



# CONTRACTOR HEALTH AND SAFETY GENERAL ORIENTATION



# INSTRUCTIONS

1. Read each slide carefully.
2. At the end of this orientation, you will be asked to submit an online acknowledgement form which will be forwarded to the applicable Elk Island Public Schools (EIPS) representative.
3. This form must be received prior to the start of work at EIPS.



# INTRODUCTION



Elk Island Public Schools is one of Alberta's largest school divisions serving approximately 17,000 students in 42 schools.

We employ approximately 860 full-time teaching staff and 500 full-time non-teaching staff.

## School Locations

- 19 - Sherwood Park
- 5 - Rural Strathcona County
- 5 - Lamont County
- 9 - City of Fort Saskatchewan
- 4 - Vegreville (County of Minburn)

# INTRODUCTION

At Elk Island Public Schools (EIPS), no activity is more important than ensuring effective measures are in place to protect the health and safety of our staff, students, volunteers, visitors and contractors.



# HEALTH AND SAFETY POLICY

The Division Health and Safety Policy outlines this commitment.

Look for it posted near the main entrance in each of our facilities.

PLEASE READ POLICY

## HEALTH + SAFETY

### Commitment

Elk Island Public Schools (EIPS) is committed to the physical, psychological and social well-being of its students, employees, volunteers, visitors and contractors by providing safe, healthy and injury-free learning and working environments.

### Continuous Improvement

Health and safety is essential to EIPS' excellence as a school division and a part of everything it does. The Division's commitment includes providing the necessary resources to meet all applicable legislation and regularly reviewing the health and safety program to improve its effectiveness.

### Shared Responsibility

Health and safety is a shared responsibility between the Board, Superintendent, leadership staff, supervisors, employees, students, volunteers, visitors and contractors. All stakeholders are expected to take reasonable care to protect themselves and others, model safe work behaviours and support a positive health and safety culture.

  
Sandra Stoddard



August 3, 2023

# OCCUPATIONAL HEALTH AND SAFETY (OHS)

Is a discipline concerned with protecting the safety, health and welfare of people engaged in work/employment.



# OCCUPATIONAL HEALTH AND SAFETY (OHS)

At Elk Island Public Schools (EIPS), all employees, students, volunteers, visitors and **contractors** have the right to a safe and healthy working and learning environment.



# CONTRACTOR DEFINITION

Third-party vendors provide a wide variety of services at EIPS.

*Contractor* generally means any third-party vendor including the contractor's company, the prime contractor's company and the companies of subcontractors and their employees.

The complexity, risk and scope of services provided by third-party vendors varies along with OHS and orientation requirements.





# CONTRACTOR HEALTH AND SAFETY

All contractors who work on EIPS sites are responsible for the health and safety of themselves and their employees, and for ensuring their work does not endanger other persons who are in proximity to their work activities (e.g., students, staff, visitors and other contractors).



# CONTRACTORS (CLASS 1)

Class 1 contractors are utilized by Facility Services, Student Transportation and Information Technologies are generally longer-term contractors performing higher-risk work.

They are typically chosen through invitations to tender or requests for proposal.

## EXAMPLES

Major construction/renovations

Maintenance activities (e.g., fire system inspections, exhaust duct cleaning, asbestos abatement, elevator inspection, etc.)

Custodial Services

School Bus Operators

Network Installers



## CONTRACTOR (CLASS 1)

Contractors and their employees/subcontractors performing higher-risk or longer-term work must participate in a general **and** site-specific EIPS orientation **prior to** the commencement of work.

In some cases, a Certificate of Recognition (COR) for their health and safety program is required and/or submission of a health and safety plan.



## CONTRACTOR (CLASS 1)

Class 1 contractor and their employees and subcontractors must complete this orientation module and submit an online completion acknowledgement form prior to the start of work .

A site-specific orientation delivered by an EIPS representative is generally also required.

# EIPS CONTRACTORS (CLASS 2)

Class 2 contractors support school or department operations and programs. Their work is generally of shorter term and lower risk.

Health and safety requirements and the need for a written contract or service agreement are based on the scope of work and the risk posed.

