



Contractor Responsibilities Form

CONTRACTOR INFORMATION

Contractor (Firm Name):

Address:

CONTRACTOR RESPONSIBILITIES

In order to work as a Qualified Contractor with the Corporation of the City of Sault Ste. Marie, the Contractor:

- Acknowledges all work is to be done in compliance with the Occupational Health and Safety Act and its applicable regulations.
- Will communicate hazards to anyone who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards.
- Will immediately report to the assigned Department Contract Administrator any unknown hazards that are found during the contract.
- Understand that written documentation (e.g. Traffic Protection Plan, Safety program, notes, records, inspections, meetings, etc.) on all health and safety issues must be available upon request to the City and / or a Ministry of Labour Inspector.
- Will not retain anyone as a subcontractor to perform any part of its services without the prior consent of the City's Risk Manager.
- Will ensure that all workers are adequately trained and competent to perform the duties for which they have been assigned.
- Will ensure that all Contractor or any subcontractor workers have attended an approved safety orientation awareness course.
- Will provide a list to the Department Contract Administrator of all Contractor and any subcontractor workers (if applicable) who will work at a City workplace and / or job site.
- Will provide first aid requirements for all Contractor and any subcontractor workers.
- Will provide Material Safety Data Sheets (MSDS) for all controlled products brought in to the workplace.
- Assumes responsibility for the health and safety of the Contractor's workers and any subcontractors ensuring worker compliance with the Occupational Health and Safety Act and its regulations.
- Keeps in full force, during any time the Contractor is providing services to the City, property damage and public liability insurance of no less than \$ 2,000,000 per occurrence at the Contractor's sole expense. A certificate showing the same must be provided to the City.
- Understands that any health and safety violation by the Contractor's or subcontractor workers may be considered a breach of contract resulting in possible termination or suspension of the contract and / or any other actions deemed appropriate at the discretion of the City.
- Understands that the City may inspect the job site and direct the contractor regarding design, timelines or quality.
- Understands that the City may randomly inspect health and safety activities as part of its due diligence.
- Understands that any penalties, sanctions or additional costs levied against the prime contractor will be the responsibility of the prime contractor.

The undersigned hereby acknowledges that the information set out in this form is accurate at the date of signing. The undersigned agrees to notify the City of any changes that may affect this document. Failure to do so could result in the cancellation of prequalification status.

Contractor Representative (Signature)

Date:

Contractor Representative (Print Name) _____

Date:

The information is collected solely for the purpose of assessing vendor health and safety qualifications as required to conduct business with the City. Questions may be directed to the Risk Manager at (705) 759-5768.

Distribution: 1. Risk Manager (original)
2. Contractor