

THE CORPORATION OF THE CITY OF VICTORIA
PRIME CONTRACTOR DESIGNATION FORM
APPENDIX "A"

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Project Title: _____

Project Number: _____

DEFINITIONS

Owner (The City of Victoria): According to the Workers Compensation Act (Part 2).

Prime Contractor: Any Contractor designated by the Owner (City) to be the Prime Contractor on a project with respect to occupational health and safety ONLY.

DESIGNATION

By signing this agreement, the Contractor agrees to assume the responsibilities of a **Prime Contractor** as outlined in the Workers' Compensation Act and Regulations.

As a Contractor signing this agreement with the City, you are agreeing that your company, management staff, supervisory staff and workers will comply with the WorkSafeBC Occupational Health and Safety Regulations and the Workers' Compensation Act.

If the Prime Contractor wishes to designate another firm as the Prime Contractor, the City shall be advised in writing of your intentions prior to the commencement of the new Prime Contractor designation. The new Prime Contractor must agree through signature to all the terms of this agreement.

PRIME CONTRACTOR RESPONSIBILITIES

Once a **selection process** has been completed and the Prime Contractor has been determined, **prior to commencement of work** the Prime Contractor shall provide the following:

Proof of registration with WorkSafeBC and notify the City of any change of status during the course of the project.

- Proof of up-to-date WorkSafeBC assessment payments.
- Proof of optional coverage for self, limited partners, and family members working on the contract, as required.
- Proof of appropriate coverage for the work being done (i.e., ensure correct classification).
- Review, complete and sign Prime Contractor Designation Form.
- Review, complete and sign with the City Contract Liaison, Pre-Contract Hazard Assessment.
- Review, complete and sign with the City Contract Liaison, Confirmation of Responsibilities.

- Review, complete and sign with the City Contract Liaison, Records to be Maintained.
- Submit the Notice of Project to WorkSafeBC, where required on a construction workplace. See WorkSafeBC OHS Regulation 20.2 for the general requirements of a Notice of Project.

Once the **selection process** has been completed and the Prime Contractor has been determined, the Prime Contractor shall:

- Identify and designate a qualified coordinator, who must co-ordinate health and safety activities on the workplace, if the workplace is a construction workplace with a combined workforce of more than five (5) workers.
- Assume responsibility for the health and safety of the workers on the project.
- Inform all other employers for the project of the designation of Prime Contractor.
- Co-ordinate all activities of employers, workers and other persons at the workplace relating to occupational health and safety.
- Establish and maintain a system or process that will ensure all employers, workers and other persons at the workplace comply with Part 2 of the Occupational Health and Safety, Workers Compensation Act, and the WorkSafeBC OHS Regulations.

PRIME CONTRACTOR QUALIFIED CO-ORDINATOR

The responsibilities of the qualified coordinator are listed in WorkSafeBC OHS Regulation 20.3.

The **Prime Contractor's Qualified Co-Ordinator** must:

- Co-ordinate all health and safety activities for the project.
- Know who all other Contractors' qualified persons are, if it is a construction workplace.
- Ensure that all workers at the workplace are informed of extraordinary pre-existing workplace hazards, and of any hazards on the workplace that are created by the work.
- Ensure that all workers are adequately trained in the performance of their job tasks with particular reference to any job or task which may cause a risk to themselves, their co-workers or to any third party.
- Ensure that the hazards are addressed throughout the duration of the work activity.
- Ensure there are written procedures for safe work practices to be followed at the workplace.
- Have a workplace drawing showing where all employers at the workplace are working, where first aid is located, emergency transportation system for injured workers, and evacuation marshalling points. This document must be provided to the City of Victoria prior to the commencement of work activity.
- Ensure that in the event of an accident, where there is loss of life or where there is potential for an accident leading to loss of life, the City of Victoria is advised forthwith of the details and any other information. This will be provided to the City for information purposes only.
- Ensure that workplace safety meetings are held and documented.
- Ensure that there is compliance with any other statutes, regulations or by-laws which are in place to provide worker safety.

