

**TOWN OF MIDDLETON
CODE E - OCCUPATIONAL HEALTH & SAFETY**

Subject: Contractors/Sub-Contractors

Number: 5.1

Coverage: Staff, OH&S, Council, & Contractors

Approved by: OH&S, Council, & CAO

Effective Date : June 2, 2014

Revision Date:

Policy Statement

The Town of Middleton is committed to maintaining a safe and healthy workplace through the active participation and support of our Health and Safety Program. As part of our commitment to this program, we must pre-approve those who may be providing us with sub-contract work.

Objectives

1.0) General

As part of the qualification process, we require all potential sub-contractors to provide us with the following general documentation;

1. A letter of good standing with the NS Workers' Compensation Board (clearance letter)
2. Safety Certification, NSCSA letter of good standing, or equivalent
3. Current, and acceptable, general liability insurance coverage

In addition, all sub-contractors that work on the Town's job sites are further required to submit the following documents;

1. General safety plan for the project including co-operation agreement
2. Completed hazard assessment form
3. Copies of employee training records, where requested

At all times, the sub-contractor will abide by all Town of Middleton policies including, but not limited to, Person Protective Equipment, use of drugs/alcohol, and the general site rules and disciplinary procedures.

The Town of Middleton's project representative will be provided with all related documentation to verify the ongoing activities related to health and safety as dictated by corporate policy and the nature and complexity of the project.

In the event of a small contractor, the Town of Middleton may waive the WCB, Safety Certification and general liability insurance. These items will be covered under the Town of Middleton.

References

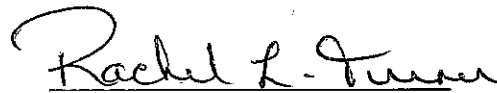
Province of Nova Scotia - *Occupational Health and Safety Act.*

Previous Policies

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of June, 2014.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 2nd day of July, 2014.



Rachel L. Turner
Chief Administrative Officer