



CONTRACTOR GENERAL HEALTH AND SAFETY ORIENTATION INFORMATION

2024-2025



1.0 Introduction

The Eastern Irrigation District ("District") remains committed to ensuring that worker safety is an integral component of the organization's activities. In order to exceed industry rules and regulations, the District believes having a contractor safety program is an essential element of our Health and Safety Program.

The District has prepared this documentation of guidelines to assist all contractors in establishing and maintaining an industry approved system. The information detailed in this package is to serve as an example of minimum requirements for an effective contractor safety program.

Contractors shall not assume that these guidelines will address all circumstances. The District does, however, expect that all contractors will adhere to their responsibilities as employers and that they will operate under sound judgement during the daily administration of its safe work policies and procedures.

Contractors are responsible for, and shall monitor, the safety performance of their employees and subcontractors which they have hired to perform organizational tasks. Nothing in this documentation relieves contractors of their legislated or moral responsibilities for workplace safety.

2.0 Commitment to Safety

- (a) While engaged in work projects for the District, or while on District directed or funded projects, it is up to the contractor to actively promote safe work policies and practices, analyze employee activities to identify risk and ensure appropriate precautions are in place to minimize the likelihood of an incident or accident occurring.
- (b) Contractor management shall develop safe work policies appropriate to the project's activities.

3.0 Legislation

- (a) The contractor shall comply with all Federal, Provincial and local statutes and regulations.
- (b) Sufficient copies of the Alberta Occupational Health and Safety Act, Regulation and Code shall be available at the worksite.

4.0 Worker Compensation & Insurance Coverage

- (a) Where the Workers Compensation Act applies, all contractors are expected to maintain a current up-to-date account covering all persons involved in the project. Proof of account status will be required prior to the beginning of the project.
- (b) Appropriate insurance coverage for public liability and property damage is also a requirement.

5.0 Safe Work Performance

- (a) **Competent Workers**
 - i. In keeping with Occupational Health and Safety Requirements, the contractor shall ensure that only competent workers, or workers under direct supervision of competent workers, will be permitted to carry out District projects which may endanger themselves or others.



- ii. The contractor is responsible for implementing an effective safe work environment through safety orientations and the education of their staff.
 - iii. The contractor is responsible for ensuring that workers are familiar with and have access to copies of the applicable Occupational Health and Safety Legislation.
 - iv. The contractor is responsible for conducting ongoing qualification training to ensure workers have the necessary knowledge, skill, experience and certification to perform the job safely and in accordance with any applicable legislation.
- (b) **No Diving Operations**
 - i. Notwithstanding the foregoing, Diving Operations are expressly prohibited by a Contactor or any subcontractor, unless such party complies with the District No Diving Policy.
- (c) **Enforcement**
 - i. Contractor supervisors are responsible for ongoing assessment of employee competence and attitude and enforcement of safe operating policies and procedures.
 - ii. Contractor employees or supervisors who demonstrate poor attitude towards safe work and safety procedures are not acceptable for work on District projects.
 - iii. Contractor supervisors unable to or unwilling to demonstrate proper safe work practices are not acceptable for work on District projects.
- (d) **Pre-Job Orientations**
 - i. Prior to project commencement, a pre-job orientation shall be completed between the contractor and the District Job Supervisor.
 - ii. The nature of the hazards involved, site safety, security, emergency response procedures and any other necessary precautions required will be discussed. Contractor shall inform any of its employees and subcontractors of such information that comes out of the pre-job orientation.
 - iii. All contractors, subcontractors and visitors must register with the District Job Supervisor before working on any District controlled sites.
- (e) **Personal Protective Equipment**
 - i. Appropriate CSA Approved Personal Protective Equipment will always be worn per job requirements
- (f) **Monthly Safety Summary**
 - i. Contractors may be asked to supply the District Job Supervisor or District Safety Coordinator with a monthly summary of safety activities and incidents on site if requested. The summary should include, but is not limited to:
 - a. Records of safety inspections conducted
 - b. Safety training provided
 - c. Dates and times of held safety meetings
 - d. Safety promotions or awards obtained
 - e. Summary of accidents and reported incidents
 - f. Summary of orders relevant to the Occupational Health and Safety Act



(g) **Staff Safety Meetings**

- i. A contractor shall conduct regular safety meetings with Contractor staff and subcontractors which are involved in the project.
- ii. Contractor safety representatives are required to participate in regular safety meetings with the District Job Supervisor as well as any other contractors on site.

