

MHBA HOUSING FORUM WEBINAR SERIES

Subcontractor Compliance & How It Impacts Your COR™/SECOR™ Audits

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Construction Safety Association of Manitoba



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Today's Outline

- Communicating Prime Contractors Expectations
- Sub - Contractor Declarations
- Other documents you should be asking your sub trades for
- Observations / Interviews
- Site Assessments



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CSAM Objectives and Mandate

- Provide contractors with Incident Prevention Methods
- Keep contractors informed on changes to legislation that affects them
- Provide information, resources and training to help contractors meet their legislated responsibilities
- Provide a comprehensive safety program
- AHJ for COR™ Certification





Duties & Responsibilities

Duties of a Prime Contractor

- WSH Act – 7(3) – Duties of prime contractor
 - So far as is reasonably practicable:
 - Ensure everyone on site complies with the act and regulation
 - Govern the performance of all work in such a way to ensure that no person is exposed to risks to their safety and health
 - Cooperate with anyone exercising a duty imposed by the act or regulation
 - Comply with the act and regulation*

Duty to Provide Required Information

- 7.5(1) In this section, “required information” means any information (a) that may affect the safety and health of a person at a workplace;
- (b) that is necessary to identify and control any existing or potential hazards with respect to a workplace or any process, procedure or biological or chemical substance used at a workplace; or
- (c) prescribed by regulation as required information.

Due Diligence

- The sharing of documented information
 - Hazard assessments
 - Tool box talks
 - Investigations / Near miss
 - Inspections etc
- The shared information from builder to sub and sub to builder shows due diligence
 - Remember Due Diligence is your only defense



Audit Documentation

Subcontractor Declaration

On its own, this document does not “tell” the sub-contractor what information they are required to share with the prime contractor.

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of <Company Name> will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____
(Legal name of hiring Contractor)

From: _____
(Legal Name of contracted company)

Address: _____

DECLARATION

As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and WSH Regulation (MR 217/2006).

As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulation.

As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.

By signing this agreement, the contracted company/person agrees to abide by all safety and health requirements as outlined in applicable legislation or otherwise requested by the hiring Contractor or, where applicable, the Prime Contractor for the purposes of maintaining a safe and healthy work environment.

To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____ Signature: _____

Print Title: _____ Date: _____



What Documents Should You be Giving to Sub Trades?

- Copies of ALL your policies / directives
- A list of specific documents you require to be filled out while they are working on your site
 - Hazard assessments
 - Tool box talks
 - Workplace inspections
 - Etc.
- Blank near miss reports, investigation forms

What Documents do YOU Want or Need?

- Put your expectations in writing
- Do they need training on “how to fill out” to your standard?
 - Who does that training?
- What documents do you want/need from subs and when do they fill them out?
 - Hazard assessment
 - As per policy / legislation
 - Tool box talks
 - Weekly / bi-weekly
 - Inspections
 - As per policy

Completed Documentation

What do they do with them when completed?

- As per contract specs
- End of the job
- Invoice submissions
- Pick up by project manager / supervisor



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Other Documents You Should be Asking for

- Safe work practices, safe work procedures
- Training records: fall protection, confined space, powered mobile equipment (PME), WHMIS, etc.
- Pre use inspections (PME, fall protection)
- Near miss / investigation reports
- First aid reporting
- Site specific emergency preparedness

Hazard Assessments

- A hazard assessment should be completed as per the builder policy, or at minimum as per the legislation.
 - WSH Act Section 4(4):
 - Begins performing work
 - Performs different work than originally performed
 - Moved to a different area or workplace



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Documentation Compliance

When a project manager or supervisor visits an active site, the first 5 minutes should focus on site safety.

- Ask to see a completed hazard assessment, recent tool box talk, pre-use inspections of equipment, etc.
- Is there adequate first aid supplies
- Is a fire extinguisher readily available
- Are safe work practices/safe work procedures readily available
- Is a copy of the WSH Act & Regulation on site



Audit Observations

Available on Site

- Prime builder safety program
 - Paper or electronic
- Appropriate PPE
- First aid kit, fire extinguisher
- Relevant legislation
 - Download CSAM app
- Current SDS
 - Paper or electronic
- Lock out kit / tags
- Construction site sign

Availability of Safety Program

The builders' safety program must be readily available to all contractors on their site. If the program is in a show home, CSAM will consider:

- The proximity of the show home to the jobsite
- Accessibility of the program (locked home/garage)

Some builders have electronic access to their program, and have allowed the contractors to access it.



Audit Interviews

Interviews

Sub-contractors will be interviewed and should have a basic understanding of the builders' safety program.

Sub-contractors should have received an orientation from the prime contractor.

- Sub-contractor company owner
 - Owner gives to workers

Office Interviews

When the builder submits an audit, their staff will be interviewed to verify knowledge & understanding of their own safety program.

- Owner
- Project managers
- Office admin staff

Prior to the audit submission, review the content of the interview questionnaire with all staff.

Site Assessments

Part of the COR™ and SECOR™ program are unannounced site assessments. These assessments are done to ensure that COR™ and SECOR™ program integrity is maintained year-round.

Sub-contractors play a vital role in the site assessment process. Ensure you communicate to them what this process is, and their role in it.

The CSAM App

Download
NOW
for FREE



The CSAM App has over 20 plain language topics used in construction, as well as full access to the Act and Regulation accessible without WIFI service

Questions?

Please don't hesitate to contact a CSAM Client Services member, or Safety Advisor for questions.

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