## EXAMPLES

Guest speakers

Consultants (auditors, engineers)

Artists in residence

Sports activities (instructors, referees)

Water delivery

Furniture installers





## CONTRACTOR (CLASS 2)

Class 2 contractors must follow site-specific visitor protocols.

A hazard assessment of the work performed may be requested.

If work is of higher risk or longer than one day, completion of the **Contractor Health and Safety Orientation** and a site specific OHS orientation may be required.

# EIPS HEALTH AND SAFETY PROGRAM

EIPS participates in the Partners in Injury Reduction (PIR) Program and is COR Certified.

Our health and safety program includes these elements.....



Certifying Partner

**AASP** Alberta Association  
for Safety Partnerships

1. Organizational Commitment
2. Hazard Assessment and Control
3. Health and Safety Committee
4. Orientation and Training
5. Visitor and Contractor Safety
6. Workplace Inspections
7. Emergency Preparedness/Response
8. Incident Investigation

# RESPECTFUL WORKPLACE

Elk Island Public Schools is committed to ensuring that all students, staff, visitors, volunteers and contractors are provided with welcoming, caring, respectful, safe and healthy learning and working environments that respect diversity and foster a sense of belonging.





# RESPECTFUL WORKPLACE

All individuals have a right to an environment free from discrimination, bullying, intimidation, harassment and violence.

These behaviours are unacceptable and will not be tolerated.



# WHO IS RESPONSIBLE FOR HEALTH AND SAFETY?

**EVERYONE!**

Board of Trustees  
Superintendent

Principals  
Directors  
Assistant Principals  
Supervisors

Staff  
Students  
Volunteers/Visitors  
**Contractors/Prime Contractor**

# DIVISION RESPONSIBILITIES

The Division is responsible for ensuring the health and safety of all employees, students, visitors, volunteers and contractors while they are at the worksite **AND**

Ensuring contractors are made aware of all known or reasonably foreseeable health and safety hazards/risks to which they are likely to be exposed.



# CONTRACTOR RESPONSIBILITIES

As a contractor, you have the responsibility to work in a safe and healthy manner, follow legislation and the requirements outlined in this orientation and any location-specific rules.

You are responsible for keeping yourself and others at the worksite safe.

Safe work practices and procedures must be followed for all on-site activities.



# CONTRACTOR RESPONSIBILITIES

Contracted services that direct the activities of others must ensure the employees under their supervision:

1. clearly understand EIPS requirements and the job hazards
2. are suitably trained to perform their work in a safe/efficient manner
3. report unsafe conditions and incidents so they can be investigated and corrected in a timely manner



# CONTRACTOR RESPONSIBILITIES

As a contractor, it's your responsibility to correct unsafe work behaviours and deal with any concerns that are brought to your attention.

Failure to report incidents or follow safe work practices and procedures may result in termination of a contract or service.

Work with your EIPS representative to resolve any issues.



# PRIME CONTRACTOR RESPONSIBILITIES

Some contractors are delegated the role of prime contractor for health and safety in situations where multiple contractors and employers are involved (e.g., new school construction or modernization).



# PRIME CONTRACTOR RESPONSIBILITIES

The prime contractor co-ordinates the overall health and safety management at the worksite between multiple employers.

Health and safety expectations are communicated by EIPS to the prime contractor through contract documents and prior to project start up. These expectations are monitored throughout the project.





# PRIME CONTRACTOR OHS ORIENTATION

The prime contractor must ensure the EIPS ***Contractor Health and Safety Orientation***, and their project **Health and Safety Plan** are reviewed with employees and the employees of subcontractors involved in all phases of the project prior to the commencement of work activities and throughout the project duration.



# HAZARD ASSESSMENTS

Hazard assessments must be completed prior to the commencement of work and throughout the performance of work as required by legislation (e.g., field-level hazard assessments).

Contractors may be required to submit copies of hazard assessments upon request.

