



OCCUPATIONAL HEALTH
AND SAFETY

Contractor Orientation Handbook

October 2019



STRATHCONA
COUNTY

STRATHCONA COUNTY CORPORATE **VALUES**

Integrity

- We demonstrate ethical standards and behaviours
- We display honest behaviour at all times
- We do what we say we will do

Respect

- We treat others with care and dignity
- We pay attention to each other
- We welcome a variety and diversity of ideas

Safety

- We consistently demonstrate safe work practices
- We build an environment of openness and trust
- We make it safe for each other to voice opinions or concerns

Fairness

- We consider how our actions might affect others
- We treat everyone impartially and equitably
- We are willing to share the reasoning behind our thinking and decisions

Cooperation

- We support, assist and learn from each other
- We give credit to others for their contributions
- We compromise when needed to achieve common goals

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Health and Safety Directive

Strathcona County is committed to protecting and maintaining the health and safety of all employees, contractors, and visitors at its worksites.

All work performed for Strathcona County must meet the requirements identified in the Alberta Occupational Health and Safety Act, Regulation and Code and must comply with the Strathcona County Occupational Health and Safety Management Program.

Contractor Orientations

Contractors will receive a mandatory site orientation before work begins. The orientation is the responsibility of the contract supervisor and will include, at a minimum, the following:

- Tour of work area and emergency response routes/equipment
- Important phone numbers and contact information
- Review and sign off of contractor handbook
- Incident reporting requirements
- Review of worksite hazards/ hazard assessment requirements

Responsibilities

All workers at Strathcona County have a right to a safe workplace.

3 Health and Safety Rights



Right to Refuse dangerous work (no person shall take any discriminatory action against a worker who refuses dangerous work)



Right to Know the workplace hazards and have access to health and safety information.



Right to Participate in health and safety activities related to your work and work site

Strathcona County contractors are responsible for:

- Meeting or exceeding applicable laws and legislation,
- Protecting the health and safety of their employees, Strathcona County employees, other contractors, visitors and patrons
- Completing their work in a professional manner

Strathcona County contractors who direct the activities of others must ensure that staff under their supervision clearly understand the job scope and are adequately and suitably trained to perform their work in a safe and efficient manner.

As a hired contractor it is your responsibility to ensure that any and all unsafe work conditions or acts (related to your scope of work) are corrected.

The Province of Alberta has implemented a variety of strategies to ensure compliance with Occupational Health and Safety legislation in the form of orders and ticketable offences. If your worksite is visited by a Government of Alberta OHS, you must immediately contact your Strathcona County

contract supervisor and the Strathcona County OHS on-call number 780-893-5840.

Expectations

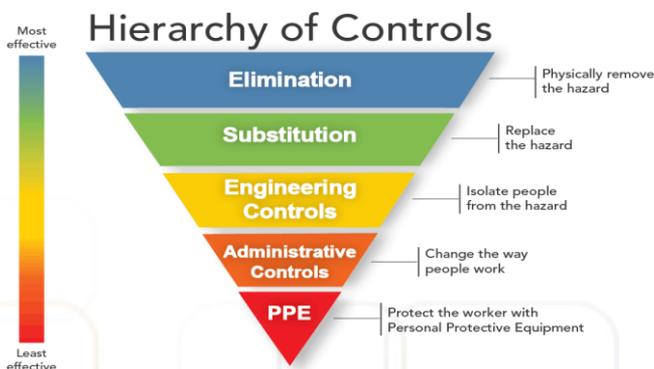
It is expected that contractors complete the following while working on behalf of Strathcona County:

- Conducting hazard assessments, which include field level hazard assessments before starting work
- Following safe work practices/procedures
- Provide orientations to all contracted employees working on behalf of the Contractors' company
- Wearing appropriate PPE as required
- ERAP
- Ensuring all tools and equipment used are in good working condition

Hazard Assessment and Control

Contractors will complete a hazard assessment before work begins on a Strathcona County worksite. The level of detail for the required hazard assessment(s) will be dependant on the contractor's scope of work. Consult with your Strathcona County contract supervisor to ensure you have clear direction on hazard assessment requirements for your scope of work.

All identified hazards associated with the contractor's scope of work must consider the Hierarchy of Controls when establishing hazard controls.



If you discover a hazard that you feel is not adequately controlled, communicate this hazard immediately to your supervisor or your Strathcona County contract supervisor.

Field Level Hazard Assessments (FLHA's)

Contractors will complete daily field level hazard assessments for the duration of work for Strathcona County. FLHA's must always be readily available for review by Strathcona County.

Strathcona County may request copies of the FLHA for the date(s) that contractors were on site. Failure to produce an FLHA may result in a temporary work delay until one has been completed and reviewed with all workers on site.

Workplace Violence and Harassment Prevention

Violence and harassment, including the threat of violence, in the workplace is unacceptable. Strathcona County is committed to providing a workplace that is productive, safe, and respectful of its employees, volunteers, visitors, contractors and the public.

All people working on behalf of Strathcona County have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviors that are contrary to respectful, dignified and fair treatment of the individual.

Alcohol, Drugs and Banned Substances

All Contractors working on behalf of Strathcona County are expected to remain fit for duty during the course of work. The use of alcohol or mood-altering substances during work hours, including rest or lunch breaks is prohibited.

Housekeeping

It is expected that all worksites remain clean and orderly at all times. Contractors must inspect the worksite to ensure the areas are left in a condition free of clutter and hazards.

Upon completion of work, any remaining hazards at the worksite must be reported to the Strathcona County contract supervisor before leaving site.

Emergency Response

Contractors working at Strathcona County sites are required to review Emergency Response Plans before work begins at a pre-job meeting with the contract supervisor.

When the scope of work includes altering an existing Strathcona County building as part of a renovation, modernization or construction project it is the responsibility of the contractor to ensure appropriate emergency response plans are developed for the worksite. Developed emergency response plans must be approved by Strathcona County, communicated to all affected workers, and be conspicuously posted in the area of work before work begins.

Contractors are responsible for developing field level emergency response procedures appropriate to the work being conducted and the work environment. Emergency response plans identified on FLHA's are acceptable. All field level emergency response plans must be readily available for review by Strathcona County at any time.

Incident Reporting

For work related incidents that occur at Strathcona County sites, follow your company's incident reporting process. Contractors must inform their Strathcona County contract supervisor of the incident before the end of shift.

Contractors shall investigate incidents and provide a completed copy to Strathcona County upon request no later than 5 days after the incident occurs.

Contractors shall immediately call the Corporate OHS on-call number 780-893-5840 for any incident that requires the response from the following:

- Emergency services
- Provincial OHS (Section 40 Incidents)
- Environmental Spills (Reportable)

Resources for Further Information

[Strathcona County Workplace Violence Prevention Directive](#)

[The Role and duties of the prime contractor](#)

[Right of Way Construction Activity Manual](#)



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AND SAFETY

**Together we are building
a safety culture**

