



# Contracted Or Self Employed Persons Manual and Acknowledgement Form



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## **Introduction:**

This orientation shall be used to provide contractors with a safety orientation when hired to perform construction related jobs throughout the Schools, Bus Garages, and Divisional offices. Management and supervisors are required to provide the orientation to the contractor prior to their work at Turtle Mountain School Division.

Due Diligence and responsibilities of Contractors:

A “Contractor” means a person who directs the activities of one or more employees or self-employed persons involved in work on a project. Contractors have the same duties as Prime Contractors with respect to the workers they employ or any subcontractors that work for them. A Contractor is to advise the Prime Contractor of the name of every employee or self-employed person with whom the contractor has contracted to perform work on the project.

Every contractor shall ensure, so far as is reasonably practicable, that every process or procedure performed at a workplace does not create a risk to the safety and health of any person.

Turtle Mountain School Division provides a safe environment for students, visitors, and staff. The division will supply any information pertaining to any hazards that may be encountered by the Contractor and/or Contractor Personnel during the performance of Contracted Work. To help ensure this and minimize disruptions, contractors are required to know, understand, and apply the Divisional Safety Requirements while on site and in addition to federal, provincial Acts, Regulations and Guidelines.

Contractors working at the Turtle Mountain School Division shall not engage in work that may compromise the safety of students, staff, and visitors to the Division.

Choosing a Contractor:

In compliance with the Policy of the Turtle Mountain School Division to do everything reasonably possible to provide safe workplaces for all workers, it uses the following criteria in choosing contractors to perform work on its sites:

1. COR or SECOR certification



2. Working towards COR or SERCOR
3. Safety Program in place
4. Working on a Safety Program
5. WCB records of incidents
6. Past performances with the Division
7. Liability Insurance with Turtle Mountain listed as additional.

Operations Supervisor and/or the Divisional Workplace Safety and Health Officer, will be monitoring the performance of the contracted employers will be done by site visitations. Site Supervisors are required to report all accidents, incidents and near misses that occur on Turtle Mountain School Division property immediately to Operations Supervisor and/or the Divisional Workplace Safety and Health Officer.



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## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

It is the responsibility of all personnel to wear the items of personal protective equipment as required, both in general, and as each job may dictate. It is the responsibility of the individual to ensure the protective equipment to be used is in good condition and if not, to replace it and send the defective equipment back to the main shop to be repaired. No alterations are to be made to any PPE provided by the company. No work will proceed without the use of proper personal protective equipment.

### **SPECIFIC PERSONAL PROTECTIVE EQUIPMENT:**

Non-Medical Face Masks- are required to be worn, following federal and provincial guidelines and protocols.

Hard Hats - ANSI and/or CSA approved hard hats will be worn on all projects at TMSD. Are to be in good condition and worn according to the manufacturer's design requirements.

Footwear – CSA Construction Grade approved footwear will always be worn on all projects. The type of footwear to be worn is to provide adequate protection for the work environment and the work task.

Respiratory Protective Equipment – The proper type of respirator must be worn when performing any task in an environment where airborne respiratory hazard(s) exist. Those hazards can include exposure to dust, toxic fumes, mist, or vapors. If you are required to wear a respirator for work, you must be fit tested and trained in the respirator's use, care, and maintenance instructions prior to wearing it. You must be clean shaven to wear any type of respirator.

Eye and Face Protection – CSA approved safety glasses, goggles or face shield must be always worn when conducting any type of construction related work. When grinding, a face shield must be worn in addition to eye protection.

Hearing Protection – CSA approved hearing protection must be worn when the noise level in the work area exceeds the permissible occupational exposure limit. (80 dBA)

Hand Protection – Appropriate gloves must be worn when handling rough, sharp, or hot items, caustics, acids, solvents, concrete, or chemicals.



**Clothing** – It is mandatory that shirts with at least a four-inch sleeve or long sleeves and long pants be always worn. Shorts are not to be worn on site at any time.

**Hi-Visibility Clothing** – When working around heavy equipment, in an area where there is vehicle traffic and whenever weather or light conditions make visibility poor, CSA approved hi-visibility clothing must be worn.

**Fall Protection** – Any worker working at heights (3 meters in Manitoba) must use an approved form of Fall Protection. Guardrails must always be considered first. All workers require fall protection training prior to using any type of fall protection equipment.