## Field Level Hazard Assessment (FLHA)

IDENTIFY, ASSESS AND CONTROL HAZARDS PRIOR TO WORK START			
WORK LOCATION:		WO#	Work Crew:
SUPERVISOR (Print):		ASSESSMENT DATE :	
DESCRIPTION OF JOB/TASK AND STEPS			
POTENTIAL HAZARDS (Check all that apply. Add others as required)			
<input type="checkbox"/> Confined/Restricted Space	<input type="checkbox"/> Extreme weather/temperatures	<input type="checkbox"/> Mould	<input type="checkbox"/> Asbestos
<input type="checkbox"/> Working Alone	<input type="checkbox"/> Noise	<input type="checkbox"/> Energized Equipment	<input type="checkbox"/> Slip/Trip Hazards
<input type="checkbox"/> Lifting/awkward postures	<input type="checkbox"/> Sharp Objects	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Moving Parts
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Tools/equipment/cords	<input type="checkbox"/> Driving	<input type="checkbox"/> Obstructions/entrapment
<input type="checkbox"/> Spill Potential	<input type="checkbox"/> People in Work Area	<input type="checkbox"/> Inclement weather	<input type="checkbox"/> Fire/explosion/hot work
<input type="checkbox"/> Dust/Mist/Fumes/Gases	<input type="checkbox"/> Fall Hazards	<input type="checkbox"/> Uneven ground	<input type="checkbox"/> Pinch points (from doors)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
HAZARD CONTROLS			
Check all that apply. Identify additional controls and procedures if required			
Lockout of energized or moving equipment	<input type="checkbox"/>	Mechanical ventilation	<input type="checkbox"/>
Head protection	<input type="checkbox"/>	Ladders or lift for safe access and egress	<input type="checkbox"/>
Protective gloves (suitable to hazard)	<input type="checkbox"/>	Mechanical aids (dolly etc.)	<input type="checkbox"/>
Respirator (suitable to hazard)	<input type="checkbox"/>	Atmospheric testing	<input type="checkbox"/>
Eye protection (suitable to hazard)	<input type="checkbox"/>	Spill kit	<input type="checkbox"/>
Protective footwear	<input type="checkbox"/>	Fire extinguisher	<input type="checkbox"/>
Hearing protection	<input type="checkbox"/>	Machine guards in place	<input type="checkbox"/>
Coveralls	<input type="checkbox"/>	Check in/out protocol (e.g., Safetyline)	<input type="checkbox"/>
Barricades/Signage	<input type="checkbox"/>	Additional training	<input type="checkbox"/>
Assistance/Stand by worker	<input type="checkbox"/>	Safe Work Procedure-specify - DP 2.14	<input type="checkbox"/>
Work Permits (e.g., confined space, hot work etc.)	<input type="checkbox"/>	Fall protection	<input type="checkbox"/>
Additional lighting	<input type="checkbox"/>	Bulk sample for asbestos	<input type="checkbox"/>
Communication device	<input type="checkbox"/>	Journey Trip Plan-Severe Weather	<input type="checkbox"/>
Micro breaks	<input type="checkbox"/>	Equipment manual	<input type="checkbox"/>
Additional Comments/Information:			
Supervisor Signature:		Worker Signature:	

# HAZARD REPORTING

Contractors must ensure employees and sub contractors notify their supervisor and/or an EIPS representative as soon as possible of hazards or unsafe conditions so they can be investigated and controlled.



## Hazard Notification Form

This *Form* is a voluntary tool used to report and document potential hazards or unsafe conditions at a worksite. Proactive observations can help eliminate hazards before they lead to an incident or injury. All health and safety concerns should be reported to the immediate site supervisor. Use the space below to describe the nature of the concern and if possible suggestions for improvement.

School/Worksite:	Room/Location of Concern:	Date:
Hazard Reported by ( name ) :	Position/title :	Phone :

Nature of Concern			
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Obstructions	Other
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Slip/Fall Hazard	<input type="checkbox"/> Water Quality	
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Noise	<input type="checkbox"/> Working Alone	
<input type="checkbox"/> Contractor Safety	<input type="checkbox"/> Air Quality	<input type="checkbox"/> Violence/Aggression	
<input type="checkbox"/> Equipment/Tools	<input type="checkbox"/> Lifting/Carrying	<input type="checkbox"/>	

Additional Comments/Suggestions for Improvement

Return this form to your immediate supervisor. The supervisor must review the information and conduct the appropriate follow up. The recommendations and action taken should be documented by the supervisor on this form. File a copy of the completed form and actions taken at the worksite and provide a copy back to the originator. If further consultation or assistance is required, contact the division Occupational Health and Safety (OHS) Specialist at (780) 417-8193.

