

TAKLA NATION OHS Management System	<i>Document Title:</i> Contractor OHS Management		
<i>Document Owner (Position):</i> Operations Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-006	

Contractor OHS Management

1.0 PURPOSE

Takla Nation shall implement and maintain management processes needed to ensure the Health and Safety of contractor personnel working with the Organization.

2.0 SCOPE

This policy shall apply to all personnel and equipment contracted by Takla Nation to conduct work on facilities directed and/or operated by the Organization.

3.0 CONTRACTOR OHS MANAGEMENT

3.1 OHS Requirements in Contracts

3.1.1 The Organization shall coordinate its procurement process with its contractors, to identify hazards and to assess and control the OHS risks, arising from:

- the contractors' activities and operations that impact the organization;
- the organization's activities and operations that impact the contractors' workers;
- the contractors' activities and operations that impact other interested parties in the workplace.

3.1.2 The Organization shall ensure that the requirements of its OHS Management System are met by contractors and their workers.

3.1.3 OHS requirements shall be included in all applicable contracts issued for bid by the Company.

3.1.4 The Organization's procurement process shall define, and utilize, appropriate occupational health and safety criteria for the selection of contractors.

3.1.5 The Organization shall ensure that its outsourcing arrangements are consistent with legal requirements and other requirements and, where possible, achieve the intended outcomes of the OHS Management System.

3.2 Prime Contractor

3.2.1 Every work site must have a prime contractor if there are 2 or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the work site.

3.2.2 The person in control of the work site shall designate in writing a person as the prime contractor of the work site.

3.2.3 The name of the prime contractor must be posted in a conspicuous place at the work site.

3.2.4 If the Organization chooses not to designate a prime contractor on a site, the Organization is deemed to be the prime contractor.

3.2.5 The prime contractor shall establish a system or process that will ensure compliance with the Takla Nation OHS Management System.

3.2.6 The prime contractor shall establish a Joint Work Site Health and Safety Committee (HSC) if the work site has 20 or more workers or a Health and Safety representative (HS) if the work site has 5-19 workers.

3.2.7 The prime contractor shall consult and cooperate with the Joint Work Site Health and Safety Committee to resolve any health and safety issues.

3.2.8 The prime contractor shall coordinate the health and safety programs of all employers and self-employed persons on the work site, if 2 or more employers or self-employed persons or one or more employers and one or more self-employed persons on the work site have a health and safety program.


3.2.9 The prime contractor shall ensure that owners, employers, suppliers, service providers or self-employed persons are informed of any existing or potential hazards on the work site.

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3.3 Contractor Mobilization to Site

- 3.3.1 All Contractors that are planning to work on a Takla Nation site shall submit a written Health and Safety Plan for review and approval at least 1 month prior to site mobilization. This Plan shall have OHS Policies and Procedures appropriate to the scope of work involved and shall include at a minimum:
- Organization Health & Safety Policy
 - Workplace Hazard Assessment and Control
 - Safe Work Practices, Procedures and Rules
 - Personal Protective Equipment (PPE)
 - Training and Communication
 - Inspections and Maintenance
 - Safety Meetings
 - Incident Investigation and Reporting
 - Injury Management
 - Emergency Preparedness
 - Records and Statistics
 - Drug and Alcohol Policy
 - Joint Worksite Health and Safety Committee
- 3.3.2 Contractors with a Certificate of Recognition from the BC Construction Safety Association are recognized in the Organization Contractor OHS Management process. The COR should be submitted along with the most recent Audit Record.
- 3.3.3 Contractor Representative(s) shall meet with the Organization Representatives at least two weeks prior to the date of mobilization to review the Contractor OHS Mobilization Checklist.
- 3.3.4 Contractor representatives at the meeting must include the most senior Contractor Site Representative and the most senior Contractor OHS Representative.
- 3.3.5 Takla Nation representatives must include the designated Organization Project Manager and the designated Organization OHS Representative.
- 3.3.6 All mobilization checklist items must be completed:
- by the mobilization date
 - by an acceptable date based on the work schedule,
 - or designated NA "Not Applicable"
- 3.3.7 Form 10-1 Contractor Mobilization Checklist

