



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD

REQUEST FOR QUOTATION

RFQ 2010-PW-022 Tree Cutting and Trimming Various Locations in Prince Edward County

1.0 INFORMATION TO BIDDERS

Bidders are asked to submit a total price quotation for the removal trimming and stump grinding of various roadside trees (approximately 80) located throughout the County of Prince Edward. A list is attached describing size and location of trees to be removed, and whether the stumps require grinding. The total price quotation will include all men and equipment supplied to undertake the work to the satisfaction of the County.

The successful bidder(s) will be notified subsequent to the acceptance of such quotation, in whole or in part, by the Corporation of the County of Prince Edward. Such notification will be dispatched not later than thirty (30) days from the date set for closing. This period may be extended by mutual consent only. Any bidder not in receipt of such notification of acceptance within the above referenced period may assume that the bid was not accepted.

2.0 INSTRUCTIONS TO BIDDERS:

Quotations will be accepted until **11:00:00 a.m. on August 26th, 2010** at the following address or fax:

**Attn: Clerk's Department
332 Main Street,
Picton, Ontario
K0K 2T0**

Inquiries are to be directed to Patti White, Purchasing Clerk by fax at 613-476-7622 or e-mail: pwhite@pecounty.on.ca during normal business hours.

Bidders are instructed to complete the unit price extensions in section 6, sign and date Bid Form and return to the Clerk's Department by no later than the date and time specified in **Instructions to Bidders**.

Facsimile and electronic quotations will not be accepted.

The total price bid shall include all applicable taxes.

3.0 BID DOCUMENT CONTENT

Unless otherwise specified herein, bidders must use the quotation form furnished by the County. This will be the official bid document.

4.0 SPECIFICATIONS

A) Required Work:

- Traffic control to Ontario Traffic Manual Book 7 and safety control to County Standards are mandatory
- Trees which are to be removed will be marked with "X" or "C" by County Roads Staff.
- In all cases, brush must be chipped and removed.
- All wood will be cut into lengths of no more than five (5) feet, and left in a pile on site on municipal property.
- Those stumps specified on the attached list will require grinding, with the chips removed. Others may yet be identified during the marking of the trees.
- Stumps not requiring grinding must be within 50 mm of the ground.
- The work shall be completed by **October 31st, 2010**.
- The successful contractor shall possess a current comprehensive insurance policy for third party liability and property damage insurance in the amount of \$5,000,000.00 per occurrence, with the County of Prince Edward named as a third party.
- The successful contractor shall maintain insurance including such coverage as will protect him from claims under the Workman's Compensation Act.
- The successful contractor must specify type, make, and model of bucket truck being used.
- The successful contractor must show proof of Dielectric Certification for boom and bucket of bucket truck.
- The successful contractor must provide proof of chainsaw training for his workers and any bucket truck operating training for the bucket truck operators
- The successful bidder will be required to conform and complete The County of Prince Edward Contractor Accountability Health and Safety Policy attached herein.

B) Provisional Work

-
- Additional cutting at the request of the Area Roads Supervisor
- Additional trimming at the request of the Area Roads Supervisor
- Additional stump removal at the request of the Area Roads Supervisor

5.0 ACCESSIBILITY

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service every provider of goods and services shall ensure that every person who deals with a member of the public or participates in the developing of the County's policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained as follows:

1. How to interact and communicate with persons with various types of disability
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person
3. How to use equipment that is available on the premises that may help in the provision of goods or services.
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities

Contract employees, third party employees, agents and others who deal with members of the public on behalf of the County of Prince Edward must meet the requirements of Ontario Regulation 429/07 with regard to training. If a training policy is not yet in place, please go the following link, complete the training module and provide a copy of the Certificate to the County of Prince Edward.

<http://www.mcass.gov.on.ca/mcass/serve-ability/splash.html>



Accessibility for Ontarians with Disabilities Act (AODA)
Accessible Customer Service Training

Company Name: _____

I acknowledge that all staff employed by _____ who may undertake any duties and interact with any persons with disabilities, in the course of this company's contractual obligations with The County of Prince Edward, have reviewed a *Service Ontario video/ on-line training course* outlining the Accessibility for Ontarians with Disabilities Act (AODA) regulations.

