
Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Contractor Safety Agreement](#)

[Contractor Orientation](#)

Legal/Regulatory Reference:

[Manitoba Workplace Safety and Health Act](#)

The Interlake School Division (ISD) is committed to workplace safety and health practices that:

- enhance its learning environments and workplaces;
- adhere to the Manitoba Workplace Safety and Health Act and Regulations;
- fulfill the Division's obligations as an employer and under the Act.

Accordingly, and as mandated by section 4(1) of the [Manitoba Workplace Safety and Health Act](#), the Division will "ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its workers". The Division is committed to preventing occupational illness and injury for all employees and all prime contractors and sub-contractors that provide it services. The Division recognizes that advance planning and organization of projects associated with construction, maintenance, and demolition work can reduce accompanying risks and hazards, and that such projects require a system of accountability that clearly outlines each party's responsibility for the protection of the health for all workers involved in the project.

A. Definitions

For the purposes of this Procedure, the following definitions taken from section 1 of the Manitoba Workplace Safety and Health Act shall apply:

Contractor - a person who, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a workplace.

Prime Contractor - means the prime contractor for a construction project referred to in Section 7 of the Manitoba Workplace Safety and Health Act.

Employer - every person who, by himself or his agent or representative employs or engages one or more workers.

Owner - in relation to any land or premises used or to be used as a workplace, includes a) a trustee, receiver, mortgagee in possession, tenant, lessee, licensee or occupier of the land or premises, and b) a person who acts for or on behalf of an owner as an agent or delegate

Construction Project - a) the construction, demolition, repair, alteration or removal of a structure, building, complex, street, road, highway, pipeline, sewage system or electrical telecommunication or transmission line, b) the digging of, working in or filling a trench or excavation, c) the installation, modification, repair or removal of any equipment or machinery or, d) any work prescribed by regulation as a construction project.

B. Responsibilities

The Act and Regulation outline specific duties of employers, supervisors, workers, self-employed persons, prime contractors, contractors, owners and suppliers, notably including but not limited to the following:

1. The Employer and the Prime Contractor must conduct regular inspections of the workplace and of work processes and procedures involved. Where a risk is identified, steps must be taken as soon as is reasonably practicable to ameliorate the hazard. Short-term corrective actions must be taken immediately to ensure the safety and health of any person who may be at risk.
2. The Prime Contractor, or where there is no Prime Contractor, the Employer, must post the following information in a conspicuous area:
 - name of Prime Contractor or employer (as applicable);
 - location of any first aid service;
 - name and telephone number of the person who can be contacted about safety and health matters on the site; and
 - contact information for the committee and the representative, as applicable.

C. Procedures

All contractors employed by the Division shall follow this Procedure and the Regulations as set forth in the [Manitoba Workplace Safety and Health Act](#).

1. The Superintendent/CEO (or designate) shall ensure that all contractors complete the Contractor Safety Agreement and provide the Division with the required documents. These include but are not limited to:
 - WCB clearance letter
 - Certificate of insurance
 - Current COR certificate and letter of good standing, if applicable
 - SDS sheets for products brought to site, if applicable
 - Safe work procedures for any high hazard work
 - WHMIS certificates for all workers using controlled products
 - Fall protection certificates for all workers working at heights over 3m/10ft.
 - Other applicable training certificates (aerial lift, crane certification, etc.)

2. Contractors employed by the Division must:
- Provide a documented orientation to all workers coming to site
 - Conduct and document regular site inspections
 - Immediately report all incidents and near misses to the Division
 - Immediately report to the Division all improvement or stop work orders issued by Manitoba Workplace Safety and Health.