


<b>Title:</b>	<b>Service &amp; Construction Worker &amp; Contractor Safety Policy</b>			
<b>Category:</b>	Occupational Health & Safety	<b>Policy Number:</b>	I-80	
<b>Sub-Category:</b>	General	<b>Pages:</b>	Page 1 of 5	
<b>Issued by:</b>	Executive Committee	<b>Issue Date:</b>	Mar-2003	
<b>Owner:</b>	OHS	<b>Last Approved:</b>	June 30, 2022	

## POLICY STATEMENT


- Grey Bruce Health Services requires all service and construction workers, contractors/subcontractors to comply with the Service & Construction Worker & Contractor Safety Policy. This includes all consultants and companies working in any department at Grey Bruce Health Services. Non-compliance results in appropriate remedial action up to and including cancellation of the contract.
- Service & construction workers, contractors/subcontractors/consultants at Grey Bruce Health Services are obligated to comply with the applicable laws, regulations, codes and the GBHS health & safety program.

## APPLICATION

This policy applies to all GBHS staff, physicians and volunteers.

## DEFINITION OF TERMS

- **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.
- **Owner Representative** - For the purpose of this policy, this is the person authorizing the Purchase Order and/or authorizing the work of the contractor in GBHS facilities.  
The Owner Representative is responsible to ensure all appropriate resources including a suitable project team, project leader, project manager, have been identified and committed to complete a project successfully and according to GBHS policy & procedures.
- **Project Leader** - The project leader is usually appointed by the hospital executive, department head or owner representative to represent and coordinate end user requirements from project inception to completion. The project leader may also act as the owner representative and/or project manager depending on the scope and type of project.
- **Project Manager** - The project manager handles the logistics of project development and implementation including planning, design, tender process, contracts, project meetings and minutes, site inspections, change orders, progress payments and commissioning.

<b>Title:</b>	<b>Service &amp; Construction Worker &amp; Contractor Safety Policy</b>			
<b>Category:</b>	Occupational Health & Safety	<b>Policy Number:</b>	I-80	
<b>Sub-Category:</b>	General	<b>Pages:</b>	Page 2 of 5	
<b>Issued by:</b>	Executive Committee	<b>Issue Date:</b>	Mar-2003	
<b>Owner:</b>	OHS	<b>Last Approved:</b>	June 30, 2022	

- **Project Team** - The project team is usually composed of but not limited to; project leader, project manager, end user representatives, consultants and other selected stakeholders.
- **Constructor** - a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.
- **Infection Prevention & Control Professional (ICP)** - The ICP facilitates communication, guidelines, education, risk assessment, surveillance, evaluation and documentation to support this policy.
- **Multidisciplinary Infection Control Construction Team (ICCT)** - A team of representatives brought together to evaluate the risk and suitability of preventive measures utilized on a given project, composed of but not limited to; Project Manager, Unit/Site Manager, Engineering, Environmental Services, Contractor, Risk Management, ICP, OH&S.
- **Employer** - 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


## PROCEDURE

1. All contracted workers are required to comply with the Communicable Disease Surveillance Protocols developed by the Ontario Medical Association and Ontario Hospital Association pursuant to Hospital management Regulation 965-90 of the Public Hospitals Act. For a list of required and recommended actions refer to Contractor Surveillance Notification Letter actions refer to Contractor Surveillance



2022 signed  
contractor letter.pdf

2. The Owner Representative is responsible to ensure that contractor safety orientation is completed and documented using the Orientation form and Contractor guidelines. **The Service & Construction Contractor Safety Orientation checklist form is found in Forms (OHS-09)** (and listed below) **and must be completed. The Contractor Guidelines must also be reviewed (listed below).** Documentation will be kept on file for 7 years.


<b>Title:</b>	<b>Service &amp; Construction Worker &amp; Contractor Safety Policy</b>			
<b>Category:</b>	Occupational Health & Safety	<b>Policy Number:</b>	I-80	
<b>Sub-Category:</b>	General	<b>Pages:</b>	Page 3 of 5	
<b>Issued by:</b>	Executive Committee	<b>Issue Date:</b>	Mar-2003	
<b>Owner:</b>	OHS	<b>Last Approved:</b>	June 30, 2022	



ohs-09 Contractor Safety Checklist-Dec  
 Contractor Safety Booklet pdf.pdf

3. **For Project Work:** The Owner Representative is responsible to ensure an appropriate project team has been assembled to develop and implement a project; including naming a project leader and manager as required as well as involving the ICP to ensure appropriate infection prevention and control measures.
 


