors must be prequalified prior to work and includes a review of their safety programs, their injury history, their WCB performance, and their insurance.

- **Contractor selection** - All contractor hiring includes standardized safety documentation. We formally identify if a contractor is to be Prime (meaning that they will take on additional responsibility for safety in their designated area of work).

- **Identification of Health and Safety requirements** - The university ensures that all contractor workers take the University Contractor Orientation, emergency response plans are in place, and that a formal kickoff meeting is held where University requirements are discussed and signed off such as University Safety Programs they must meet or exceed (e.g., Powered Mobile Equipment, Hot Work).
Contractor Safety Management Components

• **Prime contractor handover** - For all contractors who are deemed prime contractor a formal handover document is prepared and signed off that designates their area of their responsibility and for what duration.

• **Performance monitoring** - All prime contractor managed projects are to submit monthly safety reports with leading and lagging indicators of performance. Contractors who are not prime are subject to inspections by university staff and deficiencies are recorded and corrected.

• **Post job activities (for selected projects)** - for projects over $500k a review is held to assess the safety performance of the contractor.
Program Implementation Status

• The program is currently implemented in:
  • Facilities Development
  • Facilities Management
  • Information Technologies
  • Faculty of Kinesiology

• These areas cover approximately 85% of all contractor hires

• Implementation focus over the next year will be remaining 12 faculties and remaining departments.