



TOWN POLICY

ADMINISTRATION POLICY: **Contractor's Safety Policy**

DEPARTMENT: Safety

POLICY NUMBER: SA-010

EFFECTIVE DATE: February 12, 2013

SUPERSEDES: New

UPDATED: January 16, 2025

UP FOR REVIEW: April 26, 2027

Policy Statement:

The Town of Cardston contracts other employers and other employees and wants to ensure that they follow or supersede the Town's safety program.

The purpose of this policy is to:

To ensure the safety of all employers, other employees, visitors and any other persons at a Town worksite.

Any contractor to bid on or carry out work for the Town of Cardston will fall under the content of the Town's safety program and will be responsible to carry out this work with every measure taken to complete the work safely.

Contractors must review the Town's *Contracting Employers & Employers Handbook* and follow the Occupational Health and Safety guidelines, as well as the guidelines the Town of Cardston has set in the Health & Safety Program and must have a current Town of Cardston Business License.

The following are the areas of concern:

- 1) The Personal Protective Equipment Policy will be required to be followed when undertaking work for the Town.
- 2) Town Barricades are to be checked out through the Foreman at the shop and must be returned immediately after use. If they are damaged during use, the contractor will be responsible for repairs or replacement.
- 3) Contractors will be required to supply to the Town, a letter to confirm the Town is listed as an additional insured on the Contractors liability insurance policy and that they have a minimum of \$2,000,000.00 of liability insurance per incident.
- 4) Contractors must supply the Town with a clearance letter from Worker's Compensation Board.





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- 5) The Town will cover those Contractors that can not get WCB coverage for themselves as long as they can get a Special Clearance Letter from WCB stating that they can not get coverage, the Town will only use those Contractor's for up to \$10,000.00 per year unless there are special circumstances that are reviewed by the Joint Health & Safety committee.
- 6) All incidents must be reported immediately to the Town of Cardston's Supervisor and Safety Officer.

REVISION HISTORY

Date	Description
February 12, 2013	New Policy
April 26, 2023	Update Policy
January 16, 2025	Add visitors and any other persons to policy

APPROVAL: Jeff Shaw **DATE: January 16, 2024**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

