



## Procedure

Saskatoon & Area - Occupational Health & Safety

**Number:** 40-006

**Title:** General Policy: Prime Contractor

**Saskatchewan Employment Act:** 3-13, 3-14, 3-16

**OHS Regulation:** 3, 4, 5, 6, 15, 16, 17

**OHS (Prime Contractor) Regulations:** 1, 2, 3, 4, 5

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** April 20, 2018

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### **Purpose:**

To ensure that all parties are aware of when a Prime Contractor is required and all duties required of the involved parties

### **Procedure:**

- When an outside company is hired to perform construction work on a contract and directs the activities of 10 or more workers; there needs to be determination of who the 'Prime Contractor' is; according to the Section 3-83 of the Saskatchewan Employment Act and is also referred to as the Prime Contractor in The Occupational Health and Safety Regulations.
- A Prime Contractor must be determined between the owner of the site and the outside company and be contained in the written agreement between the owner and the outside company. If the Prime Contractor is not defined in the written agreement the owner (SHA manager who hires the company) is considered the Prime Contractor under the Saskatchewan Employment Act.
- The Prime contractor must follow the guidelines set out in Section 3-83 of the Saskatchewan Employment Act.

### **The Prime contractor must perform the following:**

1. Conspicuously post contact information for the Prime Contractor's representative and how to contact the Prime Contractor throughout the work site
2. Coordinate all activities on site that may affect the health and safety of workers to be sure the activities of one group do not pose a risk to others
3. Verify that subcontractor employees are complying with the Occupational Health and Safety Regulations, the Saskatchewan Employment Act, and instructions specific to the Prime Contractor
4. Writes instructions for employees and subcontractors on how/when items 2 and 3 will happen safely
5. Ensure that the all work being done does not place a different group of workers at risk
6. Ensures that all employees and self-employed persons have adequate and appropriate policies, procedures, safe work practices, equipment and competent workers and information to ensure that workers comply with the Saskatchewan Employment Act and Occupational Health and Safety Regulations and any other health and safety policies and procedures implemented by the Prime Contractor
7. Ensure that the Prime Contractor representative or supervisor is competent
8. Ensure a written Prime Contractor Plan is distributed to employers and self-employed persons before they start working on site

9. Cooperate with any other person who is performing a duty required by the Saskatchewan Employment Act or Occupational Health and Safety Regulations
10. Comply with the Saskatchewan Employment Act and the Saskatchewan Occupational Health and Safety Regulations. It is the Prime Contractor's duty to ensure all work done on site meets the requirements of law. Modelling safe behaviours and demonstrating compliance when executing their duties is the best way to ensure this.

**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.

Review Dates:

January 1, 2017

April 20, 2018