



POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-10

REFERENCE: Health and Safety

Date: July 27, 2026

Next Review Date: July 2028

TITLE: CONTRACTOR MANAGEMENT

1.0 POLICY

- 1.1 It is the policy of the City of Dryden that all aspects of contractor work at or for our facilities is managed such that legal requirements are met and all reasonable precautions are taken for the protection of the employees of the City of Dryden, residents and of contractors. This includes processes for screening and the selection of contractors and the management, monitoring and evaluation of their work in accordance with this program.
- 1.2 The purpose of this policy is to define the process and responsibilities related to contractor management.

2.0 SCOPE

- 2.1 This policy applies to the selection of contractors and subcontractors that work at or for the City of Dryden. This includes the hiring of contractors for any construction or other project at or for the City of Dryden. **This does not address other internal related processes, including vendor approval and set up, purchasing/procurement, payment or visitor sign in.**

3.0 DEFINITIONS

- 3.1 As used in this policy, the following terms shall have the meaning as indicated:
 - i. **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 or undertaking in connection with a project but does not include any work or undertaking underground in a mine.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- ii. **Constructor** - Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by themselves or by more than one employer. The constructor will either be the owner of the project or a third party contracted and delegated by the owner to undertake the project for the owner where the constructor assumes all authority for the project. The constructor is the person with overall authority for health and safety matters on a project and takes on the responsibility of managing health and safety. This includes ensuring that all measures and procedures prescribed by the Occupational Health and Safety Act and Regulations are carried out and that every employer and worker performing work on the project complies.
- iii. **Contractor or Contracted Company** - Any company, including a sole proprietorship, which may be hired by the City of Dryden to perform a service at or on behalf of the City of Dryden, but who is not continuously employed as an "employee" of City of Dryden. A contractor may also be the constructor for construction projects if contracted to by the owner of the project. For non-construction work, the company providing service to the City of Dryden is the contractor/subcontractor.
- iv. **Contractor Worker** - An employee of the contractor or contracted company that performs work at or for the City of Dryden on behalf of the contractor.
- v. **Department JHSC Member** - Joint Health and Safety Committee member in the department where the work is conducted at or on behalf of.
- vi. **Employer** - The Corporation of the City of Dryden. May also refer to 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.
- vii. **JHSC** – Joint Health and Safety Committee.
- viii. **OHS Act** – Occupational Health and Safety Act.
- ix. **Owner** - includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.
- x. **Project** –a temporary, clearly defined scope of work undertaken to achieve a specific outcome, deliverable, or improvement, typically with a defined start and completion date, allocated resources, and established responsibilities, involving planned, non-recurring work such as consultation, construction, capital improvements, renovations, system upgrades, or specialized service initiatives. Generally, includes defined objectives, scope of work, scheduling, budgeting, and coordinated involvement of one or more contractors or consultants.
- xi. **Project Manager** – refers to the City of Dryden Department Manager that is responsible for the organization of the work to be contracted. This includes the

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screening, selection, scheduling and monitoring of contractors for contracted work. This person may be replaced by a competent designate, familiar with this process and the contracted work, as appropriate.

- xii. **RFP** – Request for Proposal.
- xiii. **RFQ** – Request for Quote.
- xiv. **RFT** – Request for Tender.
- xv. **WSIB** – Workplace Safety and Insurance Board.

4.0 RESPONSIBILITIES

4.1 Project Managers are responsible to:

- i. Use the Contractor Selection Form (**Appendix A**) to define scope of work, applicable hazards and controls, and contractor performance criteria in order to guide contractor selection.
- ii. Identify and clearly communicate to the contractor who their primary contact at the City of Dryden will be for the management of health and safety for the project.
- iii. Solicit related documents, records and information from prospective contractors and pre-screen those contractors based on performance criteria and received or missing information.
- iv. Issue a Contractor Letter (**Appendix B**) to selected contractors prior to award of contracts and for long term or recurring contracts, at least every 3 years.
- v. Review completed agreements from selected contractors and follow up with contractors regarding missing or incomplete submissions and revision or clarification of Contractor Safety Requirements (**Appendix C**) and Contract Safety Plan (**Appendix D**), as appropriate.
- vi. Issue contracts only to contractors, and only with mutual agreement to Contractor Safety Requirements and Contract Safety Plans, along with signed Contractor Safety Acknowledgement (**Appendix E**) and Contract Worker Acknowledgement (**Appendix G**).
- vii. Ensure that the contractors have a proper system in place through documentation or certification to ensure the contractor provides orientation to contract workers that are assigned by contractors to perform work at the City of Dryden to Contractor Safety Requirements and Contract Safety Plans.
- viii. Monitor performance of contracted work in accordance with Contractor Safety Requirements and Contract Safety Plan. Document monitoring using Contractor Evaluation Form (**Appendix F**), as appropriate.
- ix. Where concerns are identified, the Project Manager will report these concerns to the contractor to appropriately resolve health and safety issues that are observed and reported.

