

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>CONTRACTORS' AFFIDAVITS &amp; GUARANTEES: CONTRACTOR SAFETY PLAN</b>	<b>FEGB</b>

### I. POLICY

The Louis Riel School Board is committed to workplace safety and health practices that:

- enhance its learning environments and workplaces;
- adhere to the [Manitoba Workplace Safety and Health Act](#) and [Regulations](#);
- fulfil the Board's obligations as an employer and under the [Act](#).

Accordingly, and as mandated by section 4(1) of the [Act](#), the Division will “ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its workers”.

The Division is committed to preventing occupational illness and injury for all employees and all prime contractors and sub-contractors that provide it services.

The Division recognizes that advance planning and organization of projects associated with construction, maintenance, and demolition work can reduce accompanying risks and hazards, and that such projects require a system of accountability that clearly outlines each party's responsibility for the protection of the health for all workers involved in the project.

### II. GUIDELINES

A. The [Manitoba Workplace Safety and Health Act](#) and associated [Regulations](#) provide the legislative context for this policy.

The objects and purposes of the [Act](#) are:

- to secure workers and self-employed persons from risks to their safety, health and welfare arising out of, or in connection with, activities in their workplaces; and
- to protect other persons from risks to their safety and health arising out of, or in connection with, activities in workplaces.

Under the [Act](#), all employers and employees have defined responsibilities to create and maintain safe and healthy workplaces.

<b>Adopted:</b>	June 15, 2010	<b>Legal References:</b> <a href="#">Workplace Safety and Health Act (Manitoba)</a> and <a href="#">Regulations</a>
<b>Revised:</b>	February 5, 2019; March 21, 2023	

B. For the purposes of this policy, the following definitions taken from section 1 of the [Act](#) shall apply:

- *Contractor*: means a person who, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a workplace; means the prime contractor for a construction project referred to in section 7 of the [Act](#)
- *Employer*: every person who, by himself or his agent or representative employs or engages one or more workers
- *Owner*: in relation to any land or premises used or to be used as a workplace, includes
  - a) a trustee, receiver, mortgagee in possession, tenant, lessee, licensee or occupier of the land or premises, and
  - b) a person who acts for or on behalf of an owner as an agent or delegate
- *Construction Project*:
  - a) the construction, demolition, repair, alteration or removal of a structure, building, complex, street, road, highway, pipeline, sewage system or electrical telecommunication or transmission line,
  - b) the digging of, working in or filling a trench or excavation,
  - c) the installation, modification, repair or removal of any equipment or machinery or,
  - d) any work prescribed by regulation as a construction project.

C. The [Act](#) and [Regulations](#) outline specific duties of employers, supervisors, workers, self-employed persons, prime contractors, contractors, owners and suppliers, notably including but not limited to the following:

1. Sections 2.4(1) and 2.4(2) of the [Regulations](#) state that both the Employer and the Prime Contractor must conduct regular inspections of the workplace and of work processes and procedures involved. Where a risk is identified, steps must be taken as soon as is reasonably practicable to ameliorate the hazard. Short-term corrective actions must be taken immediately ensure the safety and health of any person who may be at risk.
2. Section 2.18 of the Regulation states that the Prime Contractor, or where there is no Prime Contractor, the Employer, must post the following information in a conspicuous area:
  - a. Name of Prime Contractor (as applicable)
  - b. Location of first aid services
  - c. Contact information for Contractor Workplace Safety and Health Representative

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d. Contact information for the committee and the representative, as applicable.

D. The legislative context shall guide the development and implementation of specific administrative procedures to support the provisions of the Act as identified in **GUIDELINES** above.

### III. PROCEDURES

A. All contractors employed by the Division shall follow this policy and the [Regulations](#) as set forth in the [Act](#).

B. The Superintendent of Schools (or designate) shall complete the LRSD On-Site Contractor Safety Review to determine the qualifications of the potential Contractor and the documents that the Division may require. Required qualifications include, but are not limited to:

- Complete insurance coverage and good standing with the Workers Compensation Board of Manitoba.
- A comprehensive safety program, including, but not limited to:
  - Safe Work Procedures relevant to work to be performed
  - Fall Protection
  - Machine and Tool Safety
  - Personal Protective Equipment
  - Workplace Hazardous Products Information System
  - Working Alone or in Isolation
  - Emergency Preparedness Plan
  - Inspections
  - Training and Certification Records
  - Confined Space Entry

C. Contractors employed by the Division must provide:

- Documentation of regular site inspections to the Louis Riel School Division Workplace Safety and Health Officer; and
- Confirmation of the requirements by entering into a Safety and Health Agreement for the duration of the specific project.

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