Submitted to(Supervisor's Name):	Signature:
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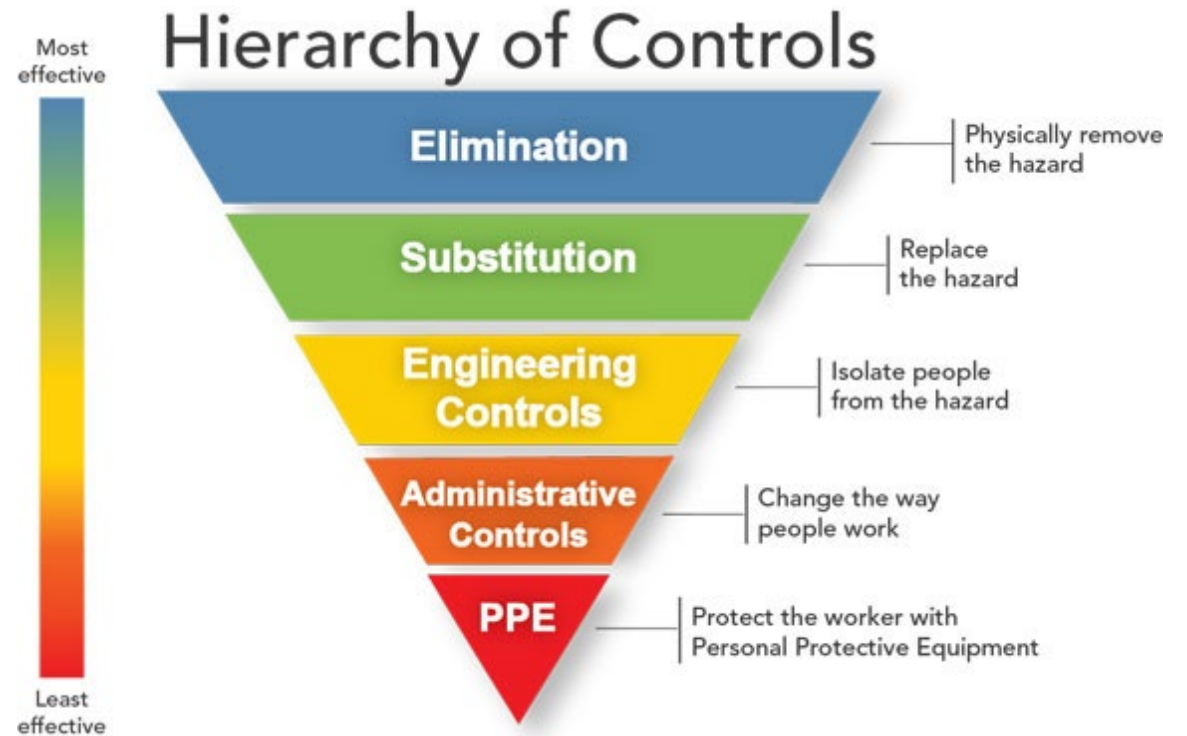
Recommendation or actions taken to date :

OFFICE USE ONLY			
Received by:	Date Received :	Assigned to :	Date Completed:

# HAZARD CONTROLS

Using the hierarchy of controls, contractors must eliminate identified hazards or put controls in place if they cannot be eliminated.

This ranges from substituting a process with one less hazardous to the use of personal protective equipment (PPE)



# TRAINING

Contractors must be competent (e.g., suitably qualified with the appropriate training and experience).

Contractors may be asked to produce evidence of training prior to the start of work.



## Examples:

WHMIS

Asbestos Awareness

Confined Space

Fall Protection

Aerial lift

# INSPECTIONS

Contractors are responsible to complete formal and informal health and safety inspections of their work areas.

