



# *Yellowhead County*

Health & Safety  
Contractors Orientation



# Health & Safety Policy

Yellowhead County has an Employee Health and Safety Policy. Overall, the Policy indicates that the County is committed to a strong safety program that protects its staff, its property and the public from accidents.

However, in order for the program to succeed it requires Managers, Supervisors, Workers and contractors to all be responsible and accountable for the overall safety initiatives.

Complete and active participation by everyone, everyday, in every job is necessary for the safety excellence the County expects.

An injury and accident free workplace is our goal.

In order to meet this goal Yellowhead County is committed to meeting or exceeding the Alberta Occupational Health and Safety Act, Regulation & Code.

# Contractor Responsibilities

- Promote health and safety awareness.
- Cooperate with the municipality in all matters of health and safety.
- Follow safe work practices and procedures.
- Comply with all municipal safety procedures.
- Advise the appropriate municipal personnel of any safety matters that may impact on the operations of the municipality.
- Provide the municipality with a copy of the contractors /contract services health and safety program as applicable to the job.
- Set a good example.
- Conduct regular inspections of your work area.



# County Safety Rules and Regulations

(applicable to Contractors)

1. Every contractor will adhere to the Alberta Occupational Health and Safety Act, Regulation and Code.
2. Cleanliness and order will be practiced in all work areas and at all times.
3. Fighting, wrestling or horseplay is **NOT PERMITTED** by anyone performing work for the County.



# County Safty Rules and Regulations

(applicable to Contractors)

4. Violent Acts, Harassment (of any form) and Bullying will NOT BE TOLERATED and will result in termination of contract.
5. Possession or use of intoxicating liquor or drugs while performing work for the County, is STRICTLY PROHIBITED and will result in termination of contract.
6. All cautionary, safety and warning signs are posted for a reason and must be abided by.
7. Contractors are required to comply with the personal protective equipment requirements as determined by Alberta Occupational Health & Safety or as identified on a Material Safety Data Sheet for any controlled products being used.

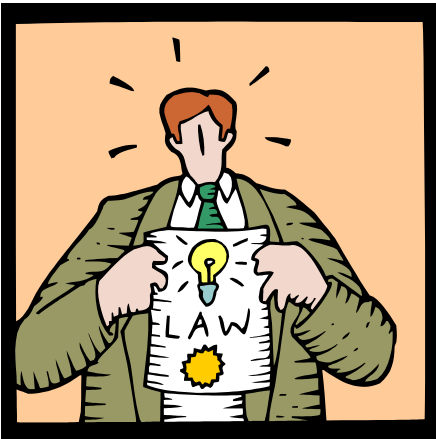


# County Safety Rules and Regulations

(applicable to Contractors)

8. Only qualified persons will operate equipment they are competent to operate.
9. Immediately report damage of County Property, County tools and/or equipment to your County Contact.
10. Report and record all unsafe conditions, incidents, injuries and near misses and submit a copy of the report/record to the County Health and Safety Coordinator.





# Occupational Health & Safety Legislation

Yellowhead County requires that all contractors are familiar with, and comply with the requirements outlined in the Alberta occupational Health & Safety Act, Regulation & Code.

- All contractors, unless otherwise identified within your contract, must maintain their account in good standing with the Workers' Compensation Board.
- The county will request clearances from the WCB to ensure contractor accounts are current.

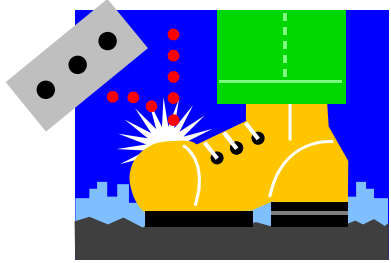


# Identification of Hazards or Unsafe Conditions

If you identify a potential hazard or unsafe condition that may affect the safety of yourself, one of your employees or a County Employee, STOP and immediately notify your County Contact who will have the condition remedied to prevent an incident from occurring.



# Personal Protective Equipment

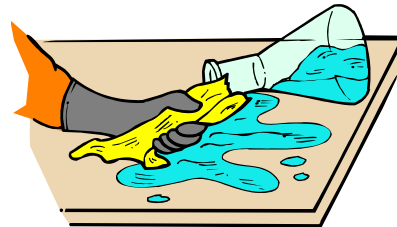


Depending on the location within the County that your services have been contracted for, there may be site specific personal protective equipment requirements. You are requested to discuss these PPE requirements with your County Contact and comply with them at all times.



# W.H.M.I.S

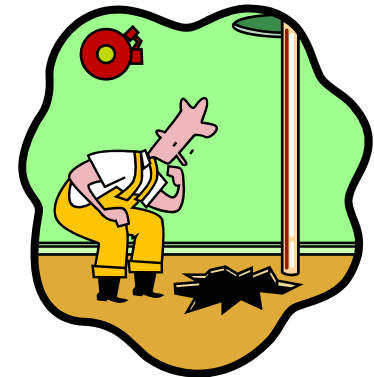
If the work that you are performing requires the use of any controlled products, all applicable staff must have current W.H.M.I.S Certification and must **have** received site specific training/instruction on the potential hazards associated with the products you are using.



# Incident Reporting

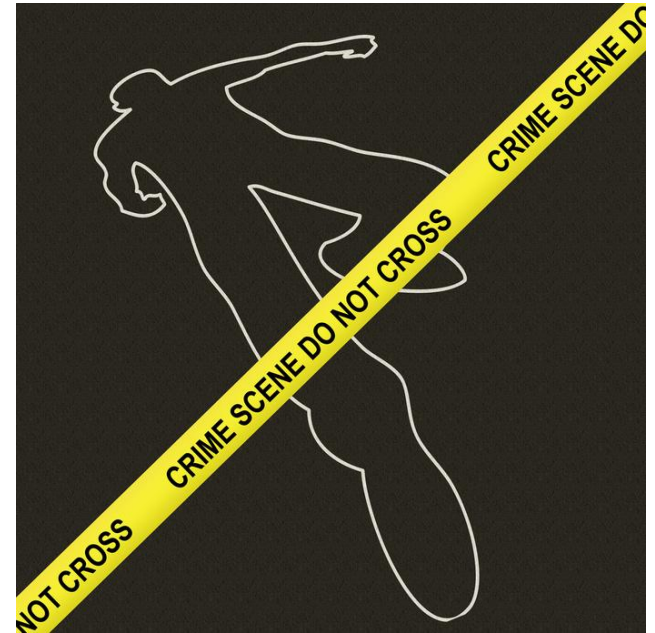


If you or one of your employees are involved in an incident while conducting work for Yellowhead County, you must inform either your County Contact or the Health and Safety Coordinator for the County, with all the facts surrounding the incident.





CALL 9-1-1 FOR ALL EMERGENCIES



# Orientation Paperwork

I thank you for taking the time to view Yellowhead County's Health & Safety Contractor Orientation.

Please print the next slide (contractor safety agreement) and complete the information on this form.

Upon completion, submit the form to your County contact.

By signing the Contractor Safety Agreement you indicate that the subjects have been presented to you and that you understand and agree with the requirements. Thanks again!

