



## General Health and Safety Expectations

### Contractors

Please review the following expectations with workers including subcontractors prior to the start of work on EIPS sites.

- ❑ Contractors<sup>1</sup> are responsible for the health and safety of themselves, their employees (including subcontractors) and for ensuring that their work does not endanger any other persons that may be in proximity (e.g., students, staff, visitors etc.) to their work activities.
- ❑ Contractors shall follow applicable occupational health and safety legislation, Division and site-specific health and safety requirements.
- ❑ Contractors and their employees and subcontractors shall complete the Elk Island Public Schools (EIPS) [Contractor Health and Safety-General Orientation](#) and participate in a site or department specific health and safety orientation with the Prime Contractor or EIPS representative **prior to** the commencement of work. Bus Contractors complete the orientation provided by Student Transportation.
- ❑ Contractors may be asked to provide an acceptable federal police security clearance if working near children.
- ❑ Contractors must follow all applicable Division and public health infection control protocols.
- ❑ Contractors shall conduct regular field level hazard assessments of their work tasks to identify site-specific hazards, conditions, and controls.
- ❑ Contractors shall conduct formal and informal inspections of their work areas and provide records of these inspections when requested.
- ❑ Contractors shall take immediate corrective action when unsafe conditions are identified.
- ❑ All incidents, injuries, near misses and unsafe conditions shall be immediately reported to the supervisor and the EIPS representative.

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<sup>1</sup> Contractor means any third-party vendor including the prime contractor's company, contractor's company, their employees and the companies of subcontractors, consultants, vendors, and self-employed persons that do work on EIPS worksites.



- ❑ Copies of hazard assessments, health and safety inspections and incident investigations associated with the work shall be provided if requested by EIPS.
- ❑ Where applicable, contractors shall follow site emergency protocols during all EIPS drills and emergencies.
- ❑ Contractors shall always wear identification while conducting work on EIPS property and follow site visitor protocols posted near the building visitor sign in/out log or the after-hours logbook by the building security panel.
- ❑ Contractors shall always maintain good housekeeping in their work areas and keep their tools/equipment in safe working condition.
- ❑ No smoking or vaping is permitted on EIPS premises including inside vehicles.
- ❑ No photography or video is permitted on Division premises without permission from the site administrator.
- ❑ EIPS is an allergy aware workplace. Contractors are expected to cooperate with initiatives that limit or eliminate the use of certain food products, or scents including personal care products.
- ❑ Consult with the EIPS representative before using odorous products that might impact health sensitive individuals.
- ❑ Contractors shall only use products/chemicals approved for use in the school environment.
- ❑ Be mindful of children and staff when operating vehicles or equipment on or near school property. Use a spotter and/or honk horn and slowly back into parking stalls. Be aware of bell schedules to avoid and pick up drop off times.
- ❑ Contractors that work alone must establish a working alone protocol that includes a communication system that ensures assistance is readily available in the event of an emergency.
- ❑ Failure of a contractor to report incidents, correct unsafe conditions or comply with health and safety requirements may result in work stoppage and removal of the contractor from EIPS property. EIPS representatives have the right to stop unsafe work, refuse entry to EIPS premises or terminate a contract or agreement.
- ❑ The *Prime Contractor- Health and Safety* (when required by legislation) is responsible for coordinating and implementing a **Health and Safety Plan** that ensures all employees/employers/contractors comply with health and safety requirements established by local, provincial, and federal acts, regulations and codes, and contract documents. The prime contractor shall ensure these health and safety expectations are communicated to all contracted employers (including subcontractors) and workers at the worksite for the duration of the project and monitor to ensure they are being complied with.