

Title: Subcontractors / Suppliers	Issue Date: January 2016
Section: 16	Revision Date: N/A
Approved by: Bob Ritzmann, President	Signature: <i>BR</i>

16.1 POLICY STATEMENT

Alltrade is committed to cooperating in safety, accident control and responsible environmental practices with all Subcontractors and Suppliers. Alltrade is concerned that those accidents involving Subcontractors or Suppliers can injure workers, have adverse environmental effects, cause job disruptions, and delays that impact Alltrade.

16.2 SUBCONTRACTOR ENVIRONMENTAL HEALTH AND SAFETY REQUIREMENTS

Standard

All subcontractors, suppliers, and other contractors employed on an Alltrade project are responsible to ensure all work is carried out in compliance with, but not limited to the Occupational Health and Safety Act, Alltrade’s H&S Policies, and Client site specific policies as required.

Noncompliance

In the event of non-compliance with any of the above mentioned polices the following may occur:

- Subcontractors and all related work by their subcontractors/suppliers may be suspended
- Workers, supervisors, and contractors may be removed from the site
- Contractors may be subject to monetary back charges that are associated with the delays and completion of the work
- Be responsible for any fines or charges levied against Alltrade due to the legislative noncompliance
- Notifications of non-compliance may be documented on the Subcontractor/Supplier Health and Safety Order to Comply (H&S_FORM_052) or the Subcontractor Clean Up Notification (H&S_FORM_051).

Documentation & Records of Training (ROT)

All subcontractors and suppliers must provide (at a minimum) the following documentation prior to arriving onsite:

- Health and Safety program
- Certificate of good standing of insurance or the required compensation authority
- Provide proof of workers compensation coverage in applicable jurisdictions
- All MSDS sheets for products expected to be used onsite during the scope of work
- Any forms as required for proof of registration with the applicable labour authority
- Proof of insurance- WSIB coverage
- Complete the Health and Safety Prequalification assessment
- Site specific fall protection plan, or other specialized plans as required.

All contractors must supply proof of training for all workers prior to starting work. Workers unable to provide valid records of training will not be permitted to work. Examples of such documentation includes:

- Trades specific qualification
- WHMIS
- Fall Protection
- Specific Elevating Platform Training
- First Aid
- Confined Space
- Traffic Control
- Operating License
- Other specific training as required
- Alltrade specific workplace violence and harassment

Personnel Obligations

All subcontractors are to ensure that Alltrade is aware of all individuals onsite performing work at any given time. Subcontractors are obligated to ensure that there is a competent supervisor onsite to ensure all work is conducted in a safe manner and in compliance with Alltrade H&S policies and applicable legislative requirements.

All contractors, subcontractors, and suppliers are responsible to ensure all workers performing work are a competent worker, and ensure they have training to adequately perform their work and other functions as applicable.

Should a worker from a subcontractor be selected by the workers to participate in any joint health and safety committee, worker trades committee, or other safety committee as required, they are to ensure full cooperation with the required process.

Accident / Incident / Safety Opportunity

All subcontractors must notify Alltrade of any accident, incident, or Safety Opportunities that occurs on the day of the event.

- All contractors must conduct an accident/incident investigation and submit an adequate report within 24hours.
- The report must detail the cause of the accident/incident/safety opportunity, underlying causes that contributed and appropriate corrective actions that will be implemented to prevent recurrence.
- Contractors must have an active Return to Work Program (modified duty) for any individual that may sustain an injury.
- Be held liable for any damage or cost associated with, or arising from the incident.

Subcontractor Accident / Incident Occurrence Notice

Accidents / incidents that occur in Alltrade workplace, that are a result of, or involve, contractors and no Alltrade employees or property, require a documented report be submitted to Alltrade within 24 hrs.

Guidelines for Use

- The Subcontractor Accident / Incident Occurrence Notice is used to document and identify key information regarding the incident for internal communication prior to the submission of a formal report from the contractor.
- This report may also be used to communicate the fundamental information regarding a subcontractor event to a client or Constructor / Prime Contractor where required.

Note: Subcontractors are not permitted to complete an investigation report using the standard Alltrade reporting forms or format.

Training & Orientation

All contractors, subcontractors, and suppliers are to participate in any orientation or training as may be required. Such training may include:

- H&S Program training
- Site orientation
- Specialized site, or in plant programs including, but not limited to: hazardous substances, fall protection, confined space, infection control etc.

Personal Protective Equipment (PPE)

All contractors, subcontractors, and suppliers shall wear the mandatory PPE required on any project. At a minimum, all individuals shall wear:

- Basic clothing (full legged pants, and shirts with a sleeve)
- CSA/ANSI approved work boots/shoes as applicable.
- CSA/ANSI approved eye protection
- CSA/ANSI approved head protection
- Any other PPE as deemed necessary by the project or Alltrade

Equipment, Tools, Machinery

All contractors, subcontractors, and suppliers are responsible to ensure all equipment is safe for use. All equipment and machinery shall be operated in accordance with the applicable legislative requirements, manufactures guidelines, safe work practices and site specific policies. Any deviation of practice must be approved by a certified engineer, or approval from the manufacturer in writing.