- x. Obtain current WSIB clearance certificates and liability insurance certificates including environmental coverage from contractors at least annually for long term or recurring contracts.
- xi. Evaluate all contractors upon end of contract, if necessary, and at least every 3 years for long term or recurring contracts.
- xii. Participate in screening and selection of contractors as appropriate.
- xiii. Retain records generated by this policy.
- xiv. Monitor conformance to this process through observations of contractor work and audits of related records.
- xv. Consult with departmental JHSC/Health and Safety Representative, and/or Health and Safety Coordinator regarding this process.

4.2 Health & Safety Coordinator is responsible for:

- i) Reviewing this policy every two (2) years, with the Project Managers of the City of Dryden.
- ii) Supporting Project Managers with health and safety issues arising from contractor work.
- iii) Investigating and documenting any health and safety infractions that arise from contractor work, as per the City of Dryden Incident Reporting policy.

4.3 Employees are responsible for:

- i) Reporting any observed instances of unsafe contract worker activities to their supervisor without delay.
- ii) Providing assistance in the organization and performance of contract work as appropriate.

4.4 Joint Health and Safety Committee is responsible for:

- i) Consulting with the Health and Safety Coordinator and as needed with the Project Manager regarding this policy.

4.5 Contracted company is responsible for:

- i) Submitting requested health and safety documents and records to the Project Manager.
- ii) Where undertaking a construction project as the constructor or contractor on behalf of the City of Dryden delegated as the project owner, ensuring that all measures and procedures prescribed by the OHSA and Regulations are carried out on the project and that the constructor or contractor exercises proper due diligence at all times.
- iii) Reviewing and providing comments/revisions to City of Dryden Contractor Safety Requirements and Contract Safety Plan to the Project Manager.
- iv) Signing the Contractor Safety Acknowledgement confirming that work will be conducted in accordance with agreed upon Contractor Safety Requirements and Contract Safety Plan and return to City of Dryden Project Manager.

- v) Ensuring that contract workers assigned to the contract are oriented to the Contractor Safety Requirements and Contract Safety Plan of the work being conducted.
- vi) Participating in consultations with City of Dryden Project Manager for resolution of any issues identified through observations or reports.
- vii) Holding contract workers accountable to performing work and conducting themselves in accordance with the Contractor Safety Requirements and the Contract Safety Plan.
- viii) Maintaining WSIB and liability insurance coverage, including environmental coverage (if applicable) during the duration of the contract.

4.6 Contracted workers are responsible for:

- i) Participating in orientation to the Contractor Safety Requirements and Contract Safety Plan by their employer or by the City of Dryden Project Manager.
- ii) Showing or providing copies of licences or other evidence of training as requested by the City of Dryden.
- iii) Performing work in accordance with the Contractor Safety Requirements and the Contract Safety Plan.
- iv) Reporting any observed hazards to a City of Dryden Manager/Supervisor or the City of Dryden Project Manager.
- v) Participating in consultations with the City of Dryden Project Manager for resolution of any issues related to the contracted work identified, as applicable.

5.0 PROCEDURE

5.1 Planning

The City of Dryden Project Manager will identify the scope of the work being contracted. The following considerations shall be identified and may be recorded on the Contractor Selection Form:

- i) A description of the required services or work including high level anticipation of legal requirements, hazards, controls and potential emergencies. The types of contractors employed by City of Dryden can be classified into three groups:

1. Maintenance and Service Work

Includes services provided under contract such as snow removal services, electricians, custodial services, security, heating & ventilation, professional services (such as accounting, management/business, legal, nursing, physiotherapy, etc.). They are usually employed for set periods of time, as determined by the terms and conditions of the contract.

Services provided on an ad hoc basis, such as plumbers, appliance repair persons, water main breaks, or minor general repair, who are employed periodically for short term assignments.

2. Construction Project

Includes construction contractors engaged to carry out a specific project. Examples include construction of a building, installation of elevator or replacement of major mechanical equipment.

- ii) When – proposed start date, frequency of service and end dates.
- iii) Where - location of service to be provided.
- iv) Who –the minimum health and safety criteria, the roles and responsibilities, and the required skills/licences of the successful contractor/workers.

3. Professional Services/Consulting

Individuals or firms engaged to provide specialized, knowledge-based expertise such as advisory, planning, analysis, or technical support, rather than performing physical work or construction activities. They operate independently and are retained to deliver recommendations or reports that support municipal decision-making.

