

POLICY NO:	SA 007
POLICY TITLE:	SUB-CONTRACTOR/CONTRACTOR POLICY/DIRECTIVE
DEPARTMENT:	SAFETY
APPROVAL DATE:	28-11-01 (November 2001)
REVISION DATE:	22-02-05; 64-07-09 (July 28, 2009)
REVIEW DATE:	67-05-12 (May 22, 2012) ; 2017-01-17-PP (January 16, 2017)

EFFECTIVE: FEBRUARY 1, 2002

Contractors/Sub-Contractors hired by the County of Vermilion River, will comply with the County of Vermilion River Safety Program, and/or Occupational Health and Safety Regulations, whichever is most stringent.

Contractors must comply with one of the following:

1. All Contractors/Sub-contractors, who have more then three employees, hired by the County of Vermilion River must have their own Safety Program. The Contractor/Sub-Contractor shall ensure that their policies are complied with. The Contractor/Sub-Contractor shall ensure that their policies meet appropriate standards. The County of Vermilion River may request copies of the Contractor's Safety program/policies and may review them and the request that changes be made to ensure safety of the employees of the Contractor/Sub-Contractor.
2. All Contractors/Sub-Contractors that do not have their own Safety Program and have three or less employees must follow the County of Vermilion River Safety Program. Contractors and their employees will be orientated by the supervisor and will be re-orientated every two years. Contractors and their employees must ensure that they are trained in WHMIS, First Aid and Dangerous Goods if required by Occupational Health and Safety Regulations. Contractors and their employees must sign a Safety Agreement, which verifies that they have complied with the requirements of this condition to work with for the County of Vermilion River.

COMPLIANCE REQUIREMENT

Contractors and/or their employees who do not follow the applicable Safety Policy will have the following action taken against them:

- 1st Offence – Supervisor/Crew Chief gives a documented verbal warning and possible suspension of 1-3 days dependant upon the severity of the offence. Safety Committee to be advised on the next working day.
- 2nd Offence – Supervisor/Crew Chief gives a written warning and a meeting is held with the safety Coordinator and County Administrator, also possible suspension of 1-5 days dependant upon the severity of the offence. Safety Committee to be advised on the next working day.

- 3rd offence – Suspension or Dismissal, Safety Committee to determine the length of suspension

If the Safety Committee deems a particular incident as too serious to be dealt with by means of preceding steps, they may recommend that the contractor or their employees be dealt with by the Administrator and dismissed immediately.