As a principle of the contractor employed by The County of Prince Edward, I understand the municipality's requirements to comply with the Customer Service Standard. I will ensure that all future staff hired to assist with this company's contractual obligations will receive similar training as soon as they are hired, to meet these ongoing requirements.

Name: _____

Signature: _____

Date: _____

6.0 No Obligation to Contract. Each Bidder acknowledges and is deemed to confirm that Bids made in response to this Quotation do not constitute the acceptance of a contract with the County. The County further reserves the right to accept or reject any or all bids or parts of bids or to accept any bid considered in its best interest, and to request re-bids on the required materials and/or services.

The Corporation of the County of Prince Edward reserves the right to accept or reject any quotation and also reserves the right to accept any quotation other than the lowest quotation.

7.0 FORM OF IRREVOCABLE OFFER

I hereby offer to provide the requirements of this Request for Quotation to the Corporation of the County of Prince Edward according to the terms set out in this quotation including the requirement for and acceptance by a formal contract acceptable to the Corporation of the County of Prince Edward. I also agree that this irrevocable offer shall be open to acceptance by the Corporation for a period of **thirty (30)** days from the closing date for the receipt of proposals.

(This section **MUST** be completed by the bidder.)

Name of Firm (please print):	Name of Contractor:
Signature of Contractor (signing for above firm):	Address:
Phone #:	Fax #:
Date:	

Item	Sub Total
Removal, trimming and stump grinding of approximately 80 trees as per RFQ	\$ _____
Harmonized Sales Tax	\$ _____
TOTAL COST	\$ _____

Provisional Items	Hourly Rate	HST	Total
Trimming of 13 Trees	\$ _____	\$ _____	\$ _____
Additional tree trimming	\$ _____	\$ _____	\$ _____
Additional stump grinding	\$ _____	\$ _____	\$ _____

LIST OF TREES TO BE CUT DOWN PER AREA

AREA 1

LOCATION	# OF TREES	APPROX. DIAMETER	GRIND STUMPS
Gardenville at Forte Kente, West side on corner	1	30 inches	YES
Cty. Rd. 1, # 4814 north side	1	48 inches	YES
Pleasant Bay Rd., north side west of # 190	1	24 inches	NO
Cty. Rd. 28, # 417	1	30 inches	YES
Victoria Rd., west of # 463	1	42 inches	YES
Victoria Rd., west of above tree	1	36 inches	YES
Victoria Rd., between # 463 & # 528	1	48 inches	NO
Victoria Rd., # 908	1	60 inches	YES
Victoria Rd., # 1653, south side	1	36 inches	NO
Victoria Rd., # 1662, north side	1	36 inches	YES
Cty. Rd. 19 east of # 1450	1	36 inches	NO
Cty. Rd. 19, # 1320	1	24 inches	YES
Stinson Block Rd., south side, across from # 1163	1	18 inches	NO
Station Rd., across from # 141	2	24 inches	YES
Danforth Rd., north side, east of # 1642	1	36 inches	NO
Danforth Rd., # 673	1	18 inches	YES
Closson Rd., # 1000, west of civ. #1000	1	18 inches	YES
Cty. Rd. 3, # 556	1	48 inches	YES
1518 Salem Rd.	1	24 inches	YES
TOTAL # OF TREES	20		

AREA 2

LOCATION	# OF TREES	APPROX. DIAMETER	GRIND STUMPS
1645 Cty. Rd. 5	1	30 inches	NO
1133 Cty. Rd. 5	1	30 inches	YES
530 Cty. Rd. 1	1	36 inches	YES
2513 Cty. Rd. 1	2	TRIM DEAD LIMBS	
3092 Cty. Rd. 1	1	24 inches	YES
3511 Cty. Rd. 1	1	18 inches	YES
2057 Cty. Rd. 2	1	24 inches	YES
1129 Burr Rd.	2	Each - 18 inches	YES
1108 Burr Rd.	1	30 inches	YES
51 Jericho Rd.	1	24 inches	YES
622 South Big Island Rd.	1	30 inches	YES
1108 North Big Island Rd.	1	36 inches	NO
1088 North Big Island Rd.	1	30 inches	NO
847 Fry Rd. (West)	1	30 inches	NO
40 James St. (Demorestville)	1	24 inches	YES
565 Matthie Rd.	1	18 inches	NO
Gilead Rd. at Conley Rd.	1	36 inches	NO
1501 Gilead Rd.	2	30 & 12 inches	NO
1084 Gilead Rd.	1	30 inches	YES
191 Christian Rd.	1	18 inches	NO
367 Christian Rd.	1	30 inches	NO
TOTAL # OF TREES	24		