Successful contractor health and safety criteria should include:

- i) Company health and safety policy and program,
- ii) Reasonable incident rating,
- iii) WSIB coverage in good standing,
- iv) Liability Insurance Certificate with at least \$5,000,000.00 liability coverage unless specifically waived by the City of Dryden Project Manager due to low project risk, and
- v) Environmental liability coverage of at least \$3,000,000.00 unless specifically waived by the City of Dryden Project Manager due to low project risk, if applicable.

5.2 Pre-Qualification

The City of Dryden Project Manager will, through formal or informal RFT, RFP or RFQ process:

- i) request and collect information from potential contractors,
- ii) review and compare collected and provided information, and
- iii) screen out contractors based on missing information, cost, timing, quality and safety criteria and substandard Contractor Evaluations from prior contracts where applicable.

Information to be requested includes, but not limited to:

- i) copy of contracted company's occupational health and safety policy,
- ii) copy of health and safety program table of contents or copy of registration of health and safety system (e.g. COR™2020 or ISO/CSA Z45001),
- iii) incident ratings (from WSIB's Safety Check),

- iv) copy of WSIB clearance certificate current for period of work (confirmed on WSIB quick access clearance)
- v) copy of liability insurance certificate current for period of work, including environmental liability coverage,
- vi) confirmation of WSIB coverage status, including documentation of WSIB clearance or approved exemption as a sole proprietor/independent operator where applicable, to ensure that contractors operating without mandatory WSIB coverage are not excluded from consideration,
- vii) quotation/proposal,
- viii) contract safety plan (hazards, controls, emergency response, waste disposal),
- ix) applicable records of training or licences,
- x) Safety Data Sheets of chemicals proposed for use onsite,
- xi) project plan, and
- xii) references from other customers, if applicable.

6.0 Contractor Agreement to Selected Contractor

- 6.1 The City of Dryden Project Manager will issue the following documents, to the selected contractor:
 - i) Contractor Letter (Appendix B) that may include request for additional documents and records,
 - ii) Contractor Safety Requirements (Appendix C),
 - iii) Contract Safety Plan (Appendix D),
 - iv) Contractor Acknowledgement Form (Appendix E), and
 - v) Contract Worker Acknowledgement Form (Appendix G).
- 6.2 Contractor will review the requirements and respond with any additional health and safety records requested, comments or revision on Contractor Safety Requirements and Contract Safety Plan and dated signature of Senior Manager on Contractor Acknowledgement Form, to the City of Dryden Project Manager, retaining a copy for themselves.
- 6.3 The City of Dryden Project Manager will review the completed documents received from the contractor and will follow up on any missing or incomplete information.
- 6.4 The City of Dryden Project Manager will issue contract to contractor further to receipt of successfully completing the requirements in the Contractor Letter, and only on resolution of comments/revisions to Safety Requirements and Safety Plan and signed Acknowledgement.
- 6.5 The City of Dryden Project Manager will retain signed documents.

7.0 Contract Worker Orientation

- 7.1 The City of Dryden Project Manager will ensure that individual Contractor Workers sent to the City of Dryden for the fulfillment of the contract, are oriented to the Contractor Safety Requirements and the Contract Safety Plan.
- 7.2 This orientation may be conducted by the Contractor remotely. The City of Dryden Project Manager will confirm this through receipt of signed and dated Contract Worker Acknowledgements sent with or prior to arrival of the individual Contract Worker.
- 7.3 This orientation may also be conducted on-site at the time of arrival of each Contract Worker, by the City of Dryden Project Manager. This on-site orientation is also documented with signed and dated Contract Worker Acknowledgements.
- 7.4 Signed Contract Worker Acknowledgements will be retained by the City of Dryden Project Manager, collated with Contractor Safety Requirements and Contract Safety Plan and the signed Contractor Acknowledgement, such that they are available for future reference.

8.0 Monitoring of Contractor Work

- 8.1 The City of Dryden Project Manager or their designate will visually monitor contract workers throughout the performance of the contracted work as needed. Contractor monitoring should consider fulfillment of requirements as defined in the Contractor Safety Requirements and Contract Safety Plan and other contractual obligations. Where the City of Dryden has delegated a project to a constructor or contractor, it is the sole responsibility of that constructor or contractor to monitor contract workers to ensure OHSA requirements are met at all times.