**For Service Work:** The Owner Representative is responsible for overseeing of the contracted service and arranging a site contact as required.
4. The Owner Representative is responsible for ensuring that the service or construction contractor/subcontractor:
  - a. Provides a Workplace Safety & Insurance Board certificate of clearance of recent date, showing the WSIB Account Number for the firm, and that the account is in good standing. For lengthy projects, there should be a new certificate of clearance every 6 months. For annual maintenance contracts, the certificate of clearance will be provided annually upon contract renewal.
  - b. Provides written assurance the employees have received WHMIS training. This must be signed and dated on the Service & Construction Contractor Safety Orientation form. For annual maintenance contracts, confirmation of the WHMIS training must be provided annually upon contract renewal.
  - c. Provides documentation of liability insurance to cover any damage to Grey Bruce Health Services, based on the value and risk of the contract (range of \$2,000,000-\$5,000,000) or on the advice of the GBHS insurance company. Written verification of the insurance is required from the insurer or its agent. For annual maintenance contracts, this documentation must be provided annually upon contract renewal.
5. Service & construction workers/contractors shall complete a routine safety and fire prevention check, prior to starting their workday and ending their workday. All exits and evacuation routes must be kept clear, in case of evacuation.
6. Service & construction workers/constructors will comply with the Admin Policy IPAC-610 Infection Control Measures During Construction, Renovation & Maintenance, as well as hand hygiene practices.

<b>Title:</b>	<b>Service &amp; Construction Worker &amp; Contractor Safety Policy</b>			
<b>Category:</b>	Occupational Health & Safety	<b>Policy Number:</b>	I-80	
<b>Sub-Category:</b>	General	<b>Pages:</b>	Page 4 of 5	
<b>Issued by:</b>	Executive Committee	<b>Issue Date:</b>	Mar-2003	
<b>Owner:</b>	OHS	<b>Last Approved:</b>	June 30, 2022	

7. Service & construction workers/constructors will comply with the AODA Customer Service Standard training.
8. Service & construction workers/contractors shall ensure that their employees are adequately trained on any equipment they use, including pre-start safety checks.
9. Service & construction contractors will maintain their own first aid station.
10. All service and construction contractors performing work on any building, grounds, or building service equipment shall report to Engineering Services Department before starting work and obtain approval for work.
11. All service and construction contractors requiring access to any GBHS building roof will obtain approval through the Engineering Services Department. Owner Representatives are responsible for arranging such notice and approval through Engineering.
12. Use of any open flame must be approved on a hot work permit issued by Engineering Services in accordance with Hot Work Policy.
13. No medical gas system shall be altered, changed or shut-off without approval of Engineering Services Department in accordance with Medical Gas Shut-off Policy.
14. All service and construction contractors will wear Owner Representative approved identification badges at all times. The Owner Representative is responsible for having the identification badges returned at the end of a project.
15. All contractors must sign in and out daily at Owner Representative's department or as directed by the Owner Representative.
16. No under age workers are to be working on Grey Bruce Health Services Property without the written consent of the Owner representative.
17. The Owner Representative is responsible for monitoring compliance on a regular basis.

## REFERENCES

- OHSA
- Regulation 67/93 Health Care & Residential Facilities
- Regulation 1101-First Aid
- Regulation 297/13-Occupational Health & Safety Awareness & Training
- Accessibility for Ontarians with Disabilities Act (AODA)
- Admin Policy III-85 -Facility Construction Projects

<b>Title:</b>	<b>Service &amp; Construction Worker &amp; Contractor Safety Policy</b>			
<b>Category:</b>	Occupational Health & Safety	<b>Policy Number:</b>	I-80	
<b>Sub-Category:</b>	General	<b>Pages:</b>	Page 5 of 5	
<b>Issued by:</b>	Executive Committee	<b>Issue Date:</b>	Mar-2003	
<b>Owner:</b>	OHS	<b>Last Approved:</b>	June 30, 2022	

- Admin Policy IV150 -Confidentiality
- Admin Policy V-60 - Infection Control Measures During Construction, Renovation & Maintenance Projects
- Admin Policy VIII-1 -Rules of Conduct
- Admin Policy VII-77 – Communication Devices
- Laboratory Policy & Laboratory Safety brochure