



Town of Happy Valley-Goose Bay
Policy Statement

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Approved Date: December 12, 2019	Effective Date: December 12, 2019	Revision Date:	
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Topic: Sub-Contractor Policy

Policy Statement:

The Town of Happy Valley-Goose Bay and its sub-contractors share responsibility for ensuring that people are not harmed as a result of construction, maintenance or related activities at our worksites. **The Town of Happy Valley-Goose Bay** requires that sub-contractors operate safely and in accordance with the appropriate legislation and the company's Safety Program.

Sub-contractors working at any **Town of Happy Valley-Goose Bay** worksite shall, prior to starting work, complete a *Pre-Job Hazard Assessment* which identifies all hazards and potential hazards and the action taken to control them. Sub-contractors will provide certification of training required for their scope of work.

Sub-contractors shall provide a Letter of Clearance from WorkplaceNL. If the sub-contractor is not COR™ certified they shall be oriented to the **Town of Happy Valley-Goose Bay** Safety Program.

While working on **Town of Happy Valley-Goose Bay** projects, the sub-contractor shall participate in all worksite safety meetings and play an active role as a member of the worksite safety committee, where applicable.

General inspections and toolbox talks shall be carried out according to **Town of Happy Valley-Goose Bay** OHS policies and procedures. Sub-contractors shall report all incidents to the immediate principal contractor.



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Topic: Sub-Contractor Policy Continued

Sub-contractors will provide documentation to **Town of Happy Valley-Goose Bay** to verify compliance with this policy, and the *OHS Act* and Regulations.

Acknowledged By:

Sub-contractor

Sub-contractor Company Name

Date

** The safety information in this policy does not take precedence over the OHS Act.
All sub-contractors should be familiar with the OHS Act and Regulations. **

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

Wally Andersen
Mayor, Wally Andersen

Robert Andrews
Town Manager, Robert Andrews