9.0 Issue Resolution

- 9.1 Working in accordance with the Contractor Safety Requirements and Contract Safety Plan are conditions of the contract.

i) Where issues with Contract Workers or contract fulfillment is identified through monitoring or through other means including but not limited to workplace inspections and worker hazard reports, the issue shall be communicated and resolved as follows:

- City of Dryden Project Manager interrupts contract worker work,
- City of Dryden Project Manager escorts contract worker to private location,
- City of Dryden Project Manager calls contractor Senior Manager or representative,
- The parties discuss observed or reported substandard condition or behavior involved with the goal of clarification of and agreement on safety expectations
- Amendment to Contract Safety Plan may be required and if so, will be agreed upon by all involved parties.

- 9.2 Failure to achieve agreement or recurrence of a prior issue may be deemed a breach of contract by the Contractor and may result in Contract Worker removal, dissolution of contract and nonpayment by the City of Dryden.

10.0 End of Contractor Evaluation

- 10.1 At the end of each contract and at least every 3 years for long term or recurring contracts, the City of Dryden Project Manager shall complete a Contractor Evaluation Form (Appendix F). The completed Contractor Evaluation Form along with any relevant contractor monitoring emails will be retained.

11.0 Contract Re-Issue

- 11.1 For work that is performed by a contractor routinely and repeatedly with consistent hazards and controls without need for revision to the Safety Plan, and that is conducted under blanket contracts, purchase orders or service agreements, the contractor documents must be reissued and re-signed at minimum, every three (3) years.
- i) In this case, current WSIB clearance certificates and liability insurance certificates must be obtained by the City of Dryden Project Manager annually.
 - ii) For work that is performed by a Contractor under a blanket contract, purchase order or service agreement that is inconsistent in nature, involving varying hazards and controls, the City of Dryden Project Manager must work with the Contractor to amend the Contract Safety Plan for each unique instance of contractor work.
 - iii) Updated clearance certificates, insurance certificates and amended Contract Safety Plans must be retained for future reference.

12.0 Record Management

- 12.1 The Project Manager shall maintain contractor records, organized by Contractor name and contract year, accessible to all potential City of Dryden Project Managers, on a shared internal drive. Any records related to a procurement process or procurement contract must be kept as per the City of Dryden retention schedule.

13.0 Communication

What	How	By whom	To whom	How Often
Contractor Letter	Email	City of Dryden Project Manager	Contractor	On RFP/RFQ/RFT and annually for recurrent contracts
Signed Contractor Acknowledgement and related records	Email	Contractor	City of Dryden Project Managers	On RFP/RFQ/RFT and annually for recurrent contracts

Worker Acknowledgement	Email	Contractor	City of Dryden Project Managers	Prior to start of work by worker
Monitoring Result	Email	City of Dryden Project Manager	Self or other involved party	As needed
Issue Resolution	Meeting	City of Dryden Project Manager	All involved parties	As needed
Request for current insurance records	Email	City of Dryden Project Manager	Contractor	Annually for recurring or long-term contracts
Contractor Records	Intranet	Project Manager	City of Dryden Project Managers	Ongoing
Contractor Management Program	Intranet	Health and Safety Coordinator	All City of Dryden	Ongoing

14.0 Training

Title	Targeted Position	Training Mode	Trainer	Minimum Re-currency
Contractor Management Program	City of Dryden Project Managers	Policy Review	Health and Safety Coordinator	Semi-annual
Contract Worker Orientation	Project Managers	In person	Contractor or City of Dryden Project Manager	Annual

15.0 Monitoring and Measurement

Item	Frequency	Responsibility
Observation of contract work	Daily or per occurrence of contract performance	City of Dryden Project Manager
Contractor Evaluation	On contract end and at least every 3 years for long standing or recurring contracts	City of Dryden Project Manager
Audit of Contractor Records for conformance to this policy	Semi-annual	Health and Safety Coordinator

16.0 Legislation and Other Requirements

Document Name	Section
Occupational Health and Safety Act	s. 25, 26
	s. 27
	s. 28
Ontario Regulation 851 – Industrial Establishments	Various

17.0 Associated Internal Documents, Forms, Records

Document Name	Document Identifier
Contractor Selection Form	Appendix A
Contractor Letter	Appendix B
Contractor Safety Requirements	Appendix C
Contractor Safety Plan	Appendix D
Contractor Safety Acknowledgement	Appendix E
Contractor Evaluation Form	Appendix F
Contract Worker Acknowledgement	Appendix G
Contractor Health and Safety Responsibility Agreement	Appendix H
Current Workplace Safety and Insurance Board (WSIB) clearance certificate	
Proof of current commercial general liability insurance	
Proof of equipment certification where required	
Proof of appropriate staff training where required	
Copy of the Contractor's Health and Safety Policy and work procedures	
Particulars of any convictions or orders imposed under Health and Safety or Environmental Legislation	

