



**CONTRACTOR/CONSTRUCTOR  
PROGRAM & SAFETY GUIDELINE**

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**Corporate Services Department  
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## **INTRODUCTION**

The Regional Municipality of York (the “Region”) values the health and safety of every individual and expects all of its Contractors/Constructors to take every precaution reasonable in the circumstances for the protection of its workers, subcontractors, and other personnel on all of its worksites.

The Region has developed the Construction Contractor Program and Safety Guideline (the “Guideline”) to assist bidders in making informed decisions about the scope of the work, the hazards involved, and the related costs to do the work safely. All bidders are required to acknowledge having visited the proposed location of the work to conduct their own hazard assessment and become familiar with the surroundings and any actual or potential hazards related to the site or the work expected.

# CONTRACTOR/CONSTRUCTOR PROGRAM & SAFETY GUIDELINE

## PROGRAM DETAILS

The Guideline was designed to ensure that the Region complies with its obligations as “Owner” and the Contractor complies with its obligations as “Constructor” pursuant to the *Occupational Health & Safety Act and Regulations*.

The Guideline establishes a process to ensure that all bidders are informed of hazards existing at the proposed work location, at the time of the hazard assessment, so that adequate resources and appropriate measures are utilized to do the work safely.

All bidders are required to acknowledge having reviewed the forms included in the Guideline. The Contractor will be required to execute and submit the appropriate forms as part of the terms of the Contract. The Guideline includes the following forms as “samples”:

- York Region Pre-Bid Hazard Assessment*
- York Region Confirmation of Responsibilities*
- York Region General Health and Safety Requirements*
- Ministry of Labour Notice of Project*
- Ministry of Labour Registration of Constructors and Employers Engaged in Construction*
- York Region Certificate of Insurance*
- York Region Field Audit Report for Construction Projects*
- Sample Traffic Protection Plan
- Sample Layout of Temporary Work Zone

## **DEFINITIONS**

These definitions apply to the supply of services, labour and materials with respect to the following: installation, removal, application, demolition, erection, renovation, re-furbishing, construction of a building, bridge, shaft, tunnel, caisson, trench, excavation, roadway, cofferdam, conduit, sewer, water-main, service connection, duct or well, and other undertakings (this list is not exhaustive). All Contracts shall require submission of the relevant documentation prescribed under the Guideline and the *Occupational Health & Safety Act and Regulations*.

**Bid Documents:** The documentation issued by the Region in the form of requests for quotations, requests for proposals or requests for tenders, in response to which bidders will submit their proposals, bids or prices.

**Constructor:** A person who undertakes a project for an Owner and includes an Owner who undertakes all or part of a project by himself/herself or by more than one Employer.

**Consultant:** The person, firm or corporation, if any, appointed by the Region and is referred to as if singular in number and neuter in gender.

**Contract:** The Contract Documents form the Contract. The Contract is the undertaking by the parties to perform their respective duties, responsibilities and obligations as prescribed in the Contract Documents and represents the entire agreement between the parties. The Contract supersedes all prior negotiations, representations or agreements, either written or oral, including the Bid Documents except to the extent specifically referred to in the Contract.

**Contract Documents:** Consists of the executed agreement or purchase order between the Region and Contractor, and subsequent amendments thereto made pursuant to the provisions of the Contract.

**Contractor:** The person, firm or corporation identified as such in the Contract Documents and is referred to throughout the Contract Documents as if singular in number and neuter in gender. The obligations of the Contractor include those of a Constructor as defined in the *Occupational Health and Safety Act*.

**Employer:** A person who employs one or more Workers or contracts for the services of one or more Workers and includes a Contractor or Subcontractor who performs work or supplies services and a Contractor or Subcontractor who undertakes with an Owner, Constructor, Contractor or Subcontractor to perform work or supply services.

**Health and Safety Auditor:** A person employed by the Region who conducts periodic field audits on project sites to promote hazard awareness and encourage safe work practices.

**Owner:** Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, or a person who acts for or on behalf of an Owner as an agent or delegate. In most cases, when the Region requests for proposals/tenders the Region would be considered to be the Owner.

**Project Administrator/Coordinator:** A person employed by the Region who reports to the Project Manager and is responsible for ensuring that the terms of the Contract are adhered to once the Contract has been awarded to a Contractor/Constructor.

**Project Manager:** A person employed by the Region who is responsible for retaining services or labour and is ultimately accountable for the enforcement of the Contract. A Project Manager may delegate to a Project Administrator.

**Region:** The Regional Municipality of York, its employees, authorized agents and representatives as designated to the Contractor.

**Subcontractor:** A person, firm, or corporation having a direct contract with the Contractor/Constructor to perform a part or parts of the work 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. It also means a person who undertakes a project or provides a service on behalf of a Contractor/Constructor. The term Subcontractor is referred to throughout the Contract Documents as if singular in number.

**Work:** The total construction and related services required by the Contract Documents.

**Worker:** A person who performs work or supplies services for monetary compensation.

**Visitor:** Any individual accessing the work site who is not a Contractor, Subcontractor, Consultant or representative of the Owner.

## **RESPONSIBILITIES**

### **ALL BIDDERS MUST:**

- (a) Visit the proposed work location to become familiar with the surroundings and the potential hazards related to the surroundings prior to submitting a bid to the Region.
- (b) Carefully review the Pre-Bid Hazard Assessment form prior to submitting any bids or quotations.

### **THE CONTRACTOR MUST:**

- (a) Comply with all of the terms of the Contract.
- (b) Acknowledge the appointment as a Constructor as defined under the *Occupational Health & Safety Act and Regulations*.
- (c) Comply with all health and safety requirements under the *Occupational Health & Safety Act and Regulations* and the *Workplace Safety & Insurance Act and Regulations* and ensure that all Workers, Subcontractors and Visitors conduct themselves in a safe and healthy manner.
- (d) Complete and sign all Safety Guideline forms, including the Pre-Bid Hazard Assessment form, Confirmation of Responsibilities form, and General Health & Safety Requirements form.
- (e) Ensure all required documentation has been submitted to the Project Manager prior to commencing the work.
- (f) Disclose any additional hazards found on the project site, apart from those on Pre-Bid Hazard Assessment form, prior to, and at any time during construction activities, to the Project Manager and individuals present on the project site.
- (g) Obtain any necessary information about the hazards found on the project site and communicate that information to all individuals present on the project site.
- (h) Allow representatives of the Region (i.e. Project Manager or Health & Safety Auditor) onsite to conduct field audits of the project on a random basis to ensure the Contractor/Constructor is fulfilling its contractual obligations under the Contract.
- (i) Review any concerns and comments made on the Field Audit Report for Construction Projects and take appropriate actions to correct or address those concerns or comments immediately.
- (j) Understand that the Region may take any action to remedy any contravention of the *Occupational Health and Safety Act*, including, stopping the work or terminating the Contract.
- (k) Investigate and report all serious incidents or accidents immediately to the Project Manager and/or the nearest Ministry of Labour office, including any critical injury/fatality and those incidents prescribed under Section 11 and 12 of the Regulation 213/91 for Construction Projects.

## **DOCUMENTATION**

All Contractors are responsible for providing the documentation required under the *Occupational Health & Safety Act and Regulations* and the *Workplace Safety & Insurance Act and Regulations*. All documentation that is required on the project site (i.e. traffic protection plan) must be readily available onsite when requested by the Ministry of Labour or the Region including, but not limited to, a company health and safety policy, safe work procedures, training records or certificates, drawings/specifications, risk assessments, traffic protection plans and emergency rescue plans, etc. The Health and Safety Auditor may randomly conduct field audits of the project sites in order to ensure the health and safety obligations under the Contract are being met.

### ***Pre-Bid Hazard Assessment Form***

All bidders will be provided with a Pre-Bid Hazard Assessment form (see Appendix A) in the Bid Documents. This form is a field observation of the physical conditions existing at the proposed work location at the time of the hazard assessment. All bidders are required to visit the proposed work location in order to become familiar with the surroundings and any actual or potential hazards related to the site or work. All bidders must acknowledge the hazards identified at the time of the hazard assessment and agree, by executing the Pre-Bid Hazard Assessment form, to take every precaution reasonable in the circumstances to protect workers from those hazards at all times.