AREA 3

LOCATION	# OF TREES	APPROX. DIAMETER	GRIND STUMPS
1203 Cty. Rd. 12	1 Maple	48 inches	YES
1205 Cty. Rd. 12	1 Maple	Trim	
(Across from) 1287 Cty. Rd. 12	1 Maple	60 inches	YES
1476 Cty. Rd. 12	1 Maple	Trim	
1493 Cty. Rd. 12	1 Maple	24 inches	YES
1501 Cty. Rd. 12	1 Maple	Trim	
1619 Cty. Rd. 12	1 Maple	Trim	
1635 Cty. Rd. 12	1 Maple	48 inches	YES
1818 Cty. Rd. 12	1 Maple	36 inches	YES
(East of) 1856 Cty. Rd. 12	1 Maple	48 inches	Yes
1947 Cty. Rd. 12	1 Maple	Trim	
398 Island Rd. (Sheiba's Island)	1 Ash	24 inches	YES
301 Cty. Rd. 11	1 Maple	36 inches	NO
(Across from) 1038 Cty. Rd. 11	1 Maple	12 inches	NO
" " 1038 Cty. Rd. 11	1 Cherry	24 inches	NO
" " 1038 Cty. Rd. 11	1 Maple	24 inches	NO
1558 Cty. Rd. 11	1 Maple	48 inches	NO
(Across from) 2421 Cty. Rd. 8	1 Maple	36 inches	NO
(West of) 2692 Cty. Rd. 8	1 Maple	36 inches	YES
2146 Cty. Rd. 10	1 Soft Maple	Trim	
2394 Cty. Rd. 10	1 Ash	Trim	
2213 Cty. Rd. 10	1 Maple	Trim	
(West of) 2709 Cty. Rd. 10	1 Maple	48 inches	NO
1582 Cty. Rd. 17	1 Maple	36 inches	YES
1637 Cty. Rd. 17	1 Maple	Trim	
(East of) 1665 Cty. Rd. 17	1 Maple	24 inches	NO
1702 Cty. Rd. 17	1 Maple	48 inches	YES
(East of) 1844 Cty. Rd. 17	1 Maple	Trim	
1917 Cty. Rd. 17	2 Maples	24 inches	YES
(West of) 1966 Cty. Rd. 17	1 Maple	48 inches	YES
(Across from) 1966 Cty. Rd. 17	1 Maple	48 inches	YES
57 Cty. Rd. 18	1 Maple	Trim	

(West of) 522 Cty. Rd. 24	1 Maple	36 inches	YES
Mowbray Rd. (West of Airport Lane)	2 M. Maples	12 inches	NO
TOTAL # OF TREES	36		



Health & Safety Standard

Contractor Accountability

Company Name

Attention:

The Corporation of the County of Prince Edward is currently implementing a number of Health & Safety Standards in order to increase the safety, efficiency and effectiveness of our Health & Safety Program. One aspect that we are currently redefining is our Contractor Program of which we hope your company will be directly involved in. The purpose of the Contractor Accountability Standard is to ensure that all contractors and subcontractors are adequately qualified to conduct various work activities for the County of Prince Edward.

The contractor is responsible for properly training his/her own employees, which will be utilized to conduct all contracted work activities. The County of Prince Edward may however, periodically check to ensure that this training is being performed and to the required levels.

All contractors initiating or completing work must be approved by the Project Coordinator. The contractor evaluation form, as attached, is required to be completed by each contractor and submitted to the Project Coordinator.