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Review/Amendment Date:	May 16, 2011	Approved by:	By-law 3876-2011
Review/Amendment Date:	January 5, 2016	Approved by:	H&S Coordinator
Review/Amendment Date:	March 20, 2017	Approved by:	CAO E. Remillard
Review/Amendment Date:	June 22, 2020	Approved by:	By-law 4745-2020
Review/Amendment Date:	September 15, 2020	Approved by:	CAO R. Nesbitt
Review/Amendment Date:	October 8, 2020	Approved by:	CAO R. Nesbitt
Review/Amendment Date:	October 21, 2020	Approved by:	CAO R. Nesbitt
Review/Amendment Date:	July 27, 2026	Approved by:	By-law 2026-52

Appendix A; Contractor Selection Form

For use by City of Dryden Project Manager at contract ideation, prior to issuance of Contract to assist in Contractor Selection.

Service Identifier, (Project Name, RFP# etc.)		
City of Dryden Project Manager Name		
Date of Form		
The Work to be Contracted		
Description of Contract Service		
Anticipated location(s) for service within the City of Dryden		
Anticipated service timing, (start, end, frequency)		
Specific Contractor Responsibilities or Outcomes		
Legal requirements related to the service		
Hazards anticipated to be created or involved		
Control Measures Anticipated		
Potential Emergencies and Responses		
Contractor Selection Criteria		
Criteria	Applicable to Service? (Yes or No)	Comments on criteria application to service
Contractor's health and safety policy and program address the hazards and control measures		
In good standing the WSIB, (current clearance certificate)		
Proof of current commercial general liability insurance, including a minimum limit of five million dollars (\$5,000,000) and three million dollars (\$3,000,000) for environmental impairment liability (unless waived by City of Dryden Project Manager due to project low risk).		
Has reasonable injury rates on WSIB Safety Check		
Workers' skills training and licencing expectations		
References from other customers		

Appendix B; Contractor Letter

Dear Contractor/Sub-Contractor;

Enclosed documents comprise the City of Dryden Contractor Safety Agreement. This agreement defines the basic safety expectations for contractors working for the City of Dryden and enables confirmation of a Safety Plan for the specific work your firm may be contracted to perform for the City of Dryden.

Please provide the following additional health and safety documents/records by XXXX date:

The following must be uploaded for all projects five business days before the project start date:

- **Contractor Health and Safety Responsibility Agreement**
- **Current Workplace Safety and Insurance Board (WSIB) clearance certificate**
- **Proof of current commercial general liability insurance, including a minimum limit of five million dollars (\$5,000,000) per occurrence for bodily injury, death, and property damage, and three million dollars (\$3,000,000) for environmental impairment liability. The Contractor shall maintain such coverage in full force and effect for the duration of the agreement. Notwithstanding the foregoing, insurance requirements for independent contractors or smaller operators may be subject to review and adjustment, at the sole discretion of the City, provided that any alternative coverage is deemed acceptable by the City.**
- **Proof of equipment certification where required (trench boxes, boom cranes, etc.)**
- **Utilize qualified workers with proof of appropriate staff training where required**
- **Copy of the Contractor's Health and Safety Policy and work procedures**
- **Particulars of any convictions or orders imposed under Health and Safety or Environmental Legislation**

Please:

- Review this document and enclosures in detail and consider with respect to the proposed contract work.
- Provide us with any comments/revisions to the Contractor Safety Requirements and Contractor Safety Plan for the proposed contract if applicable.
- Have a leader with signing authority for your firm sign and date the City of Dryden Contractor Acknowledgement Form, committing your firm to ensure work is conducted in accordance with the Requirements and Plan.
- Ensure that any workers that you send to our site are oriented to the Safety Requirements and Plan before they arrive at the City of Dryden site/facility where possible.
- Have your oriented workers sign the City of Dryden Worker Acknowledgement Form committing them to working in accordance with the Safety Requirements and Plan.

Please return the following to the contact below:

- Additional health and safety documents/records, as indicated above, if any.
- Contractor Safety Requirements and Safety Plan with your comments, if applicable.
- Signed, dated Contractor Acknowledgement Form.
- Signed, dated Worker Acknowledgement Forms.

We thank you for your cooperation in this shared responsibility for worker safety.

Truly,

Signature

Name, title, email

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Appendix C; Contractor Safety Requirements

To be completed by City of Dryden Project Manager, initiated at contract ideation and finalized prior to contract issue.