The intent of this form is to promote hazard awareness and inform all bidders of any actual hazards that exist or may pose a potential problem during construction (e.g. power lines, hydro poles, etc.). This form is to assist bidders with making informed decisions about the hazards involved and enable them to budget the necessary time and resources to perform the work safely. This form is a communication tool only and is NOT intended to be a comprehensive account or analysis of all possible hazards present on the project site.

The Pre-Bid Hazard Assessment form strives to identify all known hazards existing on the project site at the time of the hazard assessment, including but not limited to the following:

- Biological Hazards
- Designated Substances
- Physical Hazards
- Confined Space Hazards
- Electrical Hazards
- Traffic Hazards
- Chemical Hazards
- Fall Hazards
- Trench/Excavation Hazards
- Dangerous Atmospheres
- Fire Hazards
- Underground Hazards

### ***Confirmation of Responsibilities Form***

All bidders will be provided with a Confirmation of Responsibilities form (see Appendix B) in the Bid Documents. This form is a list of the Contractor/Constructor's responsibilities. The intent of this form to ensure that all Contractors are aware of their general duties and responsibilities as the Contractor/Constructor of the project. All Contractors are required to review and sign the Confirmation of Responsibilities form acknowledging that they will assume the duties and responsibilities of a Constructor under the *Occupational Health & Safety Act*.



### ***General Health & Safety Requirements Form***

All bidders will be provided with a General Health & Safety Requirements form (see Appendix C) in the Bid Documents. This form is a list of the general requirements as set out in the *Occupational Health & Safety Act*. This form is to be used only as a guide for meeting some of the minimum requirements of the *Occupational Health & Safety Act and Regulations*. It is not intended to be a comprehensive list of the Contractor/Constructor's health and safety requirements. The Contractor/Constructor is responsible for ensuring that all requirements of the *Occupational Health & Safety Act and Regulations* are complied with and all personnel are protected from hazards.

**APPENDIX:**  
**SAFETY GUIDELINE**

- A Pre-Bid Hazard Assessment Form
- B Confirmation of Responsibilities Form
- C General Safety Requirements Form
- D Notice of Project Form
- E Registration of Constructors and Employers Engaged in Construction Form
- F Certificate of Insurance Form
- G Field Audit Report for Construction Projects
- H Traffic Protection Plan
- I Typical Layout of A Temporary Work Zone



# PRE-BID HAZARD ASSESSMENT

**Appendix A**  
To be completed by Project  
Manager & Signed by Contractor

Name of Project Manager: \_\_\_\_\_ Project Number: \_\_\_\_\_  
 Name of Person or Firm Preparing Pre-Bid Hazard Assessment Form: \_\_\_\_\_  
 Proposed Work Location: \_\_\_\_\_  
 Name of Person Conducting Assessment: \_\_\_\_\_ Date of Assessment (DD/MM/YY): \_\_\_\_\_ Time: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_

<b>IDENTIFY ALL KNOWN HAZARDS EXISTING AT THE TIME OF THE HAZARD ASSESSMENT</b>	
<b>HAZARDS OF LOCATION (☑ check off if applicable)</b>	<b>UNDERGROUND HAZARDS (☑ check off if applicable)</b>
<input type="checkbox"/> Fall Hazard	<input type="checkbox"/> Cable/Fiber-optics Present
<input type="checkbox"/> Traffic Hazard	<input type="checkbox"/> Gas Utility Pipelines Present
<input type="checkbox"/> Site Access Hazard	<input type="checkbox"/> Culvert/Storm Utility Present
<input type="checkbox"/> Open Water Hazard	<input type="checkbox"/> Water/Sewer Utility Present
<input type="checkbox"/> Confined Space Hazard	<input type="checkbox"/> Electrical Utility Present
<input type="checkbox"/> Trench/Excavation Hazard	<b>HAZARDOUS CONDITIONS (☑ check off if applicable)</b>
<input type="checkbox"/> Overhead Electrical Hazard	<input type="checkbox"/> Toxic Gas/Vapour Atmosphere (e.g. hydrogen sulphide, chlorine gas, etc.)
<input type="checkbox"/> Visibility/Obstruction/Glare Hazard	<input type="checkbox"/> Designated Substances Present (e.g. asbestos, arsenic, lead, silica, etc.)
<input type="checkbox"/> Road Elevation/Slope/Hidden Bend	<input type="checkbox"/> Flammable/Combustible Atmosphere (e.g. methane gas, propane gas, etc.)
<input type="checkbox"/> Soil Type/Condition (if applicable)	<input type="checkbox"/> Oxygen Deficient/Enrich Atmosphere (e.g. enclosed space, decay matter)
<input type="checkbox"/> Ice/Snow/Rain/Flooding Hazard	<input type="checkbox"/> Compressed Gas/Pressure Vessels (e.g. gas cylinders, hot boilers/tankers)
<input type="checkbox"/> Soil Contamination (oil, waste, etc.)	<input type="checkbox"/> Physical Forms of Energy (e.g. ionizing radiation, noise/vibration, etc.)
<input type="checkbox"/> Water Contamination (oil, waste, etc.)	<input type="checkbox"/> Biological Exposures (e.g. infectious diseases, microbial contaminants, etc.)
<input type="checkbox"/> Other Hazards (see Comment below)	<input type="checkbox"/> Chemical Exposures (e.g. corrosive acids, caustic soda, cleaning solvents)
<b>Additional Comments: (Other Hazards Known or Existing at the Time of this Hazard Assessment)</b>	
_____	
_____	
_____	

All Contractors Must:

- Disclose any additional hazards found onsite prior to, and at any time during, construction to anyone who may be affected by them
- Visit the proposed work location to become familiar with the surroundings and any potential hazards that may be present
- Understand that in any conflict of direction, the *Occupational Health & Safety Act and Regulations* must take precedence
- Sign this form to acknowledge the hazards identified as existing at the time of this hazard assessment
- Comply with all requirements under the *Occupational Health and Safety Act and Regulations*

This form is a field observation of the physical conditions existing at the proposed work location at the time of this hazard assessment. The intent of this form is to promote hazard awareness and accident prevention and to inform all bidders of any actual hazards that exist or may pose a potential problem during construction activities (e.g. power lines, hydro poles, etc.). This form is only a communication tool and is NOT intended to be a comprehensive account or analysis of all possible hazards present on the project site.

All bidders shall release and hold harmless the Region, the Consultant, the local municipalities and their respective agents and employees from and against any claims, demands, losses, costs, damages, actions, suits or proceedings (including by any government agency) arising as a result of any omissions, misrepresentations, inconsistencies, or errors in the information or content stated in this form.

By signing this form, I acknowledge, as the Authorized Representative of the Contractor, the hazards outlined above in this hazard assessment and agree to take every precaution reasonable in the circumstances to protect employees, subcontractors and visitors from those hazards at all times.

Name of and Address of Contractor (Please Print): \_\_\_\_\_

Name and Title of Authorized Representative (Please Print): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_



<b>Appendix B</b> <b>To be Signed by Contractor</b>
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**CONFIRMATION OF RESPONSIBILITIES**