The scope or duration of work will determine the frequency of these inspections. Formal inspections are usually documented on a checklist.



# WORKPLACE INSPECTIONS OBSERVE AND ASSESS:

General  
workplace  
conditions.

Unsafe  
conditions or  
practices.

Are hazards  
controlled?

Are controls  
working?

Any new  
hazards  
present?

Positive  
safety  
observations.

# HAZARD REPORTING

Contractors shall take immediate corrective action when unsafe conditions are identified. This may include work stoppage.

The contractor shall immediately notify the EIPS representative (e.g., project manager, principal, director) of hazards and unsafe conditions.





# INCIDENT REPORTING

Contractors must report work-related **incidents, injuries and near misses** that occur on EIPS worksites to their immediate supervisor and the EIPS representative.



# INCIDENT INVESTIGATION

Serious or potentially serious incidents must be investigated, and reports that outline corrective action shared with the EIPS project manager or representative.



# PURPOSE OF AN INCIDENT INVESTIGATION

1

To determine causation (direct, indirect and root cause).

2

To determine losses (people and property).

3

To implement controls for prevention.

4

To fulfill legal requirements and demonstrate due diligence.

# SAFE WORK PRACTICES/PROCEDURES

Contractors must follow safe work procedures that address the job specific hazards.

Examples:

Working Alone

Lockout/Tagout

Fall protection

WHMIS/TDG

Codes of practice (e.g., respirator, confined space etc.)