After approval has been awarded the respective contractors will be issued a copy of the County of Prince Edward:

- Personal Protective Equipment (PPE) requirements,
- Safe Work Practices that apply to the specified work,
- Site emergency evacuation program, routes and areas, and
- Rules and Regulations that should be followed while working on site.

Contractor employees should be trained on or have reviewed the documentation for the topics listed above prior to being allowed on site.

If any questions or concerns arise in regards to the overall Contractor Accountability Standard or more specifically the Contractor Program please do not hesitate to contact myself.

Thanking you in advance for your cooperation,

Kevin Courneyea

Occupational Health & Safety Officer

Phone: (613) 476 - 2148 ext. 228



Health & Safety Standard

Re: Contractor Program

Contractor Evaluation Form

All contractors and subcontractors performing work should agree to comply with the following requirements:

1. List the percentage of your business on similar engagements in the last 2 years: _____%
2. Are your employees trained on the potential hazards associated with the work being performed?
 _____ **Yes** _____ **No**
3. Do you have a health and safety training program that meets the Ontario Occupational Health and Safety Act requirements? _____ **Yes** _____ **No**
4. Provide us with certificates of insurance for each of the following (as applicable):
 - a. Workplace Safety Insurance Board (WSIB)
 - b. Commercial/Industrial Liability
 - c. Automobile Liability
 - d. Pollution Liability
5. Provide us with your WSIB Recordable Injury Rate and/or your Experience Modification Rating (EMR):
 _____ Recordable Injury Rate
 _____ Experience Modification Rating (EMR)
6. Have you experienced hospitalization of three or more employees or any construction fatalities within the past 3 years? If yes, attach a full discussion of causes and results.
 _____ **Yes** _____ **No**
7. Have you received any Ministry of Labour citations within the past 3 years? If yes, attach a full discussion of events and results. _____ **Yes** _____ **No**
8. Provide documentation that your employees are qualified/certified/licensed to perform the related work.

I _____, representing _____, by signing below certify that to the best of my knowledge the above information is correct and up to date.

Signature: _____

Date: _____



HEALTH & SAFETY STANDARD

Subject: Contractor Accountability

Standard No: HS1-17b

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CONTRACTOR HEALTH and SAFETY RESPONSIBILITY AGREEMENT

THIS AGREEMENT made the _____ day of _____, 20____, between _____ (the "Contractor"), having an office at _____ and _____ (the "County of Prince Edward") having a facility at _____.

IN CONSIDERATION of the sum of two (\$2.00) dollars paid by each of the parties to the other (the receipt of which is acknowledged by each party) the parties covenant and agree as follows:

1. The Contractor shall employ only orderly, trained, competent and skillful people to do the work and the Contractor's employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor and shall provide and up-to-date Clearance Certificate from the Workplace Safety and Insurance Board. All subcontractors must be approved in writing by the County of Prince Edward before commencing any work and the Contractor is responsible for ensuring that their employees comply with the terms of this Agreement.

2. The contractor acknowledges and accepts all the risk arising or pertaining to the ownership, possession, use or operation of its equipment in completing its services, whether in whole or part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible.

3. The Contractor shall indemnify and save harmless the County of Prince Edward from any and all claims, demands, actions, losses or property damage arising directly or indirectly from the ownership, possession, use or operation of its equipment in completing its services, whether in whole or part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible. Contractor shall protect and hold County of Prince Edward harmless and shall pay costs, expenses and reasonable legal fees incurred or paid by County of Prince Edward in connection with such litigation. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.

4. Contractor shall, during any time in which it is providing services to the County of Prince Edward, take out and keep in full force and effect property damage and public liability insurance in which the limits of public liability and property liability shall not be less than two million (\$2,000,000) dollars per occurrence, the whole at the Contractor's sole cost and expense. All policies shall be written with insurance companies qualified to do business in the Province of Ontario and shall name the County of Prince Edward as an additional insure and a certificate acknowledging same must be provided to the County of Prince Edward.