We acknowledge the appointment of <i>Constructor</i> and related duties under the <i>Occupational Health and Safety Act (OHSA)</i>
We understand that in any conflict of direction, the <i>Occupational Health &amp; Safety Act and Regulations</i> must take precedence.
We have developed and implemented an occupational health and safety program for our workplace.
We have an occupational health and safety policy posted in our workplace.
We have an onsite supervisor and Health and Safety Representative for the duration of the project.
We have submitted a Notice of Project to the nearest Ministry of Labour office (e.g. York District Office in Newmarket).
We have provided the Project Manager with a copy of the Notice of Project.
We have completed a Registration of Construction and Employers Engaged in Construction Form, where required.
We have workers that are trained and competent to perform the duties they have been assigned to do in the safest manner.
We provide new workers with safety orientation that includes an overview of the project site and hazard training.
We have workers that are trained in WHMIS to use, handle, store, and transport any hazardous materials kept on the project.
We conduct periodic inspections and hold regular safety meetings to address any health and safety concerns of all workers.
We do not tolerate any alcohol/illicit drug use or any prank, contest, feat of strength or rough and boisterous conduct.
We have workers that have the necessary personal protective equipment required to perform their work safely.
We have the appropriate number of first aid supplies and workers trained in First Aid/CPR treatment always available onsite.
We, as the Employer, have the ultimate responsibility of protecting the health and safety of our workers and must take every precaution reasonable in the circumstances to ensure their safety, including enforcement of our company policy/procedures.
We, as Constructor, and all our subcontractors have all written documentation (e.g. safety manuals, rescue plans, written procedures, training records, inspection reports, meeting minutes etc.) on all health and safety issues available for review.
We contact, inform, and coordinate with local utility companies about all safety related matters when necessary (for example, underground work or working with overhead wires, trench or excavations work, etc.)
We have visited the proposed location of the project site to become familiar with the surroundings and any potential hazards.
We are aware of all hazards existing at the proposed location of the project site at the time of the hazard assessment, including any Designated Substances that may be onsite as outlined in the Pre-Bid Hazard Assessment Form.
We will communicate any additional hazards found at the proposed location to the Region's Project Manager and anyone who may be affected and will ensure that all reasonable precautions are taken to protect workers from those hazards at all times.
We understand the Region may periodically audit the project and report any comments or concerns observed on the project site that is contrary to, or in breach of, the Contractor/Constructor's contractual obligations under the terms of the Contract.
We will review all comments and concerns at progress meetings, including the York Region Field Audit Report for Construction Project, and take appropriate actions to correct or address those comments and concerns immediately
We understand that any health or safety contravention will be a breach of contract and may result in the termination or suspension of the contract and/or any other action deemed appropriate by the Region.
We will investigate, record, and report all serious incidents or accidents to the Region's Project Manager and/or Ministry of Labour, including critical injuries/fatalities and those incidents prescribed under Section 11-12 of the Construction Projects Regulation.

By signing this form, I as the Authorized Representative of the Contractor, acknowledge and accept the duties and obligations of the Constructor for this project and agree to comply with all requirements under the *Occupational Health and Safety Act and Regulations*.

Name of the Contractor (Please Print): \_\_\_\_\_

Address of the Contractor (Please Print): \_\_\_\_\_

Name and Title of Authorized Representative (Please Print): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_



## GENERAL HEALTH & SAFETY REQUIREMENTS

This form is to be used only as a guide for meeting some of the general requirements of the *Occupational Health and Safety Act and Regulations*. It is **NOT** intended to be a comprehensive list of the Contractor/Constructor's occupational health & safety requirements. The Contractor/Constructor is **SOLELY** responsible for ensuring that all requirements of the *Occupational Health and Safety Act and Regulations* are complied with and that all personnel are protected from hazards.

### **Confined Space Hazards**

Where work is to be performed in a *confined space* as defined by the regulations and workers may be exposed to a hazardous atmosphere, the Contractor/Constructor must ensure that the atmosphere is safe and all measures are in place before a worker enters a confined space. The Contractor/Constructor must also ensure that workers have multi-gas detectors, top attendants trained in CPR and rescue procedures, full-body harnesses attached to a retrieval system, two-way radio/signal communication, self contained breathing apparatus (SCBA) and/or self-rescue air packs. A written confined space entry program, energy disconnect-lockout system, entry-permit system, and an emergency rescue plan are recommended. Before each entry, an atmospheric test must be taken and recorded to ensure the atmosphere is safe to enter. Continuous monitoring is also recommended during entry to ensure the atmospheric conditions remain safe. The Contractor/Constructor is expected to comply fully with all confined space regulations. The Region does not tolerate any work in a confined space where the atmosphere has not been tested prior to entry, or where a competent worker is not present outside to communicate with workers inside, or where a worker has not received the appropriate training before entry, or where an entry worker does not have a functional gas detector, a two-way communication device, a full-body harness with retrieval system or an emergency escape air pack, or where a worker is not following confined space entry procedures or taking periodic atmospheric tests before and during entry or recording atmospheric test readings in a permanent record/logbook.

### **Cranes, Hoisting and Rigging**

Where work involves the use of a crane or similar hoisting device, the Contractor/Constructor must ensure that the crane or hoisting device has a load rating plate and is operated both within its rated load-carrying capacity and by a trained and competent operator that is certified under the *Trades Qualification and Apprenticeship Act* (unless otherwise stated). The Contractor/Constructor must also ensure that the owner of the crane or hoisting device retains and makes available the permanent records of all tests, repairs, maintenance, and inspections, including an up-to-date service logbook. Where there is a danger of contact with an energized overhead electrical conductor, the Contractor/Constructor must post a legible warning sign and designate a competent signaller to warn the operator when the equipment or its load encroaches the minimum distance permitted. The Region does not tolerate the use of any crane or similar hoisting device that is loaded in excess of its maximum rated load-carrying capacity, or does not have a warning sign or signaller where the equipment or its load encroaches on the minimum distance permitted, or does not have outriggers or stabilizers extended or resting on blocks to support both the crane and its maximum load, or is not operated by a trained and competent operator or in accordance with the manufacturer's instructions.

### **Electrical Hazards**

Where work is to be performed on or near energized electrical conductors and workers may be exposed to an energized electrical source, the Contractor/Constructor must ensure that the authorized worker is an electrician certified under the *Trades Qualification and Apprenticeship Act* (unless otherwise stated) and that every precaution reasonable in the circumstances has been taken to protect workers from an energized electrical source. Where there is a danger of contact with an energized overhead electrical conductor, the Contractor/Constructor must post a legible warning sign and designate a competent signaller to warn the operator when the equipment or its load encroaches the minimum distance permitted. The Contractor/Constructor must develop and implement a procedure to disconnect and lock out energized electrical equipment when working on or near energized

electrical conductors. The use of ground fault circuit interrupters (GFCI) and non-conducting tools and equipment is recommended in wet/outdoor conditions. The Region does not tolerate any work on or near energized electrical conductors that have not been fully de-energized or disconnected from their power source and locked out of service with a tag, or where a warning sign is not posted or where a signaller is not available, when equipment or its load encroaches the minimum distance.

### **Elevating Work Platforms**

Where work is to be performed on an elevated work platform, the Contractor/Constructor must ensure that the elevated work platform is tested and certified by a professional engineer to meet National Standards of Canada standards. The elevated work platform must have guardrails, the posted maximum rated load capacity, the manufacturer's operating instructions, and a maintenance and inspection record tag. Where there is a danger of contact with an energized overhead electrical conductor, the Contractor/Constructor must post a legible warning sign and designate a competent signaller to warn the operator when the equipment or its load encroaches the minimum distance permitted. The Region does not tolerate the use of any elevated work platform that is loaded in excess of its maximum rated load capacity, does not have an up-to-date service record, does not have a warning sign or signaller where the equipment or its load encroaches the minimum distance, or is not operated by a trained and competent operator or in accordance with the manufacturer's instructions.

### **Fall Hazards**

Where work is to be performed above 3 metres or where a worker can fall more than 3 metres, the Contractor/Constructor must ensure that workers are using the appropriate fall protection equipment or safety devices for the project and ensure that the equipment meets current CSA Standards. The Contractor/Constructor must also ensure that workers have received the necessary fall protection training as prescribed by the regulations. Where a worker is exposed to falling through an opening in a work surface or has access to the perimeter or an open side of a floor, bridge, roof, or scaffold platform, the Contractor/Constructor must ensure an adequate protective covering or guardrail system is in place to prevent the worker from falling. The Region does not tolerate any work where a protective covering or guardrail system is not in place or where workers are not using appropriate fall protection equipment, or do not have fall protection equipment that meets current CSA Standards, or do not have the required fall protection training to perform the work safely.

### **Flammable & Combustible Materials**

Where work involves the use of flammable or combustible materials, the Contractor/Constructor must ensure that every reasonable precaution has been taken for fire prevention and fire protection. All compressed gas cylinders must have a protective cap, secured in an upright position, placed at least 3 metres (i.e. propane cylinders) from a source of ignition, and stored outdoors when the cylinder is empty. All flammable and combustible materials must be stored in a suitable container and located in a designated storage area or controlled room that is labeled with a "Danger, Authorized Personnel Only" sign. Where adequate lighting is required in poorly lit areas, portable light fixtures must have a protective wire cage for the light bulbs to prevent breakage. All fuel-fired heating devices must be protected from damage and from overturning, located away from a means of egress, and used in such a way that there is no risk of igniting a tarpaulin or similar temporary enclosure or combustible materials stored nearby. The Contractor/Constructor must ensure that a suitable fire extinguisher is readily available and located at designated areas on site, including where flammable liquids, combustible materials, oil-fired or gas-fired equipment, and welding/open-flames operations are in use. The Region does not tolerate any work where a compressed gas cylinder does not have a protective cap secured in position, is not secured in an upright position, or is placed within 3 metres of an ignition source, or where an internal combustion engine is running inside an excavation, building or enclosed structure that does not have adequate ventilation to remove the exhaust gases, vapours, dusts or fumes from the worker's breathing space, or where a fuel-fired heating device is used underground or in a confined or enclosed space that is also not ventilated or supplied with fresh air, or where a suitable fire extinguisher is not readily available at the designated areas on the project site.