CONCLUSION

Any WorkSafeBC or WorkSafeBC Occupational Health and Safety Regulation violation by the Prime Contractor or any other employer, worker or other person on the workplace shall be considered a breach of contract which may result in termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the City.

Any penalties, sanctions or additional costs levied against the Prime Contractor will be the responsibility of the Prime Contractor.

I, the undersigned, acknowledge having read and understand the information above.

By signing this agreement, I agree as a representative of the firm noted below, to assume the responsibilities of the **Prime Contractor** for this project.

Project Title: _____

Project Number: _____

Firm Name: _____

Signature of Prime Contractor

Date

THE CORPORATION OF THE CITY OF VICTORIA
PRE-CONTRACT HAZARD ASSESSMENT
APPENDIX "B"

PAGE 1 OF 1

Project Title: _____

Project Number: _____

Discussion with Prime Contractor and City Contract Liaison:

Date: _____ Meeting Location: _____

Firm Name (Prime Contractor): _____

Prime Contractor Representative: _____

To be made aware of any extraordinary pre-existing hazards peculiar to the project.

Identified Hazards		Action Required to Eliminate or Control Hazards
Comment:		
Comment:		
Comment:		
Comment:		

Signature of Prime Contractor Representative

Signature of City Contract Liaison

THE CORPORATION OF THE CITY OF VICTORIA
CONFIRMATION OF RESPONSIBILITIES
APPENDIX "C"

Project Title: _____

Project Number: _____

Discussion with Prime Contractor and City Contract Liaison:

Date: _____ Meeting Location: _____

Firm Name (Prime Contractor): _____

Prime Contractor Representative: _____

• Acknowledges the appointment of Prime Contractor.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Understands that in any conflict of directions, WorkSafeBC OHS Regulation and/or the Act shall prevail.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Has been informed of any extraordinary pre-existing workplace hazards.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Will communicate hazards to any persons who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Accepts that written documentation (e.g., Safety Program, notes, records, inspections, meetings, etc.) on all health and safety issues must be available upon request to the City and/or to a WorkSafeBC Prevention Officer at the workplace.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Will confirm that all workers are suitably trained and competent to perform the duties for which they have been assigned.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Safety orientation of all new workers will be conducted.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Will assess and will co-ordinate the first-aid requirements.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Assumes responsibility for the health and safety of their workers and for ensuring compliance by their workers with the Workers' Compensation Act and WorkSafeBC OHS Regulations.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Understands any WorkSafeBC violation by the Prime Contractor 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.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Understands any penalties, sanctions or additional costs levied against the Prime Contractor will be the responsibility of the Prime Contractor.	<input type="checkbox"/> yes <input type="checkbox"/> no

Notes/Follow-up: _____

Signature of Prime Contractor Representative

Signature of City Contract Liaison

THE CORPORATION OF THE CITY OF VICTORIA
RECORDS TO BE MAINTAINED AND AVAILABLE
APPENDIX "D"

PAGE 1 OF 1

Project Title: _____

Project Number: _____

The documents required to be maintained and available by the Prime Contractor will include, but will not be limited to:

- The Prime Contractor's Safety Program.
- All notices which the **Prime Contractor** is required to provide to WorkSafeBC by the WorkSafeBC OHS Regulation.
- Any written summary of remedial actions taken to reduce occupational health and safety hazards within the area of responsibility.
- All directives and inspection reports issued by WorkSafeBC.
- Reports on incidents and accidents occurring within the Prime Contractor's area of responsibility for which notification to WorkSafeBC is required.
- Records of all safety meetings held between Contractors and their workers.
- Records of workplace health and safety orientation.
- Written evidence of inspections within the workplace.
- Occupational first aid records.
- Worker training records.

Signature of Prime Contractor Representative

Signature of City Contract Liaison