5. The Contractor shall abide by and shall ensure that each of the Contractor's employees and sub-contractor's employees (if applicable) abide by the County of Prince Edward's Health and Safety rules and regulations. The Contractor will also be able and willing at such times as recommended by the County of Prince Edward to provide additional precautions as deemed necessary by the County of Prince Edward for safe-guarding employees and equipment. The Contractor further acknowledges and agrees that any violation of Safety rules or regulations is justification for the immediate termination of its Contract with the County of Prince Edward, without any further obligation on the part of the County of Prince Edward.

6. The Contractor shall, at its own expense, obtain and maintain in good standing all permits and licenses, required by any authorities having jurisdiction over the business of the Contractor. The Contractor shall also comply with all federal, provincial and municipal governmental laws and regulations which are applicable to its business, and in particular, those affecting health and safety workers' compensation and environmental matters.

7. This Agreement shall be constructed and enforced in accordance with the laws of the Province of Ontario and the parties agree to attorn to the jurisdiction of the Courts of that Province.

8. This Agreement embodies the entire agreement of the parties with regard to the matter herein, and no other agreement shall be deemed to exist, except as entered into in writing by both parties to this Agreement.

9. The Contractor shall not assign this Agreement or any part of it and may not employ or retain anyone as a subcontract or otherwise, to perform any part of its obligations under this Agreement without the prior written consent of the County of Prince Edward.

10. No contracted work offers will be granted by the County of Prince Edward unless this Agreement terms and conditions are fully accepted upon by the parties to the satisfaction of the County of Prince Edward.

Accepted this _____ day of _____ 20_____.

CONTRACTOR

COUNTY OF PRINCE EDWARD

By: _____

By: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Witness: _____ (only if not a corporation)



Corporation of the
County of Prince Edward

HEALTH & SAFETY STANDARD

Subject: Contractor Accountability

Standard No: HS1-17

Approved By: Senior Management

Approved: January 31, 2008

Effective: January 31, 2008

Last Revised: July 16, 2009

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PURPOSE

The purpose of this policy is to:

- Establish minimum guidelines for Contractors in order to help provide and maintain a safe work environment for all employees
- Ensure that Contractors are made aware of and comply fully with the County's Health and Safety Program.
- Ensure that Contractors comply fully with all Health and Safety requirements in Legislation and Regulations.
- Ensure that Contractors communicate the Health and Safety requirements to their Sub-Contractors and ensure compliance.

SCOPE

All contractors must be an approved contractor before the commencement of any work.

DEFINITIONS

County of Prince Edward is a Commissioner or his/her designate. The County will, in a majority of cases, be considered an owner under the Occupational Health and Safety Act and depending on the classification of work, the County could also assume the role of an employer or constructor.

Project Co-coordinator is the County employee assigned to the project. Means an individual acting on behalf of the County to oversee the contract.

Contractor is an individual or business entity with a contract for Service with the County to provide goods and / or services.

Sub-Contractor is an individual or business entity that has contracted with the Contractor to provide goods and / or services and may not be directly contracted by the County.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractors shall supply their own protective breathing apparatus where required, and ensure that their employees are trained in the use of such equipment.

- All Contractors' employees shall wear CSA approved, (Green Patched) safety footwear and appropriate eye protection. Approved hard hat and vest shall be worn according to the work being performed.
- When required, fall restraint systems shall be used as per the *Occupational Health and Safety Act*.
- Proper personal protective equipment depends upon the nature of the exposure. This may range from chemical eye and face protection, gloves and safety footwear, to complete body covering. If there is the potential of exposure to a toxic substance or a lack of oxygen, appropriate fresh air breathing apparatus shall be provided and used by competent trained employees.

STANDARDS AND PROCEDURES

The Contractor shall comply with the County's Health and Safety Program and all applicable Legislation, Regulations and Standards.

- Specifications and tenders shall be available for larger contracts.
- Contractors shall be given a copy of this standard prior to commencement of the contract.
- A copy of this standard will be included as part of the tender document.
- Contractors must pre-qualify to be included in the bidding list.
- A post-contract review for maintenance of qualification shall be conducted.
- The contract administrator shall review the work plans and advise of any hazards.
- All contractors shall attend a formal health and safety orientation session.
- The contractor shall allow access to the worksite on demand to representatives of the County to inspect worksites to ensure compliance with the Act and Regulations and County policies and procedures.
- The Project Coordinator shall include health and safety as an agenda item at any meetings held to review progress on the contract work.