**Formwork, False work and Reshoring**

Where work involves formwork, false work, or re-shoring, the Contractor/Constructor must ensure all formwork, false work, and re-shoring is designed, constructed, supported and braced to withstand all loads and forces likely to be applied to them without exceeding the allowable working loads established for the structure and without causing any displacement of the system. The Contractor/Constructor must also ensure that all formwork and false work is inspected by a professional engineer before pouring any concrete and is not removed unless the concrete and structure is adequately re-shored or the concrete is strong enough to support itself and any loads that may be applied to the structure. All formwork, false work and re-shoring must be designed by a professional engineer, installed or erected in accordance with the design drawings, and have sound and rigid footings capable of carrying the maximum load to which the footings may be subjected without settlement of the soil or deformation of the structure below the footings. Where an object, such as a nail or re-bar, is found protruding from concrete or another surface, the protrusion must be removed, cut off at the surface, or otherwise protected as soon as practicable. All materials and equipment must be piled or stacked in a manner that prevents it from tipping, collapsing or rolling. A Contractor/Constructor must keep the design drawings and the inspection reports on the project while the formwork or the false work is in use. The Region does not tolerate any work where the formwork, false work, or re-shoring is loaded in excess of the load that it is designed and constructed to bear, or where the formwork, false-work, or re-shoring is not installed or erected in accordance with the design drawings or does not have sound and rigid footings as required by regulations.

**Indoor Air Quality**

Where work is to be performed indoors, the Contractor/Constructor must ensure that any gasoline or diesel powered equipment, chemical agents, or work processes used during the project do not create any air quality problems or health concerns for any person located in the area or nearby buildings or residences. The Contractor/Constructor is expected to comply fully with all indoor air quality guidelines, including temperature and humidity, as adopted by the Region. The Region does not tolerate any equipment or activity that generates a noxious odour, gas, vapour, dust, fumes or excessive heat, cold, noise, vibration or other air quality problems for Regional employees, local residents, or the general public.

**Ladders, Runways, Ramps, Temporary Stairs/Landings/Structures/Flooring**

Where work involves access to and egress from a work area located above or below ground level, the Contractor/Constructor must provide a ladder, ramp, runway, platform, temporary stairs or landing for workers to use. The Contractor/Constructor must ensure that the work area and the route to and from the work area is maintained in a condition that does not endanger a worker and is kept clear of obstructions, snow, ice, or other slippery material to ensure a firm footing for workers to walk safely on. The Contractor/Constructor must also ensure that ladders, ramps, runways, platforms, temporary stairs or landings as well as temporary structures and flooring are designed, constructed and maintained to support or resist all loads and forces to which they may be subjected without exceeding the allowable unit stresses. The material used must be adequately braced to prevent any movement that may affect its stability or cause its failure or collapse. A ladder must extend at least 90 cm above the landing or floor, have a clear space of at least 15 cm behind each rung, be secured at the top and bottom to prevent movement, and have a landing area that is clear of obstructions at the top and bottom of the ladder. Where a step ladder is used, its legs must be fully spread out and locked in place to prevent the ladder from folding in or collapsing. Where a permanent access ladder is used on a tower, elevated water tank, or similar structure, a safety cage and a safety device, such as a permanent fall arrest system, must be used to prevent a worker from falling. The Contractor/Constructor must ensure that every worker, including subcontracted workers, maintains three-point contact when climbing ladders and follows the three-to-one rule when placing a ladder against a wall or structure. Where there is a danger of contact with an energized overhead electrical conductor, the Contractor/Constructor must ensure that no tool, ladder, scaffold or other equipment capable of conducting electricity is stored, used, or brought within the minimum distance permitted (i.e. 3 metres for 750 to 150,000 V) for an energized overhead electrical conductor. The Region does not tolerate any work where an aluminum or current-carrying ladder or scaffold is brought within the minimum distance permitted by the regulation, or where a ladder is latched or tied to another ladder to increase its length, or where a ladder is present in an area that is being used for hoisting equipment or materials, or where a runway, temporary stairs, landing, or flooring has been loaded in excess of the load it is designed and constructed to bear.



**Public Way Protection**

Where work on a project may endanger a person using a public way, the Contractor/Constructor must ensure that a sturdy fence at least 1.8 metres in height is installed between the public way and the project. Where machinery, equipment or material that is being used or stored near the road may be a hazard to traffic on a public way, the Contractor/Constructor must ensure it is marked by flashing devices to warn approaching traffic of its proximity to the roadway. Where debris or material may fall on a worker or a person using a public way, the Contractor/Constructor must ensure a covered way is constructed as a form of overhead protection at every means of access to and egress from a building or structure under construction and above every area where work is being performed or where work overhead is located within 4.5 metres of a public way. The Region does not tolerate any work where a sturdy fence is not installed between the public way and the project, or where a flashing device is not installed on equipment or materials stored near the roadway, or where a covered way is not constructed over a public access way.

**Scaffolds and Work Platforms**

Where work is to be performed on a scaffold or a fixed work platform, the Contractor/Constructor must ensure that every scaffold used on the project is designed and constructed to support the maximum load applied to it. Every scaffold must be inspected before each use to ensure that it is well maintained, adequately braced and secured, and erected in accordance with the design drawings. Where the scaffold is mounted on castors or wheels, the Contractor/Constructor must ensure that it is equipped with a braking device on each castor/wheel and that it must be applied when a worker is on the scaffold. Where there is a danger of contact with an energized overhead electrical conductor, the Contractor/Constructor must ensure that the scaffold or other equipment capable of conducting electricity is not stored, used or brought within the minimum distance permitted (i.e. 3 metres for 750 to 150,000 V) for an energized overhead electrical conductor. The Region does not tolerate any work where an aluminum or current-carrying scaffold is brought within the minimum distance permitted by the regulation, or where a scaffold or fixed work platform is not adequately braced or secured or is loaded in excess of its maximum rated load capacity, or where its structural components are missing, defective or damaged.

**Site Supervision and Accident Reporting**

Where work involves five or more workers working at the same time, the Contractor/Constructor must appoint a supervisor to supervise the work at all times. Similarly, an employer of five or more workers on a project, including Subcontractors hired by the Contractor/Constructor, must appoint a supervisor for their workers and must also supervise the work at all times. The Contractor/Constructor must ensure that every supervisor or competent person appointed by the supervisor inspects all machinery and equipment at least once a week or more frequently as the supervisor determines is necessary in order to ensure that the machinery and equipment do not endanger any worker on the project. The Contractor/Constructor must also ensure that written emergency procedures are established and posted in a conspicuous place on the project site and that every worker on the project has ready access to a telephone or two-way radio communication in the event of an emergency. Where a person is fatally/critically injured, is disabled or requires medical attention, or is involved in those incidents prescribed under Section 11 and 12 of Regulation 213/91 for Construction Projects, the Contractor/Constructor must immediately secure the site, report the incident to the Region's Project Manager and/or nearest Ministry of Labour office, investigate the incident, and provide an incident report to the Region's Project Manager with recommendations/steps to prevent a recurrence. The Region does not tolerate any incident or accident that has not been reported to the Region's Project Manager and/or nearest Ministry of Labour office, or where the supervisor for the Contractor or Subcontractor is not present on the project site, or where no record of inspection or safety talk/meetings is available on the project site, or where a written emergency procedure is not posted or available, or where a worker does not have access to a telephone or two-way radio in the event of emergency.