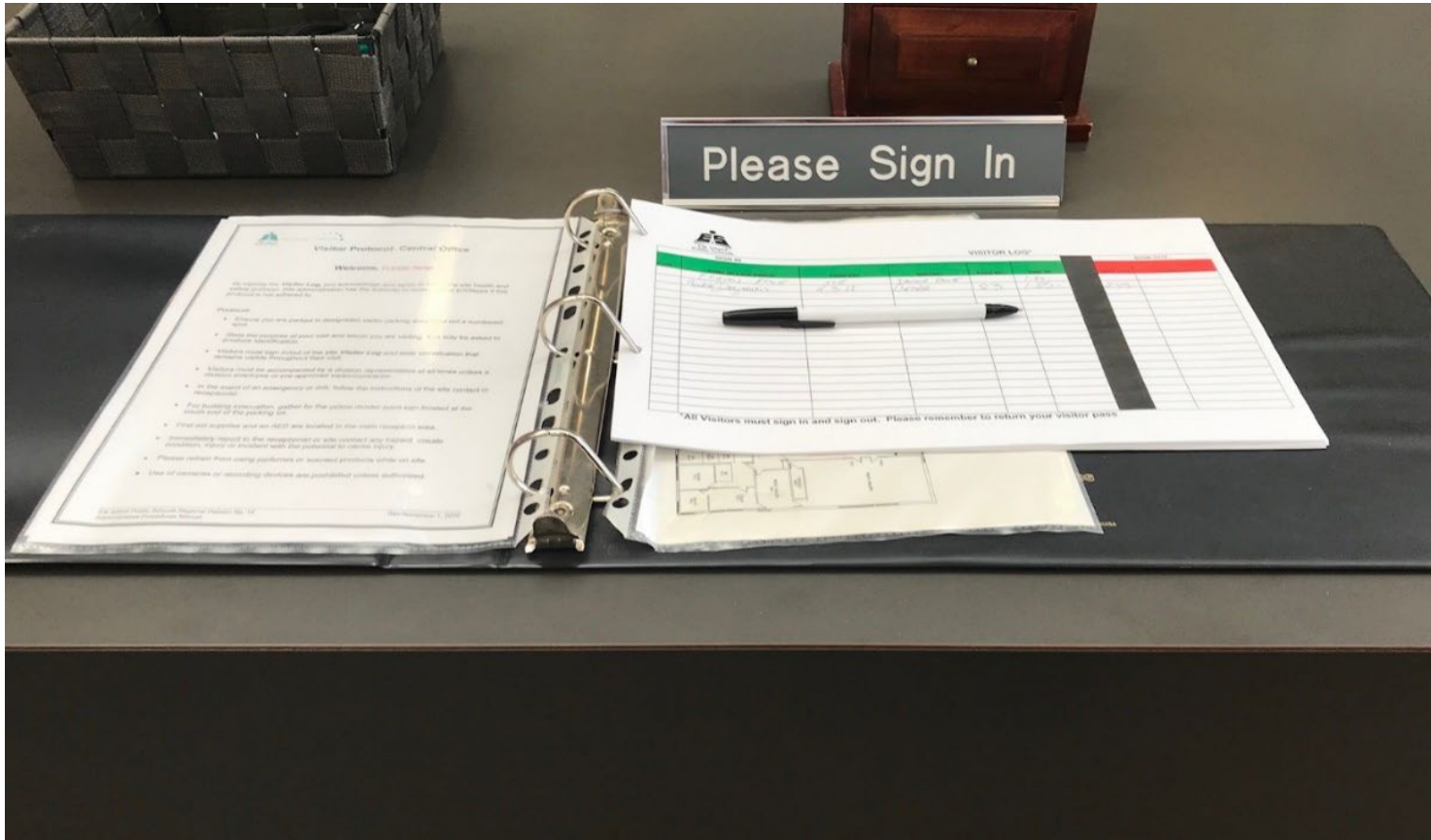
## CONTRACTOR RULES

When requested, contractors must provide:

Acceptable federal police security clearances for persons accessing Division facilities during occupied times.

Proof of vaccination status

All contractors must have the applicable liability insurance and WCB coverage



When entering a school or Division worksite, contractors must follow the site-visitor protocol posted by the sign in log. This includes signing in and out of the visitor logbook.

For work after hours, sign in/out using the after-hours log located by the building security panel.

# CONTRACTOR RULES



CONSTRUCTION  
WORK ZONE

NO PUBLIC  
ACCESS

Work areas must be **isolated** from the school environment with an effective physical barrier and/or signage to minimize the migration of odours, dust, noise, etc. and to control vehicular and foot traffic through the work area.

CONTRACTOR RULES



All contractors must wear identification at all times while conducting work on EIPS property.

**CONTRACTOR RULES**



# CONTRACTOR RULES

No smoking or vaping is permitted on Division premises, including inside vehicles.

No photography or video is permitted on Division premises without permission from the EIPS representative.





The use of alcohol, cannabis or performance altering substances during working hours, including breaks, is prohibited on EIPS worksites.

## CONTRACTOR RULES

# CONTRACTOR RULES

EIPS is an **allergy aware** workplace. Contractors are expected to cooperate with initiatives that limit or eliminate the use of certain food products (e.g., nuts) and scented personal care products to protect health-sensitive staff and students.

Consult the EIPS representative before using odorous products that may affect building occupants.

A vertical poster with a blue background and a photograph of a modern office hallway. The text is arranged in a clear, hierarchical manner. At the top, 'SCENT' is in green, 'FREE' is in white, and 'ZONE' is in dark blue. Below this is a call to action in white text. A central box contains specific instructions in black text. At the bottom, the CCOHS logo and contact information are displayed in white.

**SCENT  
FREE  
ZONE**

Help us keep the air we share  
healthy and fragrance-free

The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies and other medical conditions.

**PLEASE**

**DO NOT** wear perfume, cologne, aftershave and other fragrances.

**USE** unscented personal care products.

**CCOHS**  1-800-668-4284 [www.ccohs.ca](http://www.ccohs.ca)  
Canadian Centre for Occupational Health and Safety



## CONTRACTOR RULES

Keep work areas, clean, tidy and clutter free always.

Immediately clean up spills.

Do not leave tools and equipment unattended.

# CHEMICALS/CONTROLLED PRODUCTS

Contractors shall only use products/chemicals approved for use in a school environment.

Notify the EIPS representative in advance if use of a chemical might impact health-sensitive individuals.

Keep chemicals secured away from staff and students.





## CHEMICALS/CONTROLLED PRODUCTS

Chemicals and hazardous products must be labeled and have current Safety Data Sheets (SDS) readily available at the worksite.