General Requirements

- All Contractors shall provide proof by means of a WSIB clearance certificate or WSIB independent operator certificate of current standing according to the *Workplace Safety and Insurance Act of Ontario*. When received these documents shall be retained with the tendering information.
- No work shall commence on the County's property until the Contractor, and the department initiating the order or commissioner have signed the County's "**Contractor Health and Safety Agreement**" (see attached Form). The Contractor shall attend a meeting before starting work, upon request.
- Contractors' employees shall be restricted to work only in areas designated by the County.
- Contractors' employees shall not be allowed on the County's property while under the influence of alcohol or incapacitating drugs or medication, nor are such substances to be brought onto the premises.
- Contractors and their employees shall abide by the Smoking in the Workplace Policy.
- All County regulatory signs shall be observed and adhered to, as well as specific direction given by the commissioner and/or supervisor and/or project coordinator and/or Occupational Health and Safety Officer.
- Tools, parts and materials shall not be left overhead at any time. Frequent thorough inspection shall be made to prevent the hazard of falling objects.
- Suitable warning signs shall be placed and other proper precautions taken when overhead work is being undertaken.
- Personnel shall always be on the alert for moving equipment.

- Contractors shall, under no circumstances, follow handling of designated substances as defined by the *Act* and *Regulations* without notifying the County and receiving prior written consent of the commissioner.
- All equipment used shall have appropriate guarding, as per *Regulation*.
- In case of fire or any emergency, contact commissioner and/or supervisor, as well as Emergency Services, if required.
- All electrically powered tools and equipment shall be adequately grounded, as per CSA standard.
- All tools and equipment shall be in a good state of repair.

Fire Control

- Contractors are to provide their own "Fire Watch" personnel during all welding and burning processes. At least (2) 10-lbs. ABC Dry Chemical Extinguishers and a fire blanket must be made available in the immediate area where such process is taking place. The area shall not be vacated until all sparks or smoldering material has been extinguished. All combustible material must be removed from the welding or burning area or covered with fire blankets.
- Oxygen, acetylene or other similar types of cylinders are not to be left free standing. They shall be kept in upright position and chained or secured to prevent upsetting. Caps shall be in place when cylinders are not in use. Empty cylinders shall be removed from the job site at the end of the workday.
- Fire hydrants and hose houses shall have a 4-foot clearance at all times.
- Roofing Contractors shall provide a minimum of (1) 20-lb. dry chemical extinguisher at the tar pot location and (1) 20-lb. dry chemical extinguisher at the site of application. Tar pots shall not be located within 3 metres (10 feet) of any building or combustible material or air intakes.
- Access to all locations of the County shall be maintained for emergency vehicles. Fire route access shall remain unobstructed at all times.

Isolating Procedures

- Contractors shall notify the **County** of equipment requiring isolation.
- Before any work is performed, all sources of energy, and/or motions (including, but not necessarily limited to, electrical, mechanical, steam, gas, air, hydraulic, etc.) shall be made safe and locked out by Contractors. (As per the County's Lockout Standard HS2-11)
- The standard method of isolating equipment against operation shall be a tag and padlock supplied by the Contractor to his employees, and identified with the name of the worker lock owner, and that of his company, Contractor's phone number and date and time of the lock being installed.

Services

- If it is necessary to disrupt any services for construction or installation purposes, prior notice must be given and prior approval received before commencement.
- Only qualified individuals must make connections to and disconnection of the County's services.
- All valves shall be operated only by the County.

Traffic

- The contractor will comply with the requirements of the County's Traffic Protection Standard HS2-16.
- Anyone working on highways shall follow the Regulations for Construction Projects, particularly sections 67-69, 104-106 and 186-187 and Regulations for Industrial Establishments, section 20 and the *Highway Traffic Act*.
- Trucks, cars or other vehicles shall not be permitted in County buildings, except for loading or unloading. Private cars shall be parked in the designated areas unless specific approval has been received from the commissioner.

