



Prime Contractor Policy

A-HS-015

Date Approved by Town Manager:

Effective Date: June 8, 2015

Last Review: November 8, 2004

Future Review Date: 2018

Authority: Town Manager

Responsibility: Health and Safety

References: Occupational Health and Safety Act Sections 1(x), 3

Replaces: N/A

1.0 Purpose: The Alberta Occupational Health and Safety Act, R.S.A. 2000 C. 0-2 (the "Act") requires the designation of a Prime Contractor at a work site if there are two or more employers involved in work at the work site.

2.0 Scope: This policy covers Prime Contractor Designation for all facets of the Town's operation.

3.0 Objectives: The objectives of this policy are:

- To ensure that the work site and all work happening on the work site complies with the Act, Regulation and Code.
- To ensure the owner of the site designates a Prime Contractor. If the owner does not designate a Prime Contractor, then the Owner is responsible for the Prime Contractor responsibilities.

4.0 Statement

- The Town of Stony Plain will select and designate a Prime Contractor for any project on which there are two or more employers involved in work at the work site.
- The Town of Stony Plain will require the Prime Contractor to enter into a Prime Contractor agreement prior to the commencement of any work on the project. A copy of the agreement will be retained in SIRE.
- Prior to assigning Prime Contractor responsibility at a work site the Town of Stony Plain must be satisfied that the appointed Contractor is able to meet the obligations of a Prime Contractor and demonstrates that they have a system in place to ensure that they comply with the Occupational Health and Safety Act, Regulation and Code.

- The Town of Stony Plain will ensure that any Prime Contractor selected is capable of meeting the requirements of a Prime Contractor under the Act.
- The Prime must demonstrate that they have a system in place that complies with the Act by producing a provincially recognized Certificate of Recognition.
- The Prime Contractor must ensure that the health and safety system at the work site is functioning properly and make adjustments from time to time as may be necessary.
- The Town representative will make site visits to the work site from time to time during construction to observe that the Prime Contractor is meeting the standards contained in the Act, Regulation and Code.
- The Prime Contractor is responsible for notifying the Town of Stony Plain of any violations of the Act or work site incidents in the manner prescribed in the Prime Contractor agreement.

5.0 Policy Review

This administrative policy shall be reviewed by Administration every four years with any changes being recommended to the Town Manager for approval.