

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **Contractors/  
Sub-Contractors**

Code - **A**

Policy Number: **8.70**

Date Approved: **Dec. 12/91**

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Date Last Revision: **Sept 13/05**

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- ◆ All outside Contractors/Sub-Contractors are responsible for the Health and Safety of their workers when working on County property or Road Projects and are required to adhere to the Occupational Health and Safety Act and Regulations.
  - ◆ All Contractors/Sub-Contractors must obtain and review the County's Health and Safety Policies and Rules with their workers prior to commencement of work on County property or Road Projects to ensure that they conform with the same safe operating procedures as County Employees.
  - ◆ The County Department Head or designate who arranges the Contractor/Sub-Contractor will be responsible for ensuring the County Policies, Safety Rules and a Contractor's Acknowledgement Letter are provided to the Contractor, and response documentation received prior to commencement of work. (see attachment 1 & 2).
  - ◆ If Contractors/Sub-Contractors or their workers are not working in compliance with the County Health and Safety Policies and rules or the Legislation the Department Head will take appropriate action, in the circumstances.
  - ◆ All Contractors/Sub-Contractors must provide to the County verification of their Workplace Safety and Insurance Board status by providing a current copy of their "Letter of good standing." If a Contractor/Sub-Contractor is not insured through the Workplace Safety and Insurance Board, the County Department Head who arranges the contract will determine whether or not to require the Contractor/Sub-Contractor to obtain this insurance prior to awarding the contract.

Date:

Address:

Dear Sir/Madam:

The County of Elgin is dedicated to operating at a standard which will establish our County as a leader in promoting and protecting the health and safety of all employees.

In fulfilling this commitment, our goal is to promote attitudes amongst our employees that will ultimately lead to reduction and elimination of workplace hazards.

We wish to emphasize to all prospective bidders, that we expect the same standards to be upheld by them and their employees while on County property or Roads Projects.

We require that Contractors/Sub-Contractors review all County Health and Safety Policies and Rules, relevant to the work to be performed, as determined by the Department Head, with their employees prior to commencement of work and that procedures, worker training and enforcement conforms with legislated requirements.

Violations of County Policies, Rules or Legislation by any Contractor, Sub-Contractor or their employees may be considered a breach of contract.

Please complete the attached form and return it to the County of Elgin with the requested Workplace Safety and Insurance Board information.

Yours truly,

for The County of Elgin

**ACKNOWLEDGEMENT OF HEALTH AND SAFETY  
COMPLIANCE LETTER**

COMPANY: \_\_\_\_\_

AUTHORIZED SIGNING OFFICER  
(SIGNATURE): \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_ The letter of Safety Compliance from the County of Elgin was received and understood.

\_\_\_\_\_ The County of Elgin's Health and Safety Policies and Health and Safety Rules have been reviewed and understood by all Supervisors and Employees.

\_\_\_\_\_ A copy of Workplace Safety and Insurance Board "Letter of good standing" is attached.

- ◆ Please return this completed form to the sender prior to commencement of any contract work.