- Trucks and other vehicles shall not stand with engine running while in any building or near any entrance to the facility.

Housekeeping

- Aisles, walkways, doorways and designated exits shall be kept clear at all times.
- Contractors shall maintain working areas in a clean and tidy condition. Nails in lumber shall be removed or clinched. Material shall be piled or stacked. Sites shall be cleaned up daily. On completion of job, site shall be cleared to the satisfaction of the County.
- Unless specific arrangements to the contrary are made, Contractors shall arrange for removal of their own refuse.

Hazardous Material

- All Contractors and their employees shall handle potential hazardous material in a manner so as not to cause injury or overexposure. Contractors' employees must be informed of the safe handling procedures of materials with which they will be working. Proof of this training is to be made available upon request.
- Hazardous material shall be handled according to the appropriate Federal and Provincial Regulations and Guidelines, Federal Department of Labour and the Provincial Ministry of Environment guidelines.

ROLES AND RESPONSIBILITIES

Contractors shall:

- Take all reasonable precautions for the Health and Safety of their employees and the employees of their Sub-Contractors.
- Comply with all relevant Health and Safety Legislation and Regulations. All Contractors shall comply with all provisions of the latest edition of the OHS Act, Canadian Standards Association (CSA), the applicable Provincial Safety Act and all other applicable legislation. Some of the standards, listed in this document are similar to those in OHS Act, but are repeated for emphasis. Others are required because of the special nature of the operations.
- Provide the County, on request, a copy of their Health and Safety Program and related information (e.g. certificate of insurance, WSIB clearance certificate, owner/operator clearance certificate, and/or WSIB experience rating statement). This shall be provided prior to the commencement of work.
- Provide the County with documentation to certify that all employees working on the County's contract have been trained on WHMIS and all other Legislative requirements that relate to the work being done.
- Provide to the County a list of all-hazardous material and controlled substances that the Contractor will be introducing into the workplace; The Contractor shall provide the material safety data sheets on those substances at least one week prior to the work beginning. Substances not on that list are not to be brought onto County property.
- Ensure that his employees are aware of the emergency evacuation procedures for the appropriate work area.

The County: of Prince Edward

- Will provide Contractors with its Health & Safety Policy Statement and Contractors Accountability Program Standard.
- Will provide the contractor with a contact person responsible for the project who shall be called the Project Coordinator.

- In the case of a construction project, may be able to limit its liability to that of an owner under the OHS Act and, given certain criteria are satisfied, transfer the responsibilities of the constructor to the construction contractor (i.e. Constructor).
- Reserves the right to remove any Contractor or Sub-Contractor from its property or it may immediately terminate a contract for violation of Health and Safety Legislation, Regulations or the County's Health and Safety program, without incurring any additional charges.

COMMUNICATION

This procedure will be communicated by the Project Coordinator to the Contractor and appropriate County Staff.

TRAINING/IMPLEMENTATION

The Project Coordinator is responsible for ensuring that the contractor is trained and in turn the contractor's employees or subcontractor are also trained.

Contract administrators shall receive orientation training such as:

- Review of all known and potential hazards in the area
- WHMIS training
- Site specific emergency procedures

EVALUATION

Supervisors will review this standard with all staff annually.

The review may be conducted at staff meetings, pre-shift meetings, tailgate talks or other means. These reviews will be documented. An annual summary of the completed reviews will be sent to the Occupational Health and Safety Officer and be kept on file.

Any suggestions for changes shall be forwarded to the Occupational Health and Safety Officer for review.

FORMS


Contractor Health and Safety Agreement Checklist
Contractor Health and Safety Responsibility Agreement

REFERENCE MATERIALS

Ontario Occupational Health and Safety Act and Regulations

DATE STANDARD REVIEWED

November 7, 2008

	HEALTH & SAFETY STANDARD	
	Subject: Contractor Accountability	Standard No: HS1-17a