**Traffic Control Hazards**

Where work is to be performed on or near a roadway and workers may be exposed to a hazard from vehicular traffic, the Contractor/Constructor must make use the *traffic control measures* as prescribed by the regulation including developing and implementing a written traffic protection plan for the project. The traffic protection plan must be kept on site, be specific to the site location, and specify the vehicular traffic hazards of the location. All temporary condition signs and traffic control measures must follow the Ontario Traffic Manual Book 7

Temporary Conditions guideline and be implemented to the satisfaction of the Region's Project Manager. Where a worker is assigned to either set up or remove traffic control measures on a roadway or direct vehicular traffic around a work zone, the Contractor/Constructor must ensure that the person is trained as a competent worker, only performs that designated task at that given time, and is given both written and oral instructions respecting their assigned work. Where road work is either *very short or short duration* as defined by the guideline and takes place on roads that have a posted speed limit of 80 km/hour or more, a high annual average daily travel rate of vehicular traffic, AND there are at least four or more lanes in both directions, such as Highway 7, Highway 9, Highway 50, Green Lane, and Yonge Street north of Green Lane, the use of a crash truck and other traffic control measures is recommended for traffic protection. The Region does not tolerate any work on a road where a worker is not wearing a traffic control garment or adjustable/tear-away vest, or where a written traffic protection plan is not available on the project site, or where temporary condition signs or traffic control measures are not in place, or where the traffic management plans are not kept on site, not specific to the site location, or do not specify the vehicular hazards of the location.

### **Trench and Excavation Hazards**

Where work is to be performed in a trench or excavation and workers may be exposed to a trench/excavation collapse, the Contractor/Constructor must exam the soil condition in the excavated area to determine both the *type of soil* as defined by the regulation and the appropriate slope and/or support system required for that type of soil. The Contractor/Constructor must ensure that all underground services have been accurately located and marked or otherwise shutoff and disconnected (if possible) when the underground service poses a hazard. The Contractor/Constructor must also ensure the design drawings and specifications for a support system are kept on the project site and, where an engineered support system is required, two copies of the design drawings and specifications are to be filed with the Ministry of Labour office nearest to the project. The Contractor/Constructor must ensure that a support system extends at least 0.3 metres above the top of a trench or excavation or at least 0.5 metres above the vertical wall where the upper portion of the trench or excavation is appropriately sloped back. In addition, a ladder is required to be placed within the protected area of the support system and, where a worker could fall more than 2.4 metres into a trench or excavation, the Contractor/Constructor must install a barrier at least 1.1 metres high at the top of every wall of a trench or excavation that is not appropriately sloped. The Region does not tolerate any work in a trench or excavation where there is no other worker working above ground in close proximity to the trench or excavation, or where a worker is found in a trench or excavation that is not appropriately sloped or protected by a support system, or where a ladder is not placed within the protected area of the support system, or where the support system does not provide continuous support along the walls of a trench or excavation.

### **Tunnels, Shafts, Caissons or Cofferdams**

Where work is to be performed in a tunnel, shaft, caisson, or cofferdam, the Contractor/Constructor must ensure that a Notice of Project has been filed with the Ministry of Labour office nearest to the project, another worker is working above ground in close proximity to the tunnel, shaft, caisson, or cofferdam, and the breathing air and mechanical ventilation system is tested regularly to ensure an adequate supply of fresh air is present throughout the underground workplace. The Contractor/Constructor must ensure a fire alarm, a fire extinguisher, a fire suppression system (standpipe, fire line and hose), a first aid kit/ trained attendant, suitable changing/washing facilities, emergency rescue procedures (signed and posted), trained underground rescue workers, a multi-gas detector, self-contained breathing apparatus (SCBA), self-rescue respirators, and emergency communication/lighting systems are readily available. The Contractor/Constructor must ensure that every tunnel, shaft, caisson, and cofferdam is adequately protected by shoring, bracing, and supports to prevent their collapse. The design drawings and specifications for the shoring and bracing of a shaft as well as the primary supports of a tunnel must be signed and sealed by a professional engineer and kept on the project site. The Contractor/Constructor must also ensure that every shaft is provided with a means of access and egress by stairway, ladder or ladderway for its full length during its construction, and has an adequate barrier that is at least 1.1 metres high and a gate that is closed and latched when the shaft is not in use. The Region does not tolerate any work in a tunnel, shaft, caisson, or cofferdam unless another worker is working above ground in close proximity to the tunnel, shaft, caisson, or cofferdam, or where workers do not have a fire extinguisher, a signed emergency rescue procedure, a trained underground rescue team, a multi-gas detector, a suitable breathing device, or an emergency communication system.

**Welding and Cutting**

Where work involves the use of a welding or cutting device and workers may be exposed to a flash back or a fire/explosion, the Contractor/Constructor must ensure that oxy-acetylene torches are equipped with double flash-back arrestors and workers are wearing fire-retardant clothing and face/eye protection. The Contractor/Constructor must ensure that no compressed gas cylinder is dropped, damaged, hoisted by a sling, or transported or stored in a horizontal position. The Contractor/Constructor must also ensure that appropriate fire protection equipment (i.e. fire extinguisher, sprinklers, etc.) is readily available, welding and cutting devices are inspected regularly for leaks/damage, a designated welding and cutting area is marked, a fire watch is established and every precaution reasonable has been taken for fire prevention. Special precautions must be taken where electric welding work is involved.

**Vehicles, Machines & Equipment**

Where work involves the use of vehicles, machinery, and equipment, the Contractor/Constructor must ensure that all vehicles, machines and equipment are operated by a trained competent operator, maintained in a condition that does not endanger a worker, used in accordance with the manufacturer's operating instructions and inspected regularly by a competent worker for any defect or hazardous condition. Where vehicles, machinery, and equipment are operated in reverse or in close proximity to an energized overhead electrical conductor or the operators view is obstructed, the Contractor/Constructor must post legible warning signs for each particular hazard, and designate a competent signaller to guide the operator of a reversing vehicle or equipment or warn the operator of a crane, excavator, or hoisting device when the equipment or its load encroaches the minimum distance permitted. The Contractor/Constructor must also ensure that any exposed/rotating part of a machine or equipment (e.g. gear, pulley, belt, chain, flywheel, saw, etc.) to which a worker has access is machine guarded to prevent a worker from contacting any pinch-point, shearing, or crushing hazard. Where vehicles, machinery or equipment may be left unattended, the Contractor/Constructor must ensure that the brakes are applied, the wheels are chocked or blocked when parked on a slope, and the bucket, blade, forks, and load are lowered to the ground. The Region does not tolerate any work where the vehicle, machine, or equipment is not operated or maintained in a safe manner, is not used in accordance with the manufacturer's operating instructions, or where more than one person is riding on a vehicle, machinery, or equipment that is designed for one person, or where the load on a crane or hoisting device passes over the head of another worker (unless otherwise stated), or where vehicles, machinery, or equipment are operated in reverse or near energized overhead electrical conductors without a competent signaller positioned in full view of the operator, or where legible danger signs are not posted to warn operators of overhead hazards or other workers of reversing vehicles/equipment on the project site, or where a worker uses a bucket, basket, blade, forks, load, hook, or sling as a work platform.

The Contractor understands that any health or safety contravention will be considered a breach of Contract and the Region may take actions deemed appropriate to remedy the situation, including but not limited to stopping the work or terminating the Contract.

Name of Contractor (Please Print): \_\_\_\_\_

Address of Contractor (Please Print): \_\_\_\_\_

Name and Title of Authorized Representative (Please Print): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_

## NOTICE OF PROJECT (SAMPLE ONLY)



### Notice of Project The Occupational Health and Safety Act



The following Notice of Project is given pursuant to the Regulations for Construction Projects, made thereunder. Print or type in BLOCK CAPITALS and press hard (you are making 3 copies).

