

## Insert Company Name) Subcontractor Policy

For subcontractors with **employees (one or more employees regularly employed)** prior to starting work on (insert company name) sites, the subcontractor shall submit the following policies to (insert company name): Safety Policy, PPE Policy, Rules, Inspection Policy and Training Policy.

Subcontractors working at any (insert company name) sites shall, prior to starting work, complete a hazard assessment, complete a critical task inventory with controls, provide an emergency plan, and provide communications information with regular contact numbers as well as emergency contact numbers.

Subcontractors should have a Certificate of Recognition or be in receipt of a Letter of Good Standing from Construction Safety Nova Scotia or equivalent.

While working on (insert company name) projects, the subcontractor shall participate in all worksite safety meetings and play an active role as a member of the worksite safety committee (when applicable). A copy of all safety related activity on the site will be submitted to (insert company name).

Subcontractors will provide documentation to (insert company name) to verify compliance with this policy.

Acknowledged by:

Subcontractor:

Company Name:

Sign and Date:

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Contractor Representative:

Company Name:

Sign and Date:

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## (Insert Company Name) Subcontractor Policy

All subcontractors with **employees (one or more employees regularly employed)** utilized on (insert company name) projects will submit documentation verifying:

- ☐ Letter of Clearance from the Workers Compensation Board of Nova Scotia
- ☐ Safety Certification, NSCSA Letter of Good Standing or equivalent
- ☐ Current General Liability insurance coverage

In addition, subcontractors working at any (insert company name) worksites, prior to starting work, shall complete a pre-job hazard assessment which identifies all hazards and potential hazards and the actions taken to control them. (insert company name) may require the submission of a formal "Safety Plan" (outline attached) for any major project. This requirement will be outlined in the appropriate bid specification.

While working on (insert company name) projects, the subcontractor shall provide a management and worker representative to participate in all worksite safety meetings and play active roles as members of the worksite JOHS committee (if such committee is mandated by the number of workers). This does not relieve the subcontractor of any duty to maintain an employer JOHS committee if mandated by the OHS Act. Confirmation of ongoing review of the subcontractor's hazard assessment will be tabled at each meeting.

Subcontractors shall conform to all (insert company name)'s policies including, but not limited to, PPE, Drugs and Alcohol, and General Rules & Discipline.

(insert company name)'s project representative will be provided with documentation to verify the ongoing activity related to health and safety as dictated by corporate policy and the nature and complexity of the project.

Acknowledged by:

Subcontractor: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Sign and Date: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Sign and Date: \_\_\_\_\_

## **(Insert Company Name) Subcontractor Policy**

For subcontractors with **one employee (Owner/Operator)** prior to starting work on (insert company name) sites, the subcontractor shall ensure that they are oriented to (insert company name)'s safety program and site requirements.

Where applicable the subcontractor shall ensure that they have a Certificate of Recognition or be in receipt of a Letter of Good Standing from the Nova Scotia Construction Safety Association or equivalent, a Letter of Clearance from the Workers Compensation Board of Nova Scotia and a current copy of General Liability Insurance.

The subcontractor shall ensure that they submit all documentation required by (insert company name) as requested. The subcontractor shall also participate in all activities related to health and safety as directed by the contractor.

While working on (insert company name)'s worksite the subcontractor shall ensure that they report all hazardous occurrences as well as doing everything reasonable and practicable to ensure the health and safety of every persons at or near the workplace as per the Nova Scotia Occupational Health and Safety Act.

Subcontractors will provide documentation to (insert company name) to verify compliance with this policy.

Acknowledged by:

Subcontractor:

Company Name:

Sign and Date:

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Contractor Representative:

Company Name:

Sign and Date:

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