1.0 Purpose

This procedure establishes the requirements for the administration and monitoring of contractor health and safety programs and activities at Memorial University. These measures shall ensure that contractors understand their collective responsibility with respect to the Occupational Health & Safety Act and Regulations, Memorial University policy and this procedure.

2.0 Scope

This procedure shall apply to all work done for Memorial University of Newfoundland with respect to the provision of services as outlined in 3.9 below. Memorial University reserves the right to exempt a Contractor from this procedure, in whole or in part, based upon an evaluation of the risk of the work being conducted.

3.0 Definitions


3.2 Contract: A documented agreement between Memorial University and a contractor.

3.3 Contractor: The principal contractor, person, partnership, or corporation bound to execute the work under the contract and defined as such in the agreement is responsible for the supervision of the work so as to ensure the work is carried out in accordance with the contract.

3.4 Project Management Team: The group assigned by the University to act on behalf of the owner with respect to the execution of Contractor work.

3.5 Principal Contractor: means the person primarily responsible for the carrying out of a contract.


3.7 Subcontractor: A Subcontractor is a person, firm or corporation having a direct contract with the Contractor or subcontractor (s) to perform a part or parts of the Work included in the Contract, or to supply products worked to a special design according to the Contract Documents, but does not include one who merely supplies products not so worked.

3.8 Owner: The Owner, Engineer/Architect are the persons, firms or corporation identified as such in the Contract. The term Owner, Engineer/Architect means, respectively, each of the Owner, Engineer/Architect and their authorized representatives as designated by each such party in writing.
3.9 **Work:** The goods, services, knowledge, skills, job procedure completion that is described in the contract.

4.0 Assessment

4.1 **Considerations prior to signing of contract**

4.1.1 Prior to signing of contract, the preferred General Contractor shall provide proof of compliance with 4.2.1. Within seven (7) calendar days after a pre-signing start up meeting the General Contractor shall provide proof of compliance of themselves and their subcontractors with 4.2.1 as well as provide the information requested in Section 4.2.2(a) (b) and (c). The hazard assessment shall be updated by the General Contractor and re-submitted whenever the conditions, work practices or work forces change to the extent that new hazards can be identified.

4.2 **Requirements**

4.2.1 All (a) Contractors, and (b) their Subcontractors, shall be required to submit confirmation of a current third party occupational health and safety program certification (Letter of Assurance). These may include, but not be limited to, Certificate of Recognition (COR), OHSAS 18001, and CSA Z.1000.

4.2.2 Contractors shall also provide the following:

(a) Health and Safety policy statement;
(b) Safety Program table of contents;
(c) Site Hazard Assessment;

4.2.3 In lieu of a Subcontractors 3rd party program, Contractors shall be required to integrate the Subcontractor(s) into the Contractors program and provide proof of same.

4.2.4 Memorial reserves the right to request and audit the full safety program of Contractors and Subcontractors and their associated documentation. This documentation may include, but not be limited to the following:

(d) Safety Program and/or Manual
(e) Letter of Assurance for Compliance (third party certification)
(f) Applicable documented safe work practices;
(g) Inspection reports and schedules;
(h) Required employee safety training certifications and qualifications;
(i) Updated list of OHS Committee and/or a worker health and safety representative, or workplace health and safety designate;
Request for submission shall be complied with within 7 calendar days of a written request from Memorial’s Environmental Health and Safety unit.

4.2.5 Memorial reserves the right to:

(1) Reject any Contractor that fails to meet the requirements or schedules outlined herein;
(2) The University reserves the right to stop any work or portion of work where no documentation can be produced on site which identifies the hazards presented by a piece of work, safe work procedures for work or certification of employees performing work.

4.3 Schedule of Submissions

4.3.1 General Contractors and their sub-contractors who have complied with 4.1.1 will be permitted to commence physical work on the site however no work shall be performed by the General Contractor, their sub-contractors until such a time as they comply with 4.1.1.

5.0 Responsibilities

5.1 Contractors will comply with applicable Federal and Provincial legislation and applicable MUN safety procedures. Contractor responsibilities are but are not limited to:

- Report all incidents immediately to the required University representative followed by a written incident report within 24 hours;
- Be responsible for the safety of Subcontractors including those not under their employ;
- Stop work if the conditions are such that work cannot be performed safely;
- Perform evaluation, monitoring of the workplace to identify potential hazards and associated risks and ensure corrective actions are implemented;
- Ensure daily task specific hazard assessments are completed;
- Maintain the accountability of persons responsible for the reporting and correction of hazards.

5.2 Project Management Team will monitor the Contractor’s performance for health and safety compliance. Monitoring activities may include but are not limited to:

- Planned and unplanned workplace inspections;
- Attendance of meetings;
- Communications of safety related issues and topics, as deemed necessary;
- Review of Contractor records, inspections, work practices and documentation;
- Complete audits to verify that the Contractors and Subcontractors are meeting their legislative, procedural and contractual responsibilities.
6.0 Post-Contract Evaluation

The Project Management Team will determine the extent of the evaluation of the Contractor’s safety performance at the completion of the contract. This evaluation will be conducted by way of a standard contractor safety evaluation form and will be supported by objective evidence documented during the term of the Contract.