Date of Form		Completed by:	
Contract, PO #		Contract Description	

Requirement	Applies Y or N	Comments
General		
Send only workers that are trained for the work they will perform and the tools and equipment they will use.		
Contract workers to review this document and the Safety Plan prior to start of contracted work.		
If applicable, reach out to City of Dryden contact prior to proceeding to the workplace. Report to designated area, sign in, and sign out prior to leaving.		
Work in a safe manner, in compliance with health and safety, both legally and outlined in these requirements.		
Bring all tools and equipment required for the contracted work; maintain in good condition and use in a safe manner, as specified by the manufacturer.		
Confine long hair, wear clothing appropriate for the task and not wear any jewellery that may be a source of entanglement.		
Wear appropriate personal protective equipment, (PPE) – safety shoes, safety glasses, high visibility clothing, hearing protection and a hard hat as minimum. Additional task specific PPE may be required and if so, shall be worn. PPE shall be CSA approved and applicable for hazards.		
Contract workers are to stay in the City of Dryden location indicated by the City of Dryden contact or escort and not enter into unauthorized areas of the City of Dryden facility/site.		
Contract workers will not use, operate, or otherwise interfere with any City of Dryden equipment unless specifically authorized by the City of Dryden contact or escort.		
Not engage in any prank, contest, feat of strength, unnecessary running, boisterous, disrespectful or harassing behaviours.		
Not arrive at the City of Dryden facility/site under the influence of any illegal drugs, cannabis or alcohol and not consume or possess same while at the City of Dryden facility/site. Smoke only in designated areas.		

Incident Reporting		
Report all incidents and injuries to the City of Dryden contact immediately. First aid will be provided and emergency medical treatment arranged as appropriate.		
It remains the Contractor's duty to file WSIB claims for any injuries or illnesses to Contractor workers.		
In the event of a critical injury to a Contractor Worker while at a City of Dryden facility/site, the City of Dryden will report injury to Ministry of Labour with the Contractor as required.		
Chemical Safety		
Contract workers must be WHMIS trained including training in the hazards of chemicals they will or may use at the City of Dryden. Records of training to be provided to the City of Dryden if applicable.		
A current Safety Data Sheet must be provided to the City of Dryden Project Manager and specific approval obtained, for any chemicals brought or used at the City of Dryden by a contractor.		
All empty or partially empty containers of chemicals brought to the City of Dryden facility/site by a contractor, or other chemical waste created must be removed from the City of Dryden facility/site by the contractor and not left at the City of Dryden facility/site.		
Any spill or airborne emission of chemical during contract work must be immediately reported to the City of Dryden. The contractor will be held liable for any costs incurred further to the spill or emission.		
Confined Space		
A copy of contractor Confined Space program provided to the City of Dryden in planning of work.		
Contractor to create Multi-employer Coordination Document, assessment of space(s) entered, entry and rescue plans and entry permit and provide copies to the City of Dryden Project Manager.		
Contractor to supply required rescue equipment and rescue personnel.		
Copies of training records of entrants, attendants, rescuers to be provided to the City of Dryden Project Manager.		
Electrical / Trades Safety		
Electrical work to be performed by licenced electricians only, in compliance with Electrical Code. Electrical work to be logged into the documented, reviewed and approved by ESA as appropriate.		
Copies of trades licences to be provided to City of Dryden Project Manager.		
Machine Safety		
A copy of contractor Lock-Out Tag-out program provided to		

the City of Dryden Project Manager in planning of work.		
Contractors to arrive with personal lockout equipment.		
Contractors to apply lockout whenever the accidental starting of a machine could injure a worker or where there is potential exposure to hazardous energies including prior to guarding removal or bypass.		
Contractors to replace removed or by-passed guards before removing lockout.		
Copies of lockout training records to be provided to the City of Dryden.		
Elevated Work		
Contractor to provide their own ladders if required. Ladders to be approved by the City of Dryden, in good condition and used as per manufacturer's specifications.		
Contractor to provide any scaffolding required. Scaffolding to be in good condition, erected and used by the Contractor as per manufacturer's specifications.		
Only lifting devices that have been certified within last two months may be used at City of Dryden. Operators of lifting devices must be trained in the equipment used. Device certifications and operator training records to be provided to City of Dryden.		
Persons shall be raised by a lifting device only if designed for that purpose and when wearing fall protection and trained in Working at Heights.		
Any work platform from which a contract worker may fall must have proper guarding that meets Building Code, and any person working on such platforms shall wear appropriate personal fall protection equipment and possess current Working at Heights training certification.		
Working at Heights training records to be provided to City of Dryden.		
Rescue plans may be required and must be created and reviewed with all personnel affected prior to the start of work.		
Hot Work		
Where contracted work involves flame or spark (welding, cutting), outside of established welding areas, Hot Work Permit indicating City of Dryden approval with fire watch is required.		
Other Hazards		
Potential Emergencies		

Appendix D; Contractor Safety Plan

To be completed by The City of Dryden Project Manager, after confirmation of Safety Requirements and finalized prior to contract issue. To address any specific hazard and control requirements identified as applicable to the contracted work on the Safety Requirements Form for the Contract.