All contractors who handle or work near chemicals require WHMIS training.

Any portable container (e.g., spray bottle, jug, jerry-can) that holds a chemical must have a workplace label.

# ASBESTOS-CONTAINING MATERIALS



Buildings constructed prior to 1990 may have asbestos-containing materials (ACMs), such as drywall joint compound, vermiculite, plaster, floor and ceiling tiles, sheet flooring, pipe insulation, etc.

No contractor shall conduct work that requires alteration or disturbance of building materials until the job has been assessed for ACM and consent is received from an EIPS Facility Services representative.

# ASBESTOS-CONTAINING MATERIALS

Moderate or high-risk asbestos work must be performed by a certified asbestos abatement contractor under the co-ordination of Facility Services.

Only approved contractors may alter or remove asbestos-containing materials.

**Stop work** and contact the Facility Service Center at 780-417-8124 if asbestos-containing materials are suspected.





# VEHICLES

Be especially mindful for children when operating vehicles or equipment on or near school property. Slowly back into parking stalls.

As for bell schedules to avoid busy pickup and drop-off times.



# WORKING ALONE



Working alone means to work alone at a worksite **or** working in areas that are isolated from view or hearing distance **and** assistance is not readily available.


Contractors who work alone must establish a working alone protocol that includes a communication system to ensure assistance is readily available in the event of an emergency.

# LADDERS

Use CSA-approved ladders to reach desired heights. Do not use desks or chairs!


## Ladder Safety

A third of all reported fall from height incidents involve ladders and step ladders; this accounts for 14 deaths and 1,200 major injuries to workers each year. Many of these injuries are caused by inappropriate or incorrect use of the equipment.



### Legislation


The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed and any person who controls the work of others. New guidelines regarding safe practice must be observed. Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury.



### Do's

**Only use a ladder or stepladder:**


- In a safe environment
- At a firm level base
- When you have inspected it before use
- Lean at approximately 75° from horizontal
- For light work
- Where you can maintain 3 points of contact (hands or feet)
- For a maximum of 30 minutes



### Don'ts

**On a ladder or stepladder do not:**

- Overload it or carry loads on ladders
- Overreach
- Have more than one person on a ladder at one time
- Stand ladders on moveable objects or uneven ground
- Extend ladders whilst standing on rungs
- Use the top two steps on either a ladder or a stepladder



### For more information contact

Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Email: \_\_\_\_\_  
Dept: \_\_\_\_\_

# FALL PROTECTION

Fall protection is required if an individual is working at a vertical distance of three meters (3m) or more, or at a vertical distance of less than three meters (3m) if there is an unusual possibility of injury.



# TOOLS AND EQUIPMENT

Contractors must ensure all equipment used for the job is maintained in a condition that will not compromise the health and safety of workers and others at the worksite.

Tools and equipment should be inspected before each use and free of obvious defects.



# PERSONAL PROTECTIVE EQUIPMENT

Contractors must wear CSA-approved personal protective equipment (PPE) required for the job as identified in hazard assessments and safe work procedures.

This also applies to EIPS staff who need to enter contractor work areas.



# FIRST AID

Contractors are expected to supply their own first aiders and supplies.

If this is not practical or feasible, they should know the location of first aiders, first aid kits, eye wash stations, fire extinguishers, AED, etc. for the specific site they are working on.

This information will be provided by the prime contractor or EIPS representative during a site-specific orientation.



# NON-COMPLIANCE

Failure of a contractor to correct unsafe conditions, comply with health and safety requirements or follow EIPS rules may result in work stoppage and/or removal from EIPS property.

EIPS representatives or site administrators (or designates ) have the right to stop unsafe work, refuse entry to EIPS premises or terminate contracts.





# EMERGENCY PROTOCOLS

If working on a large multi-contractor project site, follow the site emergency plan co-ordinated by the prime contractor.

You are expected to participate in EIPS drills if they impact your work area. Site emergency procedures are found in the wall pocket by the door in each classroom.

Review protocols with the EIPS representative prior to starting work so you are familiar with floor plans and procedures in the event of an emergency or drill.



