



**CONSTRUCTION SAFETY
ASSOCIATION OF MANITOBA**

Practical Solutions for a Safer Workplace

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Sub-Contractor Safety Workbook

LET'S KEEP HAMMERING IT HOME

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MANITOBA CONSTRUCTION CONFERENCE
EDUCATION: SAFETY HEALTH ENVIRONMENT & CONSTRUCTION SKILLS



WASP
WESTMAN ASSOCIATION
OF SAFETY PROFESSIONALS

"Taking the sting out of SAFETY"



**SAFE
WORK**

SAFE
SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY

1. Builder / Prime Contractor Legislation

As soon as there are two or more employers on the worksite at the same time, the owner of the land or building assumes the role of Prime Contractor. The owner may transfer this responsibility by entering into an agreement with another competent party.

The Prime Contractor is responsible for ensuring compliance with the Workplace Safety and Health Act and applicable regulations (Construction; Noise; Fall Protection; First Aid, etc.).

In relation to a residential subdivision, each lot purchased by an independent builder is classified as a worksite; and **each builder would be identified as the prime contractor for their worksite**. In order to comply with the current legislation, the prime contractor can meet their obligations by:

- Developing a system/process to manage health and safety compliance at the worksite.
- Implement the system/process ensuring it is communicated to all at the worksite and that they are involved in the system/process.
- Monitor the system/process to ensure compliance is being met by all on the worksite.

Generally, you should ensure all subcontractors on site follow their safety responsibilities on the following page. At minimum, the following documentation must be collected:

Submitted PRIOR to Start-up:

- Contractor Compliance Declaration
- Contractor Orientation Form
- Contractor Hazard Assessment Form
- MSDS Sheets for any WHMIS controlled products

Submitted WEEKLY:

- Contractor Inspection Form
- Contractor Toolbox Talk Form

2. Site Signage

Remember that the government deems construction to be a hazardous occupation and you are responsible to do everything reasonable and practicable to protect others from harm – this includes the new home owners and the general public.



RESTRICTED AREA
Authorized Personnel Only
 All persons must contact Site Supervisor before entering

Employer: _____
 Contact: (204) _____
 First Aid: (204) _____ OR 911

First Aid Kit: ON SITE or in Service Vehicle
 First Aiders: ON SITE

Safety Rep: ON SITE or contact employer

Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
 All persons entering this site must wear:

Hard Hat _____
 Safety Footwear _____
 Eye Protection _____
 Hearing Protection _____
 Other: _____

Winnipeg: 204-775-3171 Brandon: 204-728-3456

NOTE: WSH Regulation ALL BUILDERS TO POST A SIGN with the above listed items. If the hazards warrant, you may also need to secure the site (i.e. fencing and warning tape)

It is in your best interest to make the home owner aware of potential risks – create a ‘safety’ clause and declaration to ensure any visits to homes under construction are scheduled and under your supervision (PPE should be made available to them).

3. Sanitary Facilities

Builders are responsible for ensuring that sanitary facilities arrangements are available for workers in homes under construction. This would include washroom facilities (normally a port-a-potty and hand sanitizer or water/soap).

4. Sub-Contractor Information

It must be pointed out that every sub-contractor or self employed persons on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities – in a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

NOTE: The Prime Contractor is to ensure Sub-contractors comply with the WSH Act & Regulations – ie: a system to manage WSH on site. It is the Sub-contractors responsibility to actually ensure their workers comply with the WSH Act & Regulations

Further, each subcontractor must abide by the WSH Act and WSH Regulation;

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn

NOTE: ALL Sub-Contractors must have a copy of the WSH Act & Regulation readily available on site.

5. PPE – Personal Protective Equipment

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”.

The WSH Regulation requires ALL WORKERS on a construction site to have Hard Hats and Safety Footwear

It is also a requirement to ensure ALL WORKERS working above 10ft are protected from falling – This would include either Guardrails or wearing FALL PROTECTION. Note: There are very few allowances that would allow the use of a Safe Job Procedure in replacement of full fall protection.

6. Emergency Preparedness

No matter how complete your safety program is or how careful you are, there is always a risk of an emergency. Emergency preparedness means having plans and resources in place to deal emergency situations at the workplace.

All job sites must have emergency contact information posted in a prominent location – ie: SITE SIGN (see section 2)

At minimum, all subcontractors must have plans in place and their workers are aware of emergency procedures :

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack on fire; and
- Promptly contacting outside agencies for assistance

The WSH Regulation requires the following FIRST AID capabilities:

- **Employer Responsibilities:** Employers must, as required by this Regulation, provide first aid services and maintain first aid equipment and supplies at the work site for their workers.
- **Prime Contractor Responsibilities:** ensure that the first aid services, and first aid equipment and supplies, are available at the work site.
- **High Hazard Work:** Residential Construction has been deemed high hazard work.

The number of qualified First Aiders on a residential construction site depends on number of workers and the distance the worksite is from a medical facility:

# of Workers	Close work site	Distant work site	Isolated work site
1 – 10	0	First Aider – Level 1	First Aider – Level 2
11 – 40	First Aider – Level 2	First Aider – Level 2	First Aider – Level 3
1 - 100	First Aider – Level 2	Two First Aiders Level 3	Two First Aiders Level 3

SITE START-UP REQUIREMENTS

The Builder or Prime Contractor is fully responsible to ensure that all persons coming onto their construction site comply with the WSH Act & Regulations.