**SEE MAILING AND OTHER INSTRUCTIONS ON THE FRONT PAGE OF THIS FORM.**

# SAMPLE ONLY

<b>1 Constructor</b> Name _____ Address _____ City _____ Province _____ Postal Code _____ Telephone No. (Area Code) _____ Fax No. (Area Code) _____ Master Business Licence No. (MCCR) _____ W.S.I.B. Firm No. _____ W.S.I.B. Rate Group _____ Supervisor in charge of project _____	<b>2 Project Information (Attach map if necessary)</b> Street Name & No. _____ Lot & Plan _____ Town/City or Township _____ County _____ Postal Code _____ Project Telephone No. (Area Code) _____ Anticipated Duration of Project _____ Description of Project _____ Anticipated number of workers on project: (specify number) <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-19 <input type="checkbox"/> 20-49 <input type="checkbox"/> 50 and over _____				
Please keep available at the project all Registration of Constructors and Employers Engaged in Construction Forms (# 1000) for all employers of workers on the project.					
<b>3 Owner of Project</b> Name _____ Address _____ Telephone No. (Area Code) _____ City _____ Province _____ Postal Code _____					
<b>4 Type of Construction (Please check only ONE choice)</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Repair or Restoration					
<b>5 Indicate the category which best describes the Project. Select ONE choice only.</b> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <b>Residential Building</b>  <input type="checkbox"/> Single Family Housing (incl. detached, semi-detached homes/cottages) - (4011)  <input type="checkbox"/> Apartment and Other Multiple Housing (incl. apartments, condos &amp; townhouses) - (4012)                      <input type="checkbox"/> High-Rise (4 storeys &amp; above)                      <input type="checkbox"/> Low Rise (3 storeys &amp; less)  <b>Road</b>  <input type="checkbox"/> Highway &amp; Road Construction (4121)  <input type="checkbox"/> Asphalt Paving (4216)  <input type="checkbox"/> Bridge (4121)                 </td> <td style="vertical-align: top;"> <b>Buildings</b>  <input type="checkbox"/> Commercial (4022)  <input type="checkbox"/> Industrial (4021)  <input type="checkbox"/> Institutional (4023)  <b>Additional Categories</b>  <input type="checkbox"/> Shaft (4127)  <input type="checkbox"/> Tunnel (4126)  <input type="checkbox"/> Subway (4129)  <input type="checkbox"/> Caisson (4221)                 </td> <td style="vertical-align: top;"> <b>Services</b>  <input type="checkbox"/> Hydroelectric Power Plants &amp; related structures (except transmission lines) includes dams, hydroelectric power, hydroelectric generating station (4123)  <input type="checkbox"/> Cable (4124)  <input type="checkbox"/> Hydro (4124)  <input type="checkbox"/> Gas (4124)  <input type="checkbox"/> Telephone (4124)  <input type="checkbox"/> Elec. Towers/Trans. Lines (4124)  <input type="checkbox"/> Water/Sewer (4122)  <input type="checkbox"/> Pipeline (4113)  <input type="checkbox"/> Well Drilling (4212)  <input type="checkbox"/> Moving of a building/structure (4499)                 </td> <td style="vertical-align: top;"> <b>Additional Categories (Cont.)</b>  <input type="checkbox"/> Cofferdam (4128)  <input type="checkbox"/> Excavation - Grading (4214)  <input type="checkbox"/> Railway (4129)  <input type="checkbox"/> Marine (4129)  <input type="checkbox"/> Asbestos Removal - Type 3 (4211)  <input type="checkbox"/> Mining Plant (4119)  <input type="checkbox"/> Shipbuilding (3271)                 </td> </tr> </table>		<b>Residential Building</b> <input type="checkbox"/> Single Family Housing (incl. detached, semi-detached homes/cottages) - (4011) <input type="checkbox"/> Apartment and Other Multiple Housing (incl. apartments, condos & townhouses) - (4012) <input type="checkbox"/> High-Rise (4 storeys & above) <input type="checkbox"/> Low Rise (3 storeys & less) <b>Road</b> <input type="checkbox"/> Highway & Road Construction (4121) <input type="checkbox"/> Asphalt Paving (4216) <input type="checkbox"/> Bridge (4121)	<b>Buildings</b> <input type="checkbox"/> Commercial (4022) <input type="checkbox"/> Industrial (4021) <input type="checkbox"/> Institutional (4023) <b>Additional Categories</b> <input type="checkbox"/> Shaft (4127) <input type="checkbox"/> Tunnel (4126) <input type="checkbox"/> Subway (4129) <input type="checkbox"/> Caisson (4221)	<b>Services</b> <input type="checkbox"/> Hydroelectric Power Plants & related structures (except transmission lines) includes dams, hydroelectric power, hydroelectric generating station (4123) <input type="checkbox"/> Cable (4124) <input type="checkbox"/> Hydro (4124) <input type="checkbox"/> Gas (4124) <input type="checkbox"/> Telephone (4124) <input type="checkbox"/> Elec. Towers/Trans. Lines (4124) <input type="checkbox"/> Water/Sewer (4122) <input type="checkbox"/> Pipeline (4113) <input type="checkbox"/> Well Drilling (4212) <input type="checkbox"/> Moving of a building/structure (4499)	<b>Additional Categories (Cont.)</b> <input type="checkbox"/> Cofferdam (4128) <input type="checkbox"/> Excavation - Grading (4214) <input type="checkbox"/> Railway (4129) <input type="checkbox"/> Marine (4129) <input type="checkbox"/> Asbestos Removal - Type 3 (4211) <input type="checkbox"/> Mining Plant (4119) <input type="checkbox"/> Shipbuilding (3271)
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<b>6 List all designated substances and hazardous physical agents that may be used, handled or disturbed by work on the project. (See Section 30 of the OHS Act.)</b> <input type="checkbox"/> Asbestos <input type="checkbox"/> Arsenic <input type="checkbox"/> Ethylene Oxide <input type="checkbox"/> Lead <input type="checkbox"/> Silica <input type="checkbox"/> Vinyl Chloride <input type="checkbox"/> Acrylonitrile <input type="checkbox"/> Benzene <input type="checkbox"/> Isocyanates <input type="checkbox"/> Mercury <input type="checkbox"/> Coke Oven Emissions <input type="checkbox"/> X-Ray					
<b>7</b> If a diving operation is at this project, please complete the Notice for Diving Operations Form. (#0069)					
<b>8</b> If a tunnel (including boring, augering or jacking) shaft, caisson or cofferdam is to be constructed at this Project, please complete the Notice for Tunnels, Shafts, Caissons and Cofferdams. (#0068)					
<b>9</b> For trenching, use of cranes to lift workers (sect. 153.1(11)), dismantling of multi-point suspended scaffolds, window cleaning and type 3 asbestos removal operations, telephone or contact the MOL office nearest the project to notify the Ministry and to obtain your Notification Number.					
<b>10</b> Project Start Date: Day _____ Month _____ Year _____   Project End Date: Day _____ Month _____ Year _____   Estimated Total Cost of Labour and Materials for the Project: \$ _____ Signature of Company Official _____ Print Name _____ Position or Title _____ Date Signed: Day _____ Month _____ Year _____					

0175 (04/03)

Canary - Keep this copy posted at the project.

**REGISTRATION OF CONSTRUCTORS AND EMPLOYERS (SAMPLE ONLY)**



**Ontario**

Ontario  
Ministry  
of Labour

Ministère du  
Travail  
de l'Ontario

**Registration of Constructors and Employers Engaged in Construction**  
**Inscription des constructeurs et des employeurs associés à des travaux de construction**

Pursuant to section 5 of the Construction Regulations made under the OHSA, "Before beginning work at a project, each constructor and employer engaged in construction shall complete an approved registration form. The constructor shall ensure that each employer at the project provides to the constructor a completed approved registration form; and a copy of the employer's completed form is kept at the project while the employer is working there."

*Conformément à l'article 5 du règlement intitulé Construction Projects, pris en application de la Loi sur la santé et la sécurité au travail, «les constructeurs et les employeurs associés à des travaux de construction doivent remplir un formulaire officiel avant de commencer leurs travaux. Les constructeurs doivent veiller à ce que tous les employeurs associés au chantier lui remettent un formulaire d'inscription dûment rempli. Une copie du formulaire d'inscription des employeurs doit être gardée au chantier tant et aussi longtemps que les employeurs y travaillent.»*

