# **<< Farm Name >> CONTRACTOR MANAGEMENT PLAN**

**Purpose:**

Contractors shall complete and submit a Contractor Questionnaire before starting work on << Farm Name >> and on an annual basis thereafter. The Contractor Questionnaire must be complete, and all requested attachments provided. << Farm Name >> will evaluate the Contractor Questionnaire to determine the risk the contractor presents to the farm and where additional health and safety training may be required.

The selected contractor shall provide:

* Training records with individual worker names, training completed, and copies of certificates.
* Proof of Liability Insurance and Workers Compensation Coverage, if applicable.
* Proof of good standing with OHS; no compliance orders, charges, fines, or convictions in the last 3 years.
* Proof of a company specific Health and Safety Manual. In the instance that a Health and Safety Manual cannot be provided, the applicable policies and procedures will be provided by << Farm Name >> to ensure the utmost safety on the job. The contractor will also attend and participate in a << Farm Name >> safety orientation before work starts.
* << Farm Name >> is accountable for communicating its Fitness for Duty and Substance Abuse Policy Statement and Code of Practice as well as the Workplace Violence and Harassment Policy Statement and Code of Practice to contractors.

**Farm Expectations:**

1. A hazard assessment must be completed before work begins on the farm and as operations change.
2. First aid kit & correct number of first aiders must be on site as per Occupational Health and Safety First Aid Regulations. The First aid certification card must be on the person and presented when asked.
3. Fall Protection is required when working at heights greater than 10 feet or if there is an extraordinary circumstance for a fall to cause injury. A fall arrest checklist must be completed before wearing CSA approved fall protection and a fall protection plan must be completed for each task requiring fall protection. Please refer to the Part 21 of the Occupational Health and Safety Workplace Regulations.
4. The contractor shall organize and maintain good housekeeping on the farm to prevent slip and trip hazards during work, and when work is completed.
5. CSA approved personal protective equipment is required to be worn on the farm as per Part 3 of the Occupational Health and Safety General Regulations, the hazard assessment, operator’s manuals, safe job procedures, and the Safety Data Sheets.
6. All incidents will be reported immediately and the contractor shall participate in the investigation.
7. All mobile equipment such as forklift, tractor, and vehicle, must have a pre-trip inspection before equipment use as per manufacturers manual.
8. All power tools require a visual inspection inclusive of cords, have specified guards in place, and used in accordance of the manufacturer’s manual.
9. All ladders require a visual pre-use inspection.
10. All contractors will treat each other with the upmost respect and dignity as per the Occupational Health and Safety Violence in the Workplace Regulations.
11. All contractors must participate in safety meetings if present when held on the farm.
12. All contractors must participate in site inspections when conducted on the farm.
13. Workers shall be fit for duty when arriving to work on the farm. No worker shall be under the influence of prescribed medications or other drugs or alcohol.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* The safety information in this policy is to be used in conjunction with all applicable Federal and Provincial Legislation.