CONTRACTOR HEALTH and SAFETY AGREEMENT CHECKLIST

Contractor Name: _____

Contractor's Rep: _____ Phone and Fax No: _____

Address: _____

Check as Reviewed/ Received	Review	Miscellaneous Notes
	Signed Contractor Health and Safety Responsibility Agreement	
	Received WSIB Clearance Certificate (no more than 60 days old)	
	Received a copy of the Contractor's accident history (for one year)	
	Received up to date liability insurance certificate (Company listed as certificate holder with a min. of 2 million coverage)	
	Signed Pre-Meeting form for Contractors	
	Licenses & certificates of contractor employees or other applicable training requirements. For example: AZ license, welding ticket(s)	
	Forward the Company's Rules and Regulations to Contractor	
	Forward the Company's Equipment Lockout Policy/ Procedure to Contractor	
	Contractor to provide an MSDS for any WHMIS controlled products	
	Advise of any special hazards connected with the workplace i.e. emergency response procedures, hazardous areas etc.	
	Advise Contractor all occupational injuries that occur on our property must be reported immediately	
	Review Company personal protective equipment requirements (PPE) it is the Contractor's	

	responsibility to ensure that their employees possess and use all required PPE for their work	
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County Project Coordinator: _____ Date: _____

Contractor's Representative: _____ Date: _____

Once completed, this form and all attachments are to be sent to the Occupational Health and Safety Officer



HEALTH & SAFETY STANDARD

Subject: Contractor Accountability

Standard No: HS1-17c

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CONTRACTOR HEALTH and SAFETY PRE-COMMENCEMENT CHECKLIST

Contractor Name: _____

Contractor's Rep: _____ Phone and Fax No: _____

Address: _____

A pre-commencement meeting between the County Project Coordinator and the successful contractor shall take place prior to commencing work.

PRE-COMMENCEMENT MEETING ELEMENTS	REVIEWED		
	YES	NO	N/A
1. Contractor Agreement Checklist reviewed. Clarify any information or request further documentation.			
2. Orientation of hazards (physical, chemical, biological, etc) at the work site(s). Review of County's corporate safety standards (applicable to work being performed). Copies may be provided.			
3. Reinforce Contractor staff are <u>not</u> allowed to use or operate Prince Edward County equipment, devices, machines, vehicles, tools (powered or non-powered), etc to carry out work. Exceptions are unless training is provided or it is covered in the specific contractual agreement.			
4. Documentation and/or MSDSs pertaining to hazardous substances and WHMIS products have been enclosed and reviewed.			
5. Contractor advised of Emergency Procedures			
6. Review with contractors applicable security protocols for the work site. (i.e. Public Works W&WWS Department)			
7. List of contractor staff who will be onsite to supervise the work.			
8. Review with contractor staff that all health & safety incidents and /or infractions must be reported to the Project Coordinator. Contractor may be ordered off the County site and/or to stop work for safety infractions.			
9. Contractors will remove all chemicals & hazardous products from the work site location at the end of project/contract.			
10. Contractors may be required to sign in/out as a visitor at certain work locations. Advise if required.			
11. Prince Edward County work site supervisory staff reserve the right to inspect the work location/job site and document their findings for future audit purposes.			
12. Serious incidents involving contractors must be investigated jointly by the contractor, site supervisory staff, a certified worker member of the applicable JHSC or H&S representative, the Project Coordinator and the County			

Occupational Health & Safety Officer.			
13. Any equipment, device or activity that may generate a hazardous atmosphere (i.e. fire, toxic, nuisance dust or odours) or physical hazard (i.e. noise, heat, vibration, radiation) will not be carried out on, near or within the confines of any County building without the appropriate control measures and safeguards in place and not without prior authorization from the Project Coordinator.			
14. The job site and work area will be kept clean and free of trip/slip and fall hazards. Warning and barricades must be in place when work will create a hazard for employees or the public.			
15. Sub-contractors performing work have also participated in the pre-commencement meeting and checklist.			

Comments/Notes regarding meeting:

County Representative _____
(Name) (Date)

Contractor Representative _____
(Name) (Date)

If applicable:

Sub-Contractor Representative _____
(Name) (Date)

Completed Form Distribution:

- Contractor
- Sub-Contractor
- Prince Edward County - Project Coordinator
- Prince Edward County - Purchasing Department

Once completed, this form and all attachments are to be sent to the Occupational Health and Safety Officer