



## Procedure

Saskatoon & Area - Occupational Health & Safety

**Number:** 40-005

**Title:** General Policy: Contractor Safety

**Saskatchewan Employment Act:** 3-12, 3-13, 3-14

**OHS Regulation:** 15, 16, 17

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** April 3, 2018

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### Purpose

To ensure that all contractors hired by the Saskatchewan Health Authority comply with the SHA OHS Policy/Procedure and Programs and comply with the Saskatchewan Employment Act and Occupational Health and Safety Regulations

### Procedure:

Hiring a service provider with less than 10 persons:

- A manager hiring a service provider is considered a “contractor” and shall ensure that the service provider is aware and adheres to the following requirements:
  - Any service provider hired by the SHA shall ensure that the worksite where work is being performed, the work procedures and the work performed is safe for the health and welfare of all the workers at the worksite
  - Service providers shall post any prescribed notices in a location that is visible
  - Any service provider hired to work for the SHR shall follow all SHA OHS Policies/Procedures and Programs related to Occupational Health and Safety and comply with the Saskatchewan Occupational Health and Safety Regulations, as well as the Saskatchewan Employment Act
  - When work is carried out by a service provider in an area, the SHA manager responsible for the contract shall notify all other appropriate managers on the site. For large scale renovations all managers on site must be notified of the work. This is to ensure that managers and workers are aware of the service provider’s work activities as these may affect the work that is not under control of the service provider. The areas/work where the service provider is not in direct and complete control must be maintained in compliance with the Saskatchewan Occupational Health and Safety Regulations, as well as the Saskatchewan Employment Act by the SHA manager responsible for the area.

Owner must ensure:

- Any area of the plant not in the direct and complete control of the contractor, is maintained and activities are conducted safely, and do not endanger the health or safety of any contractor, worker or self-employed person
- At major construction projects, If the owner is not the prime contractor, they provide
  - in writing to the prime contractor the policies, procedures and safe work practices
  - The name of the supervisor
  - Emergency facilities
  - A contact name for the committee
  - Any other information required by the prime contractor to ensure safety

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**Resources:**

- SHA Service Provider On-Site Sign In Sheet: <http://infonet.sktnhr.ca/fes/Documents/Appendix%20H%20-%20Service%20Provider%20On%20site%20Sign%20In%20Sheet.pdf#search=service%20provider%20sign%20in%20sheet>

## Review Dates:

January 1, 2017

April 3, 2018