
 <b>HEALTH &amp; SAFETY POLICY</b> <b>HS-005</b>	<b>DEPARTMENT:</b>	<b>INQUIRIES TO:</b>	<b>TOPIC:</b>
	All	Joint Health & Safety Committee	Contractor Safety Management
	<b>ISSUED:</b>	<b>REVIEW DATE:</b>	<b>APPROVED BY:</b>
	January 2020	December 2020	 <hr/> President & CEO

## 1.0 Purpose

- 1.1 The purpose of the policy is to assure the health and safety of all contractors working on Yukon Energy projects. Yukon Energy requires contractors to maintain the same health and safety responsibilities and standards that apply to employees.
- 1.2 This policy, contractual terms, and conditions will reflect and preserve the independent contractor/owner relationship.
- 1.3 Yukon Energy will monitor compliance with the health and safety programs established with the contractor through the contractual obligations outlined in the agreement between Yukon Energy and the contractor. It is the contractors' responsibility to ensure compliance of the Yukon's Occupational Health and Safety Act and its Regulations.

## 2.0 Classification of Contractors

- 2.1 There are two general classifications of contractors executing work, under agreements, to Yukon Energy:

**General Contractor** - a legal entity, (a sole proprietor, partnership or company, as defined by governing legislation), awarded a Yukon Energy contract. The contractual relationship is between Yukon Energy and the General Contractor.

**Subcontractor** - a subcontractor is a legal entity (a sole proprietor, partnership or company, as defined by governing legislation), awarded a subcontract by a general contractor, who, in turn, has a contract with Yukon Energy. The contractual relationship is between the general contractor and the subcontractor. There is no contractual relationship between Yukon Energy and the subcontractor.

- 2.2 General Contractors will be required to ensure that any contractual relationships (subcontracts), entered into as a result of the initial contract with Yukon Energy, will integrate all of the terms and conditions that relate to the work, with those subcontractors.

## 3.0 Workers Compensation Board Requirements

- 3.1 The Yukon Workers' Compensation Health and Safety Board (YWCHSB) set the minimum health and safety standards, (see "**Yukon Occupational Health and Safety Regulations**", available by calling YWCHSB at 867-667-5450) for all Yukon Energy projects. Yukon Energy may supplement these requirements depending upon the size and nature of the project. These supplements/conditions shall be included in Yukon Energy contract documents, when applicable.

#### **4.0 Workers Compensation Board Account**

- 4.1 All Yukon Energy contracts shall contain the following condition:  
“The Successful Contractor shall provide a **"Letter of Good Standing"** from the Yukon Workers Compensation Board prior to first payment and a **"Letter of Clearance"** from the Yukon Workers Compensation Board prior to the last payment”.

#### **5.0 Compliance**

- 5.1 Compliance by a contractor, to all of the conditions contained in the initial agreement, including those regarding health and safety terms and conditions is mandatory at all times, in all Yukon Energy contracts.
- 5.2 The contractor will be held accountable for financial over-runs or time delays attributed to non-compliance.
- 5.3 Contractors will be evaluated on health and safety performance when the project is complete. Contractors who fall short of the established health and safety standards will be restricted from bidding Yukon Energy projects until such time as Yukon Energy is satisfied that the contractor is able to rectify previous performance deficiencies and is able to meet current Yukon Energy health and safety standards.

#### **6.0 Establishment of Project Health and Safety Requirements**

- 6.1 Prior to commencing any contract work, Yukon Energy shall appoint a project leader who will monitor overall responsibility for contractor health and safety performance. The project leader will determine the exposure(s) for injury or illness associated with each phase of the project. However, the obligation remains with the contractor to assess existing and potential risks or hazards associated with the project.
- 6.2 When the risks or hazards cannot be eliminated, it is necessary to develop procedures to manage and control the risks and hazards associated with the project. The health and safety requirements whether fixed by regulation or by Yukon Energy, must be clearly defined and an acceptable level of performance established. Yukon Energy, in conjunction with the contractor will then decide the best means to manage the risks and hazards to ensure the well being of personnel, during the project.
- 6.3 Project leaders must include any known risks or hazards in the scope of work outlined to the contractors.
- 6.4 It is essential that the contractor employ only adequately trained, qualified and experienced people on Yukon Energy projects.
- 6.5 Yukon Energy and the contractor shall agree on the performance monitoring method that will be used during the life of the project. It is important that there is a process whereby deficiencies shall be identified and corrected.

6.6 In the event of an incident, the reporting requirements and Yukon Energy investigation protocol shall be strictly adhered to.

6.7 The above requirements shall be clearly set out in the bid documentation. When the bid process is not used, the health and safety requirements must be communicated to the contractor in writing, and included as a condition to any agreement.

## **7.0 Pre-Job Site Visitation**

7.1 As part of the bid process, and prior to contract award, the project manager and the contractor(s) may visit the job site, at the request of either party. This shall be of critical importance when a contractor performs work that is outside of Yukon Energy's area of expertise.

## **8.0 Contractor Health and Safety Qualifications**

8.1 The contractor may be required to provide health and safety statistical data for the previous three years, if requested by Yukon Energy.

8.2 The need for appropriate COR (Certificate of Recognition) or equivalent will be identified by the contracting authority in the tender documents.

8.3 Contractors bidding on construction projects must submit proof of their certification with their bid documentation. Successful bidders must maintain their certification until the completion of the project.

## **9.0 Contractor Safety Orientation**

9.1 Prior to beginning work, the Manager, Health and Safety, the Safety Coordinator, the Project Manager or Yukon Energy's designate, shall conduct a Contractor Safety Orientation. The general contractor shall ensure that all contractor employees, subcontractors and subcontractor employees attend. Hazards and precautionary measures will be discussed. Emergency plans, site security requirements, and program plans will be communicated, thoroughly reviewed and accepted by all attendees. This includes but is not limited to identifying any applicable permits or licences and performing reviews of JSA's or Tailboard documents.

9.2 The general contractor shall ensure any new employee; subcontractor and their employees receive orientation prior to beginning work on any Yukon Energy project.

## **10.0 Monitoring Work in Progress**

10.1 Yukon Energy will monitor contractor compliance with the health and safety requirements and will jointly share the responsibility with the Contractor, to regularly monitor the work in progress. The frequency of monitoring will depend upon the level of risk present at the job site.