Date of Form		Completed by:			
Contract, PO #		Contract Description			
Safety Plan					
#	Specific Hazard	Control Requirement	Responsibility (City of Dryden or Contractor)	Comments	
1					
2					
3					
4					
5					
6					
7					

Appendix E; Contractor Safety Acknowledgement

A copy of this Acknowledgement must be signed by a senior representative of the Contractor company providing service to the City of Dryden and returned to the City of Dryden contact, prior to the initiation of work.

I, the undersigned representative of the company named below, confirm that:

1. All applicable legal requirements are complied with as related to the performance of the contracted service provided to the City of Dryden.
2. All reasonable precautions will be taken for the protection of my workers and the City of Dryden workers, as impacted by the performance of the contracted service provided to the City of Dryden.
3. All workers of our company who provide service for the City of Dryden will be instructed on the contents of the City of Dryden Contractor Safety Requirements before they perform any work or service for the City of Dryden.
4. All workers of our company will be required to perform work related to the contracted services provided to the City of Dryden, in accordance with applicable legal requirements and the City of Dryden Contractor Management program.
5. I will maintain WSIB coverage for my workers, where applicable, and for independent contractors or operators I will provide valid WSIB clearance or equivalent documentation, along with liability insurance coverage as indicated in the Contractor Letter, throughout the term of the contract.
6. I will inform the City of Dryden of any sub-contractor arrangements related to and impacting the Contract with the City of Dryden. All subcontractors hired to provide services to the City of Dryden on our behalf will:
 - a. be made familiar with this Safety Acknowledgement.
 - b. submit Worker Acknowledgements to the City of Dryden for all workers that attend the City of Dryden sites/facilities on our behalf.
 - c. be held accountable to perform sub-contracted work in accordance with this Acknowledgement.
- 7. I am aware that work in accordance with the Contractor Safety Acknowledgement is a condition of the Contract and failure to work in accordance with the acknowledgement may result in cancellation of the contract without financial consequence to the City of Dryden.**

Company Name	
Print Name	
Title	
Signature	
Date	

Appendix F; Contractor Evaluation Form

To be completed by The City of Dryden Project Manager at contract conclusion, to assist in future Contractor Selection.

Date of Form		Completed by:	
Contract, PO #		Contract Description	
Date of Contract		Contractor Name	

Rate the firm's performance during completion of the above contract. Check 1 box for each item.

Item	Poor	Fair	Good	Great
Health and safety records and Contractor Safety Agreement provided, returned promptly without issue				
WSIB coverage and liability insurance maintained throughout duration of contract				
Contractor workers arrived on agreed upon dates/times				
Contractor workers signed in and out daily				
Work performed as per Safety Requirements and Safety Plan				
Contractor workers respectful and courteous				
Worksite housekeeping				
Waste/debris removal				
Quality of work				
Health and safety incidents/issues during contract				
Contracted work completed				
Contracted work completed on budget				
Contracted work completed on time				
Overall performance				

Details related to above:

Would you use this firm again or recommend this firm be used again? Explain.

Appendix G; Contract Worker Acknowledgement

Worker Acknowledgement

All workers who perform services for the City of Dryden must be oriented to the City of Dryden Contractor Safety Requirements prior to accessing/performing any contractor service for the City of Dryden. Please review the statements below and sign this Acknowledgement indicating your agreement to work in accordance with the statements and the Contractor Safety Requirements. Return the signed Worker Acknowledgement to the City of Dryden for retention.

I, the undersigned, agree to:

1. Report to the designated City of Dryden site/facility, sign in (if applicable) and connect with City of Dryden contact.
2. Remain with the City of Dryden contact or City of Dryden escort unless specifically allowed open access to workplace.
3. Follow instructions provided by City of Dryden contact and escort.
4. Not access any part of the City of Dryden site/facility other than as directed by City of Dryden contact or escort.
5. Not to use, operate, or interfere with any City of Dryden equipment except as indicated by the contract and as authorized by my City of Dryden contact.
6. Not conduct any activity except as indicated by the contracted scope of work or as directed by my City of Dryden contact or escort.
7. Work in a safe manner at all times.
8. Follow applicable legal requirements related to my work.
9. Work in the manner defined by the City of Dryden Contractor Management program.
10. Report all incidents, accidents, injuries, and illnesses without delay to my City of Dryden contact or escort.
11. Not bring in or use any chemicals to the City of Dryden site without prior submission of Safety Data Sheets and approval from the City of Dryden.
12. Sign out at Door/Area upon leaving the City of Dryden site/facility, if applicable.

