



PRIME CONTRACTORS / OWNERS / SUBCONTRACTORS / VISITORS

Okanagan Aggregates Ltd. will ensure the safety of people not under the employer's direction.

The Prime Contractor, or in the absence of a Prime Contractor, the Owner is responsible for:

1. Ensuring that prior to selection, Sub-Contractors will be evaluated by completing OAL's online pre-qualification, confirming good standing with WCB or WorksafeBC, as well as providing proof of insurance and COR status should it be required. Hired equipment operators will be required to complete OAL-032 Hired Equipment Registration.
2. Ensuring that the workers of all employers, and any other persons at the workplace, are informed of the:
 - a) Hazards of any owner operations or site conditions
 - b) Health and safety activities to be used to address the hazards
3. Conducting a site safety orientation for all subcontractors coming on to the site to work to address Item 2 above.
4. Coordinating site health and safety activities on a construction site that has two or more employers and a combined workforce of more than five, and the site has overlapping or adjoining work activities that create a hazard to workers. In these situations the owner, or if the owner engages a prime contractor, the prime contractor, will:
 - a) Appoint a qualified coordinator to:
 - Ensure coordination of health and safety activities for the location.
 - Inform employers and workers of hazards created.
 - Ensure hazards are addressed throughout the duration of the work activities.
 - b) Post:
 - The name of the qualified coordinator.
 - A site drawing showing project layout, first aid location, emergency transportation provisions, and the evacuation head-count location.
 - A set of construction procedures designed to protect the health and safety of workers at the workplace, developed in accordance with the requirements of the Workers Compensation Act (WCA) and Occupational Health & Safety Regulation (OHSR).
5. Monitoring subcontractors periodically for compliance with health & safety regulatory compliance through an on-going informal, and planned formal, inspection process.
6. Addressing any observed issues of non-compliance by following OAL's progressive discipline policy. Repeated infractions may result in the offending party being removed from the qualified sub-contractor list.

SUBCONTRACTORS

Subcontractors are directly responsible for their own employees' health & safety. In addition, subcontractors on Okanagan Aggregates Ltd. projects are responsible for:

1. Complying with all applicable Okanagan Aggregates Ltd. Safety Program requirements.
2. Providing to Okanagan Aggregates Ltd. a WCB firm registration number, and showing they are paid and in good standing with the WCB by submitting a current "letter of clearance" to Okanagan Aggregates Ltd. prior to the contract being let.
3. Taking all practicable precautions against the risk of loss of life, injury, and occupational disease to their employees, Okanagan Aggregates Ltd.'s employees, any other persons employed about the project location, and visitors to the site.
4. Providing in writing the name of a qualified person designated to be responsible for coordinating their site health and safety activities, and the name of a qualified person who will act as back-up should the primary contact be unavailable.
5. Contacting the project supervisor for any special instructions regarding operating hazards and applicable safe work procedures specific to the site before commencing work, and complying with all instructions provided.
6. Providing the project supervisor with sufficient notice of **any** planned procedure(s) that may create a hazard to other employers' workers on site so that Okanagan Aggregates Ltd. is able to coordinate work activities that minimize or remove the hazard(s).
7. Providing to the site supervisor or first aid attendant Material Safety Data Sheets prior to storage or use of any hazardous materials on site.
8. Instructing their workers in Okanagan Aggregates Ltd. Safety Program requirements as may be applicable to their work, and applicable requirements of the WCA and OHSR; and ensuring compliance with these requirements.
9. Conducting, or attending, regular Toolbox Talks, and regular (no less than monthly) safety meetings to contribute to the process of ensuring a safe and healthy workplace.
10. Assuming responsibility for the coordination of their own sub-subcontractor's compliance with the requirements of this program and the regulatory requirements.
11. Providing and enforcing the use of appropriate personal protective equipment and clothing.
12. Reporting unsafe conditions, acts, practices, near miss or close call accidents/incidents to the OAL site supervisor. All accident/incident investigation reports must be given to the OAL site supervisor.
13. Providing emergency transportation for their employees or making necessary arrangements with Okanagan Aggregates Ltd.'s site supervisor for this provision.
14. Cooperating with other subcontractors and workers in promoting safe work practices and maintaining safe conditions throughout the site.
15. **Visitors** must comply with all aspects of the policies and procedures of the OAL Safety Manual. Use of PPE, procedures and practices on OAL worksites is mandatory. Each OAL Manager/Supervisors is

responsible to ensure visitors are orientated and follow OAL safety objectives.

Notes:

- The term "qualified" as used in Item 4 is defined by the WCB as: *"being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof"*.
- Subcontractors that engage in unsafe work practices will be notified in writing that they are in breach of Okanagan Aggregates Ltd.'s Safety Program requirements and/or regulatory requirements. Receipt of such notification will require a written response specifying what actions have or will be taken to rectify the situation.

OWNERS, SUBCONTRACTORS, HIRED EQUIPMENT, SUPPLIERS & VISITORS **COMPLIANCE GUIDELINES & CHECKLIST**

LEGISLATIVE REQUIREMENT

OAL Managers and Supervisors are required to ensure that OH&S activities are coordinated between the Prime Contractor - OAL, Owners, Subcontractors, Hired Equipment, Suppliers and Visitors on all OAL projects and worksites.

OAL POLICY

The Compliance Checklist for Owners, Subcontractors, Hired Equipment, Suppliers and Visitors must be completed by the OAL Qualified Coordinator at a Pre-job Meeting to initiate prime contractor compliance to legislative requirements. Complete the form OAL 104.