

	Title	Contractor Management	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	5.3	Revised	05 Jan 2026

1. Policy Statement

Our standards are the site standards. We do not lower the bar for subcontractors.

Artistic Stairs is committed to ensuring that all contracted employers and self-employed persons operating at our worksites perform their work in a manner that meets or exceeds our health and safety standards. We will only hire contractors who demonstrate a commitment to safety and have the necessary WCB coverage and insurance.

2. Purpose & Scope

- **Purpose:** To establish a system for selecting, evaluating, and monitoring subcontractors to ensure compliance with the *Alberta Occupational Health and Safety Act*.
 - **Scope:** Applies to all subcontractors, trades, and self-employed persons hired by the company.
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3. Roles & Responsibilities

- **Management:**
 - **Select & Evaluate:** Screen potential contractors before hiring to ensure they are "Safety Qualified" (e.g., check WCB, safety manual, COR status).
 - Establish contracts that clearly outline safety responsibilities.
- **Supervisors / Project Managers:**
 - **Orientate:** Ensure all contractor workers receive the Site-Specific Orientation before starting work.
 - **Monitor:** Regularly inspect contractor operations to verify they are following the rules.
 - **Enforce:** Address non-compliance immediately, up to and including removing the contractor from the site.
- **Contractors:**
 - Provide proof of WCB coverage, liability insurance, and worker competency upon request.
 - Follow the Company's safety rules (or their own, whichever is more obtained) while on site.
 - Report all incidents and hazards to the Site Supervisor immediately.

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4. Procedures & Standards

1) The Contractor Management Cycle

To ensure due diligence, our company follows a 4-step process for managing contracted employers:

- **Step 1: Selection & Evaluation (Pre-Qualification)**
 - o Before a contract is awarded, we will request safety information to evaluate the contractor.
 - o **Criteria:**
 - Valid WCB Clearance Letter.
 - Certificate of Recognition (COR) or SECOR (preferred).
 - Proof of Liability Insurance.
 - Review of their Safety Manual (or agreement to use ours).
- **Step 2: Orientation & Hazard Communication**
 - o Contractors must receive a Site-Specific Orientation outlining:
 - Site rules and emergency procedures.
 - Hazards present at the site (e.g., overhead cranes, chemical storage).
 - The Prime Contractor's role (if applicable).
 - o **Hazard Exchange:** The Contractor must inform company managers or supervisors of any hazardous products or high-risk work they are bringing to the site.
- **Step 3: Monitoring**
 - o The Site Supervisor will monitor contractor safety performance during regular site inspections.
 - o **Frequency:** Contractors will be included in company's scheduled inspections.
 - o **Verification:** Supervisors will occasionally spot-check contractor documentation (e.g., verify their FLHAs are being done).
- **Step 4: Addressing Non-Compliance**
 - o If a contractor violates a safety rule, supervisors or managers will take immediate corrective action.

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o **Process:**

1. **Verbal Warning:** Documented in the daily log.
2. **Written Notice:** Formal notice of non-compliance to the Contractor's management.
3. **Stop Work Order:** For serious or imminent hazards.
4. **Contract Termination:** For repeated failures or gross negligence.

2) Prime Contractor Coordination

- When our company acts as the Prime Contractor (sites with 2+ employers), we accept the responsibility to *coordinate* the health and safety of all parties.
- We will designate a "Prime Contractor Liaison" to ensure that the safety activities of different trades do not conflict (e.g., ensuring crane lifts do not happen over electricians).

3) Documentation

- A Contractor File will be maintained for each major subcontractor containing their pre-qualification documents (WCB, Insurance, Signed Agreements).

5. References & Legislation

- **Alberta OHS Act:** Section 10 (Prime Contractor), Section 3 (Obligations of Employers)
- **Related Forms:**
 - o Subcontractor Pre-Qualification Checklist
 - o Site-Specific Orientation Form
 - o Contractor Safety Review / Inspection Form