Nature of Business (check one) <i>Genre d'entreprise (cochez une case)</i>			
<input type="checkbox"/> Individual <i>Individuelle</i>			
<input type="checkbox"/> Sole proprietorship <i>À propriétaire unique</i>			
<input type="checkbox"/> Partnership <i>En nom collectif</i>			
<input type="checkbox"/> Corporation <i>Société</i>			
<input type="checkbox"/> Joint Venture <i>Coentreprise</i>			
Name and Full Address of Business / <i>Nom et adresse complète de l'entreprise</i>			
Telephone No.: <i>N° de téléphone</i>		Fax: <i>N° de télécopieur</i>	
Names of Corporations <i>Nom des sociétés</i>		Main Business Address <i>Adresse principale</i>	
1.			
Telephone No.: <i>N° de téléphone</i>		Fax: <i>N° de télécopieur</i>	
2.			
Telephone No.: <i>N° de téléphone</i>		Fax: <i>N° de télécopieur</i>	
Names of Directors & Principal Officers <i>Nom des directeurs et des principaux dirigeants</i>		Title <i>Titre</i>	Date Appointed <i>Date d'entrée en fonction</i>
1.			
2.			
Average No. of Employees on Project <i>Nombre moyen d'employés sur le chantier</i>			
<input type="checkbox"/> 1 - 5 <input type="checkbox"/> 6 - 19 <input type="checkbox"/> 20 - 49 <input type="checkbox"/> 50 + / 50 et plus			
Master Business Licence No. <i>N° du permis principal d'entreprise (MCC)</i>	Retail Sales Tax No. <i>N° de taxe de vente au détail</i>	WSIB No. <i>N° de compte (CSPAAT)</i>	WSIB Rate No. <i>N° de groupe tarifaire (CSPAAT)</i>
I hereby certify that the above information is correct / <i>J'atteste par la présente que les renseignements donnés plus haut sont exacts.</i>			
Position & Title <i>Poste et titre</i>	Signature <i>Signature</i>		Date <i>Date</i>

**Employers are required to submit the completed form to the Constructor for posting/display at the project.**  
**Les employeurs doivent remettre le formulaire dûment rempli au constructeur pour qu'il puisse l'afficher sur le chantier.**



**CERTIFICATE OF INSURANCE (SAMPLE ONLY)**

THE REGIONAL MUNICIPALITY OF YORK  
 CERTIFICATE OF INSURANCE

(to be completed only by the Insurer or its authorized representative)

THIS IS TO CERTIFY TO:

THE REGIONAL MUNICIPALITY  
 OF YORK  
 17250 YONGE STREET  
 NEWMARKET, ONTARIO  
 L3Y 6Z1

that Policy(ies) of Insurance as herein described have been issued to the Insured named below and are in force at this date.

Insured:		Address:			
TYPE OF INSURANCE	POLICY NO.	EFFECTIVE dd/mm/yyyy	EXPIRY dd/mm/yyyy	LIMIT	DEDUCT- IBLE
Commercial General Liability					
Motor Vehicle Liability					
Umbrella Liability					
Non-Owned Auto Liability					
All Risk and/or Professional Liability					

York Region Contract or Approval No.:

Our  
File:

Site Location and Description of Work to which this certificate applies:

Provisions of amendments or endorsements of listed Commercial General Liability Policy(ies):

1. Commercial General Liability Policy is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products -Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest
2. It is understood and agreed that The Regional Municipality of York is added as an Additional Insured to the above listed policies with respect to liability arising out of the operations at the above mentioned project
3. It is agreed and understood that the deductible or self insured retention (SIR) arranged between the Named Insured and the Insurer, must be declared herein and is subject to approval by The Regional Municipality of York Commissioner of Finance. It is further understood and agreed that claims arising out of the operations of the above mentioned project which fall within the deductible or SIR limit are the sole responsibility of the Named Insured.
4. If the insurance provided under the said policy(ies) is cancelled or changed to reduce the coverage in a manner as to affect this Memorandum of Insurance, the Insuring Company will give thirty (30) days written notice in advance, by registered mail of such a cancellation or change to:  
 The Regional Municipality of York  
 17250 Yonge Street, Newmarket Ontario, L3Y 6Z1  
 Attention: Risk Management, Policy, Risk and Treasury Branch
5. The policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.
6. The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to the Additional Insured as set out in Item 2.

DATE:	NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE COMPANY
<p><b>CERTIFICATION</b>  I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with item 4.</p>	
NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE BROKER	SIGNATURE AND STAMP OF CERTIFYING OFFICIAL



**FIELD AUDIT REPORT FOR CONSTRUCTION PROJECTS**

Location of Project Site:	Current Date:	Time In:	Time Out:
Project Manager (Contractor/Constructor):	Project Manager (Client/Owner):	Project Manager (Consultant):	
Site Supervisor (Contractor/Constructor):	Project Number (Client/Owner):	Project Site Audited by:	

Description of Project Activity:

Project Area Audited ( <input checked="" type="checkbox"/> - Areas Audited)	Comments/Observations
<input type="checkbox"/> Notices/permits/reports/regulations posted	
<input type="checkbox"/> General jobsite conditions/housekeeping	
<input type="checkbox"/> Emergency contacts/procedure posted	
<input type="checkbox"/> Emergency equipment/supplies available	
<input type="checkbox"/> Site supervisor present/available onsite	
<input type="checkbox"/> Site orientation/safety meeting conducted	
<input type="checkbox"/> Site hazards identified & communicated	
<input type="checkbox"/> Equipment operated in safe manner	
<input type="checkbox"/> Equipment operated with signaler/spotter	
<input type="checkbox"/> Equipment available and in good condition	
<input type="checkbox"/> Traffic control measures in place	
<input type="checkbox"/> Trench support measures in place	
<input type="checkbox"/> Confined space entry measures in place	
<input type="checkbox"/> Fall prevention/protection measures in use	
<input type="checkbox"/> Machine guarding measures in place	
<input type="checkbox"/> Chemical handling measures in place	
<input type="checkbox"/> Energized power identified/warning posted	
<input type="checkbox"/> Underground utilities located and marked	



<input type="checkbox"/> Other hazards:	
Auditor / Site Supervisor Comments: <input type="checkbox"/> Site Supervisor informed verbally	
Site Representative (Contractor/Constructor):	I acknowledge receipt of this report (signature):
Project Manager (Client/Owner):	I acknowledge receipt of this report (signature):

The field audit report is a brief observation of the physical conditions of the project site. The intent of the report is to promote hazard awareness and/or bring to the attention of the Contractor a number of items that may result in injury or illness to workers, general public, or other personnel and/or damage to property or equipment.

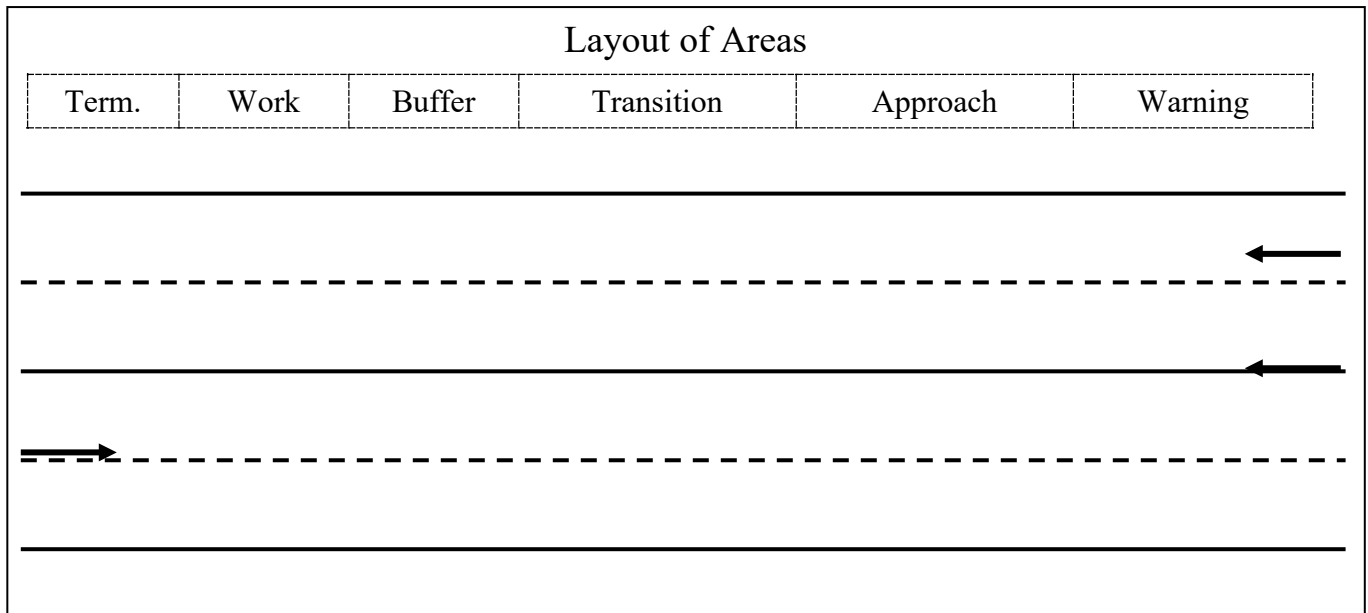
This field audit report is NOT intended to be a complete or comprehensive report of all occupational health and safety contraventions present on the site or serve to identify all occupational health and safety requirements that the Contractor must comply with under the Occupational Health and Safety Act and its regulations. This field audit report does not, in any way, diminish or otherwise affect a Contractor's duties and obligations as a Constructor pursuant to the *Occupational Health and Safety Act*.

