



## **STANDARD HEALTH & SAFETY BID TERMS**

This document complies with the City's policy outlining contract terms re: safety requirements for construction, renovation, and maintenance contracts and must be attached to a bid solicitation packages. It may be modified to include project-specific requirements.

### **Documents to Be Submitted With All Bids**

At a minimum, all bidders will be required to submit, with their tender response:

- A written health and safety policy and procedures, which shall apply equally to all sub-contractors.

### **Documents to Be Submitted On Notice of Contract Award**

The following documentation is to be submitted to the Contract Manager by the successful bidder upon receipt of notice that his or her bid has been selected for an award. Failure to submit the required documents may delay the start of the project. An unsatisfactory response may lead to the elimination of the bidder, non-execution of the contract, or termination of the contract, without penalty to the City.

- A safety plan for the project based on an inspection of the particular job site.
- If requested by the Contract Manager, a lost time accident frequency record and severity record according to WSIB standards.
- The name of a person designated to be the contact person responsible for compliance with all Occupational Health and Safety Act requirements.
- A signed City of Mississauga Safety Acknowledgement Form.
- A current Workplace Safety and Insurance Board clearance certificate.

### **Responsibilities of the Contractor (Successful Bidder)**

1. The Contractor must meet the requirements of applicable legislation. In the event of a conflict between legislated requirements, the most stringent shall apply. The Occupational Health and Safety Act outlines specific responsibilities to ensure a safe working environment. All requirements of the Occupational Health and Safety Act must be met. In addition to the requirements of the Occupational Health and Safety Act, any safety requirements of other relevant legislation must be observed and enforced. Relevant legislation may include, but is not limited to:
  - the Canadian Construction Safety Code;
  - the Workplace Safety and Insurance Board;
  - the Highway Traffic Act;



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- the Transportation of Dangerous Goods Act;
  - the Environmental Protection Act;
  - Liquid, Industrial and Hazardous Waste Regulations;
  - the Criminal Code of Canada;
  - The Employment Standards Act.
2. The Contractor is responsible for the safe performance of all sub-trades.
  3. The Contractor shall indemnify the City for all costs the City may incur in relation to any action that arises as a result of performing the duties of the contract.
  4. The Contractor must attend an orientation meeting with the Contract Manager and/or the Departmental Health and Safety Specialist prior to commencing any work on the project to review the Contractor's duties with respect to applicable safety requirements.
  5. The Contractor will be required to provide to the Contract Manager and/or the Departmental Health and Safety Specialist, as requested:
    - the date and location of an on-site safety meeting for all principal trades and their on-site personnel, which must be held before work on the project commences;
    - where the Occupational Health and Safety Act requires that a Joint Health and Safety Committee be formed, copies of the minutes of meetings of the Committee;
    - where the Occupational Health and Safety Act requires that a notice of project be provided to the Ministry of Labour before any work commences, a copy of the notice;
    - a list of hazardous materials to be used and Material Safety Data Sheets (MSDS) for them;
    - detailed information with respect to the WHMIS training provided to workers, the languages in which instruction is given, and a copy of training manuals used.
  6. Throughout the project, the Contractor is required to:
    - Allow the Contract Manager and the Departmental Health and Safety Specialist access to any site to make such inspections or inquiry as they see fit.
    - Notify the Contract Manager of any change in equipment, materials, or personal protective equipment that the Contractor intends to use on the project, prior to commencing use of any such equipment, materials, or personal protective equipment.
    - At no time allow any individuals onto the work site other than bona fide employees of the Contractor and the City.
    - At no time bring onto City property controlled products that are not labelled in accordance with WHMIS requirements.



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7. If the Contractor is found to be in violation of the Contractor's own safety policies, the safety policies of the City or in violation of the Occupational Health and Safety Act, a representative of the City reserves the right to halt work on the project until such violations are rectified.
8. The Contractor will be responsible for any time lost due to safety violations and no claims by the Contractor for additional costs arising from safety violations will be considered by the City.
9. Repeated or serious violations may result in cancellation of the Contract and refusal to consider the Contractor's bid on future projects.

Revision Date: April 2020