(h) **Personal Behavior**

- i. Contractors are responsible to ensure that no employee or employees of any subcontractors are allowed to enter the project site while under the influence of drugs or alcohol.
- ii. Contractors are responsible to ensure that the conveyance or use of firearms on site is strictly prohibited.

(i) **Inspections**

- i. Contractors shall use a regular system of safety inspections to detect and correct safety violations, unsafe work practices and hazardous conditions.
- ii. District representatives may periodically participate in and provide direction to contractors in developing and implementing their inspection programs.
- iii. District Safety Coordinator, or his designate, may perform audits from time to time on Contractor compliance with OH&S Act, regulations and codes and District's health and safety management system.
- iv. Copies of regular inspection reports shall be maintained and made available to the District Job Supervisor upon request.
- v. In addition to regularly scheduled inspections, District Job Supervisors may conduct worksite surveillance, taking immediate action to rectify any observed substandard actions or conditions.

(j) **Emergency Services**

- i. Contractors must conduct a pre-commencement evaluation of the project and ensure that emergency equipment and trained staff are available and able to handle emergency situations when they arise. Copies of the emergency response plans shall be made available to the District Job Supervisor or the District Safety Coordinator upon request.
- ii. Contractors must maintain sufficient number of trained first aiders, first aid supplies and emergency conveyances as required by Occupational Health and Safety Legislation.

(k) **Incident Reporting and Investigating**

- i. Contractors are to have an effective incident reporting and investigation system in place and ensure all staff are advised of the importance of prompt reporting and investigation.
- ii. Contractors must immediately report all incidents to their District Job Supervisor and/or District Safety Coordinator.
- iii. Incidents causing injury or having the potential for injury must be reported by the contractor to the appropriate authorities in accordance with all applicable Acts and Regulations.
- iv. The District Safety Coordinator shall be promptly contacted and advised by the Contractor of any serious injuries, or incidents having the potential to cause injury, dangerous occurrences, and reportable incidents under the requirements of the Energy Control Board. (Section 13(1) of the Occupational Health and Safety Act)
- v. Contractors will be responsible for providing copies of incidents reports to the District Safety Coordinator upon request. Recordable incidents include, but are not limited to:
 - a. Personal Injury



- b. Vehicle Accidents
- c. Spills or accidental release of products harmful to persons and public
- d. Spills or accidental release of products harmful to the environment
- e. Fire or Explosions
- f. Near misses having the potential to cause injury or property damage
- g. Contact of Buried Services
- h. Power Line Contact

ACKNOWLEDGEMENT

This acknowledgement must be signed by a duly authorized representative of the Contractor to acknowledge that the Eastern Irrigation District's Contractor General Health and Safety Orientation Information ("EID Safe Work Documentation") has been reviewed, understood, and agreed to, prior to work commencing.

Signing of this acknowledgement indicates that the Contractor has reviewed the EID Safe Work Documentation and agrees with all responsibilities, terms, conditions, rules and policies referenced therein. In addition, the Contractor agrees to ensure that its employees and subcontractors comply with the EID Safe Work Documentation while working on Eastern Irrigation District projects and work sites.



I, _____, being an authorized representative of the Contractor acknowledge that:

I have read and understand the EID Safe Work Documentation and will follow all related responsibilities, terms, conditions, rules and policies while working on Eastern Irrigation District projects and work sites as referenced therein.

I will ensure that all Contractor employees and subcontractors will comply with the responsibilities, terms, conditions, rules and policies referenced in the EID Safe Work Documentation.

I understand that failure to comply with any of the responsibilities, terms, conditions, rules and policies referenced in the EID Safe Work Documentation may result in the dismissal of a contractor, vendor or supplier and may result in termination of any applicable contractor services agreement entered into between the Contractor and the Eastern Irrigation District.

(Contractor / Company Name)

(Contractor / Company Representative Name & Position)

(Contractor / Company Representative Signature)

(Date)

Jason Thompson - Occupational Health and Safety Coordinator

(Eastern Irrigation District Representative Name & Position)

(Eastern Irrigation District Representative Signature)

(Date)

The Eastern Irrigation District's Occupational Health and Safety Coordinator shall retain the original signed Acknowledgement Form and a copy will be forwarded to the Contractor upon request.