

	HEALTH & SAFETY POLICY HS-005	DEPARTMENT:		INQUIRIES TO:	TOPIC:
		All		Joint Health & Safety Committee	Contractor Safety Management
		ISSUED:		REVIEW DATE:	APPROVED BY:
		October 2025		December 2025	 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 Yukon Energy 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 three general classifications of contractors executing work, under agreements, to Yukon Energy:

Prime Contractor: A legal entity (a sole proprietor, partnership or company, as defined by governing legislation), awarded a Yukon Energy contract that specifically outlines the relationship between Yukon Energy as the Owner and the legal entity as the Prime Contractor. The Prime Contractor must;

- co-ordinate, organize and oversee the performance of all work on the project and conduct their own activities in a manner that ensures, as far as is reasonably practicable, the health and safety of every person at or near the project site;
- ensure that the owner and every employer, supplier or self-employed person who is at a project site is made aware of all known or reasonably foreseeable hazards or potential hazards to which workers, self-employed persons or other persons at or near the project site are likely to be exposed;
- co-ordinate the health and safety management systems of employers at the project site, if workers of two or more employers with those systems are working on the project;
- consult and co-operate with the committee or worker health and safety representative, as applicable, regarding the duties and matters of the committee or representative;
- respond within a reasonable time to any recommendations of the committee or worker health and safety representative; and
- immediately report the time, date, place and nature of a reportable incident, injury or death to the Yukon Workers Safety and Compensation Board.

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. In these scenarios, Yukon Energy is the Prime 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 Prime Contractors and General Contractors are 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' Safety and Compensation Board (YWSCB) set the minimum health and safety standards, (*Yukon Occupational Health and Safety Regulations*, available by calling YWSCB 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 or 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 Every project will have a Prime Contractor.

- 6.2 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.
- 6.3 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.
- 6.4 Project leaders must include known risks or hazards in the scope of work to the contractors.
- 6.5 It is essential that the contractor employ only adequately trained, qualified and experienced people on Yukon Energy projects.
- 6.6 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.
- 6.7 In the event of an incident, the reporting requirements and Yukon Energy investigation protocol shall be strictly adhered to.
- 6.8 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 Yukon Energy is committed to safety and requires all construction contractors to have a valid Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) or an Owner Operator Certificate of Proficiency (OCOP). Construction activities include;

- road surfacing
- gravel production
- brushing
- vegetation control
- alteration
- repair
- erection
- land clearing
- earth moving
- grading
- excavating
- trenching
- digging
- boring
- dismantling
- demolition
- structural maintenance
- painting
- drilling
- blasting
- concreting
- installation of machinery

- 8.2 There may be rare cases, such as with one-person rural operations, where it is not practical to become COR or SECOR certified. There also may be rare cases where a contractor possesses specialized equipment, processes or knowledge that is necessary, but the contractor is not COR certified. In these cases, a *COR Exemption Form* needs to be completed by the project manager and submitted with a copy of the contractors health and safety program to the YEC Manager, Health and Safety for approval. For projects under \$150,000, approval can be given by the YEC Manager, Health and Safety. Projects over \$150,000 require approval by an officer of YEC.
- 8.3 Contractors bidding on construction projects must submit proof of their certification with their bid documentation, preferably by a letter of reciprocity issued by Northern Safety Network Yukon (NSNY), but YEC may also accept a copy of the companies COR certification from their home issuing authority. Successful bidders must maintain their certification until the completion of the project. YEC honors COR from any other jurisdiction, however if a project is expected to last more than 12 months the contractor will be expected to obtain Yukon COR certification.
- 8.4 If a company is interested in bidding on a Yukon Energy contract and is in the process of getting COR certification, they can submit a letter from the NSNY stating what stage they are at in achieving COR. For the purpose of bidding this will be treated the same as if they were COR certified. The bidder will be required to successfully achieve COR certification prior to starting work on the project.
- 8.5 The contractor may be required to provide health and safety statistical data for the previous three years, if requested by Yukon Energy.

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 Job Safety Analysis' (JSA's) or Tailboard documents.
- 9.2 The Prime Contractor or General Contractor shall ensure any new employee; subcontractor and their employees receive orientation prior to beginning work on any Yukon Energy project.
- 9.3 The Prime Contractor shall ensure any person entering the worksite receive site specific health and safety orientation.

10.0 Monitoring Work in Progress

- 10.1 Yukon Energy will monitor contractor compliance with the health and safety requirements.

Related Forms

- *COR Exemption Form*