# EMERGENCY PROTOCOL

## ON ALERT

**On-Alert** is a “heads up” of a potential emergency such as severe weather.

Movement in and out of the area may be monitored and people may need to be prepare for possible evacuation, lockdown or shelter-in-place.



# EMERGENCY PROTOCOLS

## EVACUATION

**Evacuation** requires all persons to leave the building and go to a designated muster point or evacuation site until it is safe to re-enter the building.

This could occur during a fire, flood, gas leak or other situation when it is unsafe to remain in the building.



# EMERGENCY PROTOCOL

## HOLD AND SECURE

**Hold and Secure** is used if there is a security risk **outside** the building. This may occur if there is a dangerous or suspicious person at large in the community.

Exterior doors/windows are locked, and interior doors remain in a normal state. No one is permitted in or out of the building until an “**All Clear**” is called.



# EMERGENCY PROTOCOL LOCKDOWN

**Lockdown** is used when there is a security threat **inside** the building.

Everyone moves to the nearest lockable space. No one is permitted in or out of any area once doors are locked, and doors are unlocked by emergency responders.



# EMERGENCY PROTOCOL

## SHELTER-IN-PLACE

**Shelter-in-place** is used when it is safer to be inside the building than outside. This could occur during a severe storm or a chemical release.

Safe-shelter areas and procedures have been identified at each location.



# EMERGENCY PROTOCOL

## ALL CLEAR

When you hear the term “**All Clear**” it means an incident or drill has been brought to closure.

If you suspect the incident may not be over, continue the emergency protocol until reassured.





# KEY CONTACT NUMBERS

## **EIPS Main Reception**

780-464-3477

8:00 a.m. to 4:00 p.m. M-F



## **Facility Service Center**

780-417-8124

7:30 a.m. to 4:00 p.m. M-F

## **Security Monitoring Station**

780-424-6971

## **On-Call Coordinator – After Hours**

780-446-3461

## **EIPS OHS**

780-417-8193; 780 417-8171



# FINAL THOUGHTS

Contractors are an important part of the EIPS community. Thank you for the work you do and contributing to a safe and healthy working and learning environment !

“Truly successful health and safety efforts are not something else you do; they are the way you do everything.”

*Terry Mathis*



# NEXT STEPS

On completion of this orientation module, review this document

[General Health and Safety Expectations-Contractors](#)

Acknowledge completion by submitting the *Health and Safety Contractor Orientation* [form](#) found on the [website](#).



## General Health and Safety Expectations

### Contractors

Please review the following expectations with workers including subcontractors prior to the start of work on EIPS sites.

- ❑ Contractors<sup>1</sup> are responsible for the health and safety of themselves, their employees (including subcontractors) and for ensuring that their work does not endanger any other persons that may be in proximity (e.g., students, staff, visitors etc.) to their work activities.
- ❑ Contractors shall follow applicable occupational health and safety legislation, Division and site-specific health and safety requirements.
- ❑ Contractors and their employees and subcontractors shall complete the Elk Island Public Schools (EIPS) [Contractor Health and Safety-General Orientation](#) and participate in a site or department specific health and safety orientation with the Prime Contractor or EIPS representative **prior to** the commencement of work. Bus Contractors complete the orientation provided by Student Transportation.
- ❑ Contractors may be asked to provide an acceptable federal police security clearance if working near children.
- ❑ Contractors must follow all applicable Division and public health infection control protocols.
- ❑ Contractors shall conduct regular field level hazard assessments of their work tasks to identify site-specific hazards, conditions, and controls.
- ❑ Contractors shall conduct formal and informal inspections of their work areas and provide records of these inspections when requested.
- ❑ Contractors shall take immediate corrective action when unsafe conditions are identified.
- ❑ All incidents, injuries, near misses and unsafe conditions shall be immediately reported to the supervisor and the EIPS representative.

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<sup>1</sup> Contractor means any third-party vendor including the prime contractor's company, contractor's company, their employees and the companies of subcontractors, consultants, vendors, and self-employed persons that do work on EIPS worksites.