I acknowledge that failure to work in accordance with the City of Dryden Contractor expectations outlined may result in removal from the City of Dryden site and termination of my employer's contract with the City of Dryden.

Contractor City of Dryden	
Worker Name	
Worker Position / Title	
Worker Signature	
Date	

Appendix H; Contractor Health and Safety Responsibility Agreement

CORPORATION OF THE CITY OF DRYDEN CONTRACTOR HEALTH and SAFETY RESPONSIBILITY AGREEMENT

THIS AGREEMENT made the _____ day of _____, 20____, between _____ (the "Contractor"), having an office at _____ and THE CITY OF DRYDEN (the "Corporation").

IN CONSIDERATION of the sum of two (\$2.00) dollars paid by each of the parties to the other (the receipt of which is acknowledged by each party) the parties covenant and agree as follows:

1. The Contractor shall employ only orderly, trained, competent and skillful people to do the work and the Contractor's employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor and shall provide an up-to-date Clearance Certificate from the Workplace Safety and Insurance Board. All subcontractors must be approved in writing by the Corporation before commencing any work and the Contractor is responsible for ensuring that their employees comply with the terms of this Agreement.
2. The Contractor acknowledges and accepts all risk arising or pertaining to the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible.
3. The Contractor shall indemnify and save harmless the Corporation from any and all claims, demands, actions, losses or property damage arising directly or indirectly from the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible. Contractor shall protect and hold Corporation harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by Corporation in connection with such litigation. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.
4. Contractor shall, during any time in which it is providing services to the Corporation, take out and keep in full force and effect property damage and public liability insurance in which the limits of public liability and property liability shall not be less than five million (\$5,000,000) dollars per occurrence, the whole at the Contractor's sole cost and expense. All policies shall be written with insurance companies qualified to do business in the Province of Ontario and shall name the Corporation as an additional insured and a certificate acknowledging same must be provided to the Corporation.
5. The Contractor shall abide by and shall ensure that each of the Contractor's employees and sub-contractor's employees (if applicable) abide by the Corporation's Health and Safety rules and regulations. The Contractor will also be able and willing at such times as recommended by the Corporation to provide additional precautions as deemed necessary by the Corporation for safe-guarding employees and equipment. The Contractor further acknowledges and agrees that any violation of Safety rules or regulations is justification for the immediate termination of its Contract with the Corporation, without any further obligation on the part of the Corporation. See attached checklist.
6. The Contractor shall, at its own expense, obtain and maintain in good standing all permits and licenses required by any authorities having jurisdiction over the business of the Contractor. The Contractor shall also comply with all federal, provincial and municipal governmental laws and regulations which are applicable to its business, and particularly those affecting health and safety, workers' compensation and environmental matters.
7. This Agreement shall be constructed and enforced in accordance with the laws of the Province of Ontario and the parties agree to attorn to the jurisdiction of the Courts of that Province.
8. This Agreement embodies the entire agreement of the parties with regard to the matter herein, and no other agreement shall be deemed to exist, except as entered into in writing by both parties to this Agreement.

9. The Contractor shall not assign this Agreement or any part of it and may not employ or retain anyone as a subcontractor or otherwise, to perform any part of its obligations under this Agreement without the prior written consent of the Corporation.

10. No contracted work offers will be granted by the Corporation unless this Agreement's terms and conditions are fully accepted and agreed upon to the satisfaction of the Corporation.

Constructor Designation

For the purposes of the Occupational Health and Safety Act (Ontario) and applicable regulations, the parties acknowledge and agree that:

☐ **Option A — Owner as Constructor**

The Owner shall undertake the Project and shall act as the "constructor" as defined in the Occupational Health and Safety Act. The Contractor shall perform the Work as an employer/contractor under the direction and coordination of the Owner and shall comply with all constructor requirements, site rules, and applicable legislation.

☐ **Option B — Contractor as Constructor**

The Contractor hereby undertakes the Project on behalf of the Owner and shall act as the "constructor" as defined in the Occupational Health and Safety Act. The Contractor accepts all duties and responsibilities of the constructor for the duration and scope of the Project, including coordination of employers and compliance with the Act and its regulations.

Acknowledgement

The parties confirm that this designation reflects the party with overall control of health and safety for the Project and is made to clearly establish responsibility in accordance with provincial guidance. Any change to constructor designation shall be made only by written amendment executed by both parties prior to the change taking effect.

Accepted this _____ day of _____ 20____.

CONTRACTOR by: _____ (authorized signing officer)

Print Name: _____

Print Title: _____

CORPORATION by: _____

Print Name: _____

Print Title: _____