**Arc Flash PPE** – Is required when live work is necessary. Arc Flash PPE includes arc flash rated clothing, rubber gloves with leather covers, face shield and sock, protective headwear, and footwear. Any live work must be approved by TMSD prior to initiation and a completed Live Electrical Work Permit and SWP must be completed and approved.



## **General Contractor Safety Information**

The following guide has been developed to communicate responsibilities & expectations of contractors while conducting work at Turtle Mountain School Division.

### **Hours of Work**

- Normal hours of work at any school in the Turtle Mountain School Division are from 08:00 – 16:30 hrs. Monday to Friday
- For after-hours and weekend work, the contractor must receive permission from the Operations Supervisor.

### **Reporting in/out Procedures**

- If working inside the school, there is a sign in/out sheet in the school office, that workers need sign prior to starting work.
- If you are a subcontractor your staff must always have supervision while on TMSD property.

### **Emergency Procedures**

- All contractors will be given a list of emergency contact numbers from TMSD to assist them in the event of an emergency, for them to make all their employees aware of the list.
- If you are a contractor working on TMSD property, emergency procedures must be in place and include the following: muster point that has been coordinated with the school's muster site; a means to communicate an emergency to staff; accountability for your staff; a means of communication; list of emergency numbers; first aider on site and first aid supplies; etc.
- Contractors working in schools are also required to comply with any school fire drills or evacuations and any lockdowns or tornado drills.



**Reporting of near misses, incidents & accidents:**

- Report near misses, incidents & accidents to your supervisor.
- If you are a contractor working on TMSD property you must report your incident to the Operations Supervisor/S&H Officer.
- Complete records of incident & accident activities and submit to the TMSD S&H Officer
- Cause(s) & corrective action that will be taken must be disclosed.

**Alcohol, drugs, firearms in the workplace:**

- No possession, sale or consumption of drugs or alcohol allowed on any TMSD property while at work.
- Firearms are not allowed on TMSD property.

**Smoking restriction in the workplace:**

- No smoking is allowed in the school or on TMSD property.
- Check with the site supervisor for specific smoking areas.

**Use of iPods/earbuds, cell phones & radios:**

- No use of iPods or ear buds while at work
- Cell phones are not to be used when driving.
- Vehicle radio volume levels do not to interfere with the operator's ability to know what is happening around him/her.
- Where 2-way radios are used – when no other means of communication works.



## **Contractors Safety Orientation / Agreement**

All construction and maintenance work undertaken by contracted parties for Turtle Mountain Division will be performed in a safe manner. The references outlined below must be read and the agreement must be signed prior to start-up.

Contractor

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Email

Address: \_\_\_\_\_

Phone

Number: \_\_\_\_\_

Does your company currently have a Safety & Health Program? Yes \_\_\_\_

No \_\_\_\_

If yes, is your company COR or SECOR certified? Yes \_\_\_\_ No \_\_\_\_

Certification #: \_\_\_\_\_

If not, does your company have any safety systems in place? Yes \_\_\_\_

No \_\_\_\_

If yes, please specify: \_\_\_\_\_

	Fall Protection		WHMIS		Asbestos Abatement
	Confined Space		Lockout/ Tag-out		Mold Abatement





	Scaffolding		Arc Flash		TDG
	Ladder training		Fire Extinguisher		Working Alone
	Forklift		Respirator fit tested		First Aid / CPR
	Zoom boom		Scissor lift		

**Agreement:**

- Ø I have read the information provided to me by Turtle Mountain School Division respecting my company's safety and health requirements when working on TMSD property:
  - 1) TMSD General Contractor Safety Orientation Manual
  - 2) TMSD Safety Policy
  - 3) Personal protective Equipment
- Ø As required by all employers in the Province of Manitoba, I have obtained current copies of Workplace Safety and Health Legislation and Guidelines.
- Ø As required by all employers in the Province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with WSH Act and Regulations, and properly trained prior to starting work on TMSD property.
- Ø As required by all people in the Province of Manitoba, I will share required information with TMSD, and those affected, necessary to identify and control both the existing and potential hazards.
- Ø I and my company's employees will ensure that all accidents, incidents and near misses that occur on TMSD property will immediately be reported to the responsible TMSD supervisor and/or Safety & Health Officer.
- Ø My company's employees and I meet minimum safety training requirements and have valid certifications, qualifications and/or competencies as outlined in Manitoba's Workplace Safety and Health legislation.
- Ø My Company's employees and I adhere to Turtle Mountain School Division protocols.



Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_