Each sub-contractor on site has the same legal responsibilities of an Employer as described under the WSH Act – and must “Share Required Information”. Sub-contractors must also comply with the WSH Act and its Regulation.

This is not only a company requirement, but your **LEGAL DUTIES** and **RESPONSIBILITIES**.

The site supervisor (area supervisor of the Builder) should ensure that all areas are completed.

For further assistance and resources, please contact your Construction Safety Association of Manitoba.



Winnipeg Office: 775-3171

Brandon Office: 728-3456

www.constructionsafety.ca

Ensure for each jobsite PRIOR to Start Up
<i>Ensure Readily Available</i>
• Company Safety Manual
• WSH Act & Regulation
• Communication Device
• Fire Extinguishers
• First Aid Kit and Log Book
<i>Post in Prominent Location</i>
• Construction Site Signage (see CSAM sample)
• PPE Site Signage (see CSAM sample)
• Emergency Phone Numbers
Ensure the following is conducted PRIOR to Start Up
• Sub-Contractors have received their SITE ORIENTATION
• Sub-Contractors have submitted: <ul style="list-style-type: none"> ➤ DECLARATION FORM ➤ HAZARD ASSESSMENT ➤ MSDS SHEETS
Ensure the following is conducted WEEKLY
• Sub-Contractors have conducted and submitted: <ul style="list-style-type: none"> ➤ INSPECTION FORM ➤ TOOLBOX TALK



SUB-CONTRACTOR ORIENTATION

The site supervisor for EVERY Sub-Contractor must receive this orientation and ensure he/she conducts an orientation with all his/her workers coming on site

Company: _____	Name: _____	Date: _____
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Introduction

- Company Commitment to Safety
- Small Employer COR Certification

Responsibility on Site

- Prime Contractor
- Employer
- Supervisor
- Worker
- Supplier
- Worker Safety Representative

Emergency Planning

- First Aid
- Contacting Outside Agencies
- Transport to Medical Facility
- Fire

Personal Protective Equipment REQUIRED AT ALL TIMES

- Hard Hats
- Safety Boots/Shoes

Personal Protective Equipment REQUIRED as needed

- Fall Protection
- Hearing Protection
- Safety Glasses
- Respirators

ON SITE SAFETY FORMS REQUIRED

Safety Forms Submitted PRIOR to Start-up

- Compliance Declaration
- Hazard Assessment
- Contractor Orientation Form
- MSDS Sheets

Safety Forms Submitted WEEKLY

- Inspection
- Toolbox Talk

Forms Submitted IMMEDIATELY

- Incident or Accident
- STOP Work Order (WSH Division)
- IMPROVEMENT Order (WSH Division)

Confirmation of your Worker Training SAFETY PASSPORT or other certificates

- Fall Protection
- WHMIS
- Safe Job Procedures
- Other

Contractor Supervisor Signature

Orientation Conducted By:

SUB-CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the Builder or Prime Contractor will be undertaken in a safe manner, the following declaration must be signed and submitted prior to start-up

Submitted To: _____

Company Name: _____

Address: _____

Construction Safety Association of Manitoba Safety Program Information

COR or SECOR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Prime Contractor respecting my company's safety and health requirements when working on their site. I will do everything reasonable and practicable to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Legislation and the Trades Safety Guidelines.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control both the existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171
Westman Office: Brandon (204) 728 – 3456
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SAFETY H.I.T. LIST



SAFE WORK

SAFE
SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY

HAZARD ASSESSMENT INSPECTION TOOLBOX TALK

Company Name: _____ Supervisor: _____
 Builder / Prime: _____ Location: _____

Pre-Start Checklist Completed By: _____ Date _____

Construction Site Signage Sub-Contractor Orientation Public Protection
 Contact Numbers Workplace Safety Act & Regulation Other: _____
 MSDS Sheets Communication Device Other: _____
 Fire Extinguisher First Aid Supply/Eyewash Other: _____
 Washroom Facility Excavation permit/Utility Clearance Other: _____

NOTE: If any items are missing, contact the Builder prior to startup.

**EMERGENCY
CONTACT NUMBERS**

Builders Contact

Builders Phone #

Workplace Safety & Health
 Winnipeg: 945-3446
 Brandon: 726-6361
 Toll Free: 1-800-282-8069

Workers Compensation Board
 954-4321

Fire/Police/Ambulance
 9-1-1

Other: _____

Hazard / Inspection Checklist Completed By: _____ Date _____

OK Fix Emergency Response OK Fix PPE OK Fix Tools & Equipment
 OK Fix First Aid Kit OK Fix Fire Extinguisher OK Fix Housekeeping
 OK Fix Ladders/Walkways OK Fix Signage OK Fix Guardrail
 OK Fix Lockout/Tagout OK Fix WHMIS/MSDS OK Fix Utilities (Marked/located)
 OK Fix Electrical Panel OK Fix Access/Egress OK Fix Heights/Fall Protection
 OK Fix Other: _____ OK Fix Other: _____ OK Fix Other: _____

Hazard	Control(s)	Completion Date	By Whom

WINNIPEG HOSPITALS

CONCORDIA
1095 CONCORDIA

GRACE
300 BOOTH

HEALTH SCIENCES
820 SHERBROOK

MISERICORDIA
99 CORNISH

ST. BONIFACE
409 TACHE

VICTORIA
2340 PEMBINA

OTHER

Toolbox Talk Completed By: _____ Date _____

Topics Discussed	Workers' Comments	Corrective Action Taken
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attendance:

_____	_____	_____
_____	_____	_____