All equipment, tools and machinery shall be maintained as per manufacturer's instructions. All equipment and machinery shall be safe for use, and in good operating condition. Any vehicles such as elevating work platforms, zoom boom, cranes, etc. must have:

- Operators Manual
- Maintenance records
- Daily inspection records
- Installation inspection by a qualified person if applicable

Any piece of equipment, machinery, or tool deemed not fit for use by Alltrade will be isolated, tagged, and or removed immediately from site.

Safe Work Procedures & Job Safety Analysis (JSA)

Contractors will be required to provide a safe work procedure and JSA for any high risk operation, or operations designated by Alltrade. JSA'S must be supplied to and reviewed by Alltrade before the work may commence. Operations requiring a JSA includes, but are not limited to:

- Confined Space Entry
- Lock & Tag Out procedures
- Use of highly toxic products (i.e. Solvents & oil base paints)
- Live electrical work
- Hoisting and rigging operations
- Working near overhead power lines
- Testing, commissioning, and shut down of pressurized systems

Any such operation not able to provide such documentation upon request will be halted until they are in compliance with site policies.

Field Level Risk Assessment (FLRA) & Tool Box Talks

All contractors, subcontractors, and suppliers will be required to perform a Field Level Risk Assessment on a daily basis. The FLRA assessment will be provided to Alltrade and must be available upon request.

All contractors, subcontractors, and suppliers must complete tool box talks on a weekly basis. Tool box talks may be on contractor specific work practices, or mandatory topics issued by Alltrade regarding site specific issues.

First Aid & Emergency Procedures

All contractors, subcontractors, and suppliers are responsible to ensure all regulations and policies regarding First Aid are adhered to. All contractors must have adequate First Aid supplies, and an approved person capable of performing First Aid.

All contractors, subcontractors, and suppliers are responsible to be familiar with, and adhere to emergency procedures.

By no means do these policies and obligations forfeit any additional obligations required by the Occupational Health and Safety Act and other legislated requirements as applicable.

Alltrade orientation to the Subcontractor/Supplier does not relieve the Subcontractor/Supplies of their obligation as an employer of their own employees to comply with all pertinent legislative requirements.

16.3 SUBCONTRACTORS/SUPPLIERS TO SUPERVISE THEIR EMPLOYEES

All Subcontractors/Suppliers must appoint a competent Supervisor who is employed by the Sub-Contractor to supervise their work.

Note: The number of Supervisors required is usually determined by a ratio of the number of workers per Supervisor. See applicable H&S legislation. If you need assistance, contact the H&S Department.

16.4 SUBCONTRACTORS/SUPPLIERS PREQUALIFICATION

Policy Statement

Alltrade is committed to cooperating with all subcontractors to ensure a safe and healthy working environment. Alltrade recognizes that an evaluation process is required to ensure that all subcontractors and suppliers working for Alltrade are capable of performing to any safety, health, and environmental standards that may be required.

Standard

All subcontractors, suppliers, and other contractors employed on an Alltrade project are responsible to ensure all work is carried out in compliance with, but not limited to the occupational health and safety act, Alltrade H&S Policies, and client specific policies as required.

Management will ensure that any contracts or agreements entered into with subcontractors or suppliers are capable of performing to standards as required.

Responsibilities

Management

Management is responsible to ensure that subcontractors and suppliers are evaluated / assessed prior to approving any work or agreement.

Agreements and contracts will only occur with subcontractors that have been given approval by Alltrade Purchasing Department.

SUBCONTRACTOR DECLARATION

Company Name (Legal and Trade Name):		
Address:		
City:	Province:	Postal Code:
Contact Person:		Title:
Phone:	Fax:	
Email:		

By providing my signature below, I declare that the information provided in the Subcontractor Qualification Package is truthful, complete and correct.

I understand that any statement or concealment of fact(s) may result in the removal of the subcontractor from any Alltrade Industrial Contractors Inc. facility and /or property.

In addition, I acknowledge and recognize that in accepting the contract our company shall abide by the rules and procedures set out by Alltrade Industrial Contractors Inc., its clients and end-users, and in the Ontario Health and Safety Act, and Regulations, and any other governing legislative bodies.

I acknowledge that any violation will be cause for suspension or termination of the contract with Alltrade Industrial Contractors Inc., immediate ejection or termination of any offender from the site, and/or back charges levied.

Signing Authority (print name): _____

Title: _____

Signing Authority Signature: _____

I have the legal authority to bind the company

Dated: _____
(MM/DD/YY)

FORMS CHECKLIST

Return to Alltrade Industrial Contractors Inc. > Forms, Checklist & Documents

For your convenience we are providing you with a checklist of the required forms.
The qualification process requires the subcontractor to provide the following:

- Copy of Workplace Safety and Insurance Board Injury Summary Report (WISR).
- Copy of Workplace Safety and Insurance Board (WSIB) Clearance Certificate. Please note: to comply with WSIB please send us your updated Clearance Certificate every 90days.
- Copy of Certificate of Insurance for General Liability and Automobile Insurance. Please note: Your Insurance certificate requires at least the minimum amount of liability coverage as required (\$5,000,000),
- with Alltrade Industrial Inc. recorded on the certificate as additionally insured.
- Signed and completed Subcontractor Declaration.
- Copy of the Subcontractor's Health & Safety Policy and Program (required if Contractor employs five or more persons).
- All MSDS sheets for products expected to be used onsite during the scope of work.
- Copy of the Ministry of Labour Registration of Constructors and Employers Engaged in Construction (Form 1000).