**TRAFFIC PROTECTION PLAN (SAMPLE ONLY)**

Under the Construction Projects Regulation, employers are required to develop and implement a written traffic protection plan where the employer’s workers may be exposed to hazards from vehicular traffic. This form is to be used only as a guide for assisting Contractors in complying with this requirement. It is not intended to be a comprehensive list of all possible hazards. The Contractor/Constructor must comply with all traffic control requirements under the *Occupational Health and Safety Act*.

Work Area	
Date:	Time:
Road:	Location:
Supervisor:	Worker:
Traffic Control Set-up	Traffic Control Removal
Name of Worker(s):	Name of Worker(s):
SAMPLE ONLY	
All of the above workers are: Familiar with traffic control legislation Trained in installing signs and cones safely Knowledgeable of vehicular traffic hazards	All of the above workers are: Familiar with traffic control legislation Trained in removing signs and cones safely Knowledgeable of vehicular traffic hazards

Road Work	
Posted Speed Limit (km/h):	Expected Duration of Work (Hour):
Number of Lane(s) for Travel:	Number of Lane(s) to be Closed:
Project Number:	Reference Number of Diagram:

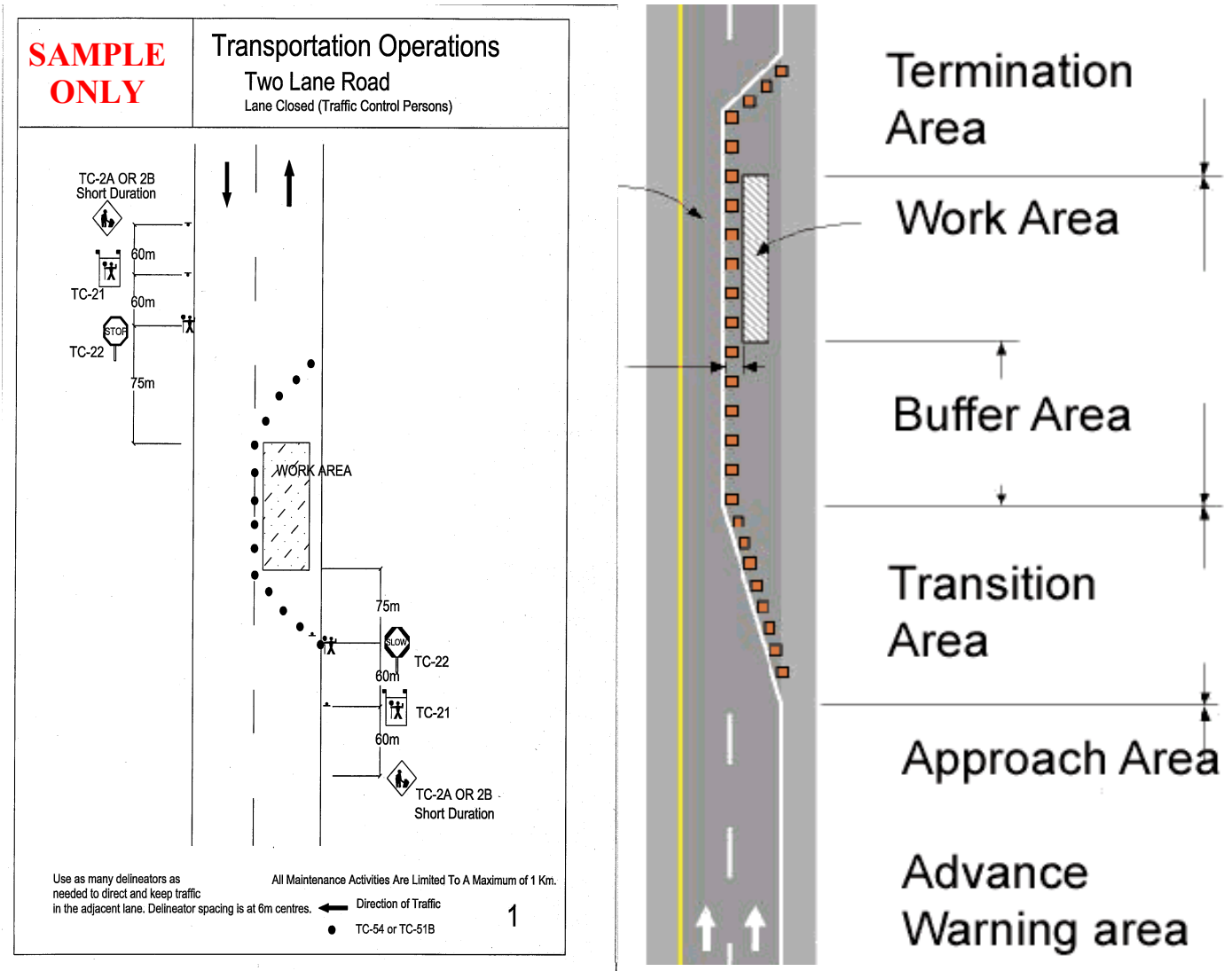




Traffic Hazard	
<input type="checkbox"/> Posted speed limit is above 90 km/h.	<input type="checkbox"/> Traffic volume is greater than 10 vehicles/3min.
<input type="checkbox"/> Work zone is within 150m of an up-slope hill.	<input type="checkbox"/> Work zone is within 150 m of a down-slope hill
<input type="checkbox"/> Work zone is within 150m of a hidden bend.	<input type="checkbox"/> Work zone is within 150 m of a narrow bridge
<input type="checkbox"/> Road is wet and slippery due to rain.	<input type="checkbox"/> Road is unstable due to gravel surface.
<input type="checkbox"/> Road is icy and slippery due to wet snow.	<input type="checkbox"/> Road is hidden due to dense fog or mist.
<input type="checkbox"/> Driver's view is obstructed by surrounding.	<input type="checkbox"/> Driver's view is in glare of sunlight.
<input type="checkbox"/> Driver's view of work zone is obstructed.	<input type="checkbox"/> Other traffic hazards: _____

Control Measure	
Warning Area	Warning Sign: <ul style="list-style-type: none"> <li><input type="checkbox"/> survey work (e.g. TC-26)</li> <li><input type="checkbox"/> road work (e.g. TC-2B)</li> <li><input type="checkbox"/> construction work (e.g. TC-1)</li> </ul>
Approach Area	Traffic Control Devices: <ul style="list-style-type: none"> <li><input type="checkbox"/> traffic control person sign (e.g. TC-21)</li> <li><input type="checkbox"/> lane closure sign (e.g. TC-3L)</li> <li><input type="checkbox"/> merge arrow sign (e.g. TC-4)</li> <li><input type="checkbox"/> yield sign (e.g. TC-43)</li> </ul>
Transition Area	Lane Delineators: <ul style="list-style-type: none"> <li><input type="checkbox"/> cones (e.g. TC-51B)</li> <li><input type="checkbox"/> barrels (e.g. TC-54)</li> <li><input type="checkbox"/> arrow board (e.g. TC-12)</li> <li><input type="checkbox"/> barricade (e.g. TC-52B)</li> </ul>
Buffer Area	Protective Measures: <ul style="list-style-type: none"> <li><input type="checkbox"/> sign truck</li> <li><input type="checkbox"/> pace truck</li> <li><input type="checkbox"/> crash truck</li> <li><input type="checkbox"/> blocker truck</li> <li><input type="checkbox"/> concrete barrier</li> </ul>

TYPICAL LAYOUT FOR A TEMPORARY WORK ZONE



Please refer to the Ministry of Transportation’s *Ontario Traffic Manual Book 7 Temporary Conditions* for more information and instructions on other typical layouts for temporary work zones.

All bidders must visit the proposed location of the project site to become familiar with the surroundings and assess the potential hazards associated with those surroundings.

By law, Contractors/Constructors, as employers, must develop and implement site-specific traffic protection plans where the employer’s workers may be exposed to a hazard from vehicular traffic