Contractor OHS Mobilization Checklist			Date:
Contractor Representatives:		Takla Nation Representatives:	
ITEM	Status	Action required	Due Date
OHS Plan submitted and approved			
ACSA Certificate of Recognition and latest Audit submitted			
Site Orientation submitted for review and approval			
Site Emergency Plan submitted			
Contractor Site Organization chart submitted showing all site HSE personnel and their reporting structure.			
Resume of all HSE staff submitted for review and approval			
List of First Aiders and their Certificates submitted			
List of Supervision and areas of responsibility			
Certification, registration, insurance and			

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inspection forms submitted for all mobile/heavy equipment to be brought on site during the mobilization period.			
Operator Certification submitted for all heavy equipment including dump trucks, forklifts, cranes, etc.			
List of Critical Tasks submitted			
Job Safety Analysis for all Critical Tasks Submitted			
Medical treatment facilities, First Aid Kits			
Coordinated Schedule for Site Safety Inspections and Safety Meetings			
Permits required			
Waste disposal requirements, locations			
Environment program considerations			
Drinking water, Lunch facilities			
Toilets, washing facilities			
Designated smoking areas			
Communication, radios			
Temporary power – installation and inspection			
Security, signs			
Parking, Storage, Laydown			
Safety Performance Reporting requirements			
Contractor (Signed)		Takla Nation (Signed)	

3.4 Contractor OHS Performance and Review

- 3.4.1 The Contractor shall designate appropriate leadership representatives to attend OHS inspections and OHS meetings on a weekly and monthly basis as per the Organization Schedule.
- 3.4.2 In the event of any incident on the Organization site, the Contractor shall notify the designated Organization Representative as per the Organization Incident Reporting Procedure.
- 3.4.3 The Contractor is accountable to ensure that Organization representatives are informed appropriately in order to attend the field investigation of any incident as per the Incident Reporting Procedure. Incident investigation has priority over any other work activity on the Organization site.
- 3.4.4 The Contractor shall submit OHS data reports on a weekly and monthly basis as per the relevant OHS statistical requirements provided by the Organization.
- 3.4.5 OHS Statistical measurement will include such Leading Indicators as:
- Number of inspections and safety meetings against plan
 - Percent of corrective actions completed from inspections and safety meetings
 - Ratio of observations compared to workforce
 - Percent of workforce training completed against plan
 - Equipment checks completed
 - Emergency exercises planned and carried out
 - Ratio of Near Miss reporting to workforce
 - Percent of leadership attendance at weekly/monthly field inspections
 - Number of Field Level Hazard Assessments
- 3.4.6 Statistical measurement will include such Lagging Indicators as:
- Fatalities
 - Number of Lost Time injuries/illnesses and number of lost work days
 - Number of First Aids injuries/illnesses

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- Number of Medical Aid injuries/illnesses
- Number of Modified Work injuries/illnesses
- Lost Time Injury Frequency and Severity Rate (SR)
- Occupational Illness Rate
- Total Recordable Injury Frequency (TRIF)
- Dollar value of property damage

3.4.7 Contractor statistics will include separate calculations for all

- Contractors
- Sub-contractors
- Contractors and Sub-Contractors combined

3.4.8 Annually, or at the end of contract, the Company shall review Contractor OHS performance in order to support continuous improvement. A formal report shall be generated and filed for reference to future contracts.

4.0 RECORDS

Contractor Safety Management/Contract OHS Requirements
Contractor Safety Management/Contractor OHS Programs
Contractor Safety Management/Contractor OHS inspections & Meetings

5.0 DOCUMENT HISTORY

Rev#	Date	State	Initials	Description of Changes
0.0	2020-010-20	Draft	Irwin's	The document is initiated.