



COUNTY OF NORTHERN LIGHTS

POLICY

WORK SITE & OTHER PARTIES

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

PURPOSE

This policy outlines the company's commitment to safeguarding individuals near or entering active worksites who are not directly under the company's supervision. It also establishes requirements for external employers, self-employed individuals, and contractors operating on or near the worksite to ensure compliance with safety standards, mitigate risks, and promote a safe working environment in accordance with applicable regulations.

SCOPE

This policy applies to all company employees, contractors, subcontractors, self-employed individuals, visitors, and any other external parties present at or near the company's active worksites.

VISITOR AND THIRD-PARTY PROTOCOL

To protect individuals who are not directly employed by or under the supervision of the company but who may be near or entering active worksites, the following procedures must be followed:

- **Check-In and Sign-In:** All visitors and external parties must check in with the site supervisor upon arrival at the worksite and sign the visitor log.
- **PPE Requirements:** Visitors and external parties must wear all required Personal Protective Equipment (PPE), as specified for the worksite.
- **Supervision:** Visitors must be accompanied by a designated company employee throughout their time at the worksite to ensure compliance with safety protocols and proper supervision.
- **Signage:** Signage must be posted at all active worksites to notify individuals of worksite activity and provide safety information, including the two-way radio channel/frequency being used, if applicable. Additional signage will be placed along routes leading to the site to alert road users of hazards such as active worksite activities, truck turning, and restrictions such as no shooting/hunting.

PREQUALIFICATION OF EXTERNAL PARTIES

Before external employers, contractors, or self-employed individuals begin work at the company's worksites, they must meet the following prequalification requirements:

- **Orientation:** All external parties must complete a company-specific orientation.
- **Documentation Requirements:** External parties must provide:
 - A valid Workers' Compensation Board (WCB) clearance letter.
 - A certificate of insurance for auto and general liability, naming the company as an additional insured.
 - Copies of relevant safety certifications or client orientations.
- **Prequalification Verification:** The company's prequalification policy mandates that these documents and certifications are verified before any work begins. This includes ensuring compliance with both company policies and OHS legislation.

COMMUNICATION OF WORKSITE HAZARDS

Before work commences, vital information regarding worksite hazards and control measures is communicated to all external stakeholders, including contracting employers and their staff. This communication process includes:

- **Annual Start-Up Meetings:** Contracting employers and their staff must participate in annual start-up meetings before commencing any work-related activities.
- **Safety Meetings:** All external parties are required to attend safety meetings to stay informed about current worksite hazards, updates, and safety practices.



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- **Emergency Response Protocols:** Detailed information on emergency response procedures, site-specific Emergency Response Plans (ERPs), muster point locations, and emergency resources such as first aid kits, spill response kits, and fire extinguishers must be shared with all parties.
- **Hazard Mitigation Measures:** Comprehensive discussions on specific worksite hazards and the control measures in place to mitigate these risks are conducted.

HEALTH AND SAFETY DUTIES

During the general orientation, all workers, contractors, and external parties are briefed on their health and safety duties, which include:

- Reporting incidents, close calls, and unsafe conditions.
- Participating in incident investigations.
- Adhering to established worksite safety practices and procedures.

ACCESS TO ESSENTIAL HEALTH AND SAFETY MATERIALS

The following health and safety materials must be readily accessible at all worksites:

- **Safety Management System (SMS) Manual**
- **Safety Data Sheets (SDS) Binder**
- **Site-Specific Emergency Response Plan (ERP)**
- **Occupational Health and Safety (OHS) Legislation**
- **First Aid Supplies**
- **Fire Extinguishers**
- **Spill Kits**
- **Corporate Health and Safety Policy and Coaching and Enforcement Policy** (prominently displayed on safety boards at worksites)

ONGOING SURVEILLANCE AND COMPLIANCE MONITORING

To ensure ongoing compliance with company policies, procedures, and OHS standards, the company will conduct regular monitoring and surveillance of work activities carried out by external employers and self-employed individuals. Compliance checks will include:

- **Walkthroughs** to observe work activities.
- **Periodic Inspections or Audits** of worksite safety.
- **Safety Observations** to assess adherence to established protocols.

NON-COMPLIANCE AND ENFORCEMENT

The company has established a process for managing non-compliance with safety policies, procedures, or OHS legislation. The **Coaching and Enforcement Policy** outlines the steps to be taken when external parties fail to meet the terms and conditions of their contract, or the safety requirements set out by the company. The process includes:

- **Coaching and Remediation:** Addressing non-compliance through corrective action and coaching.
- **Termination of Contract:** If non-compliance persists or is severe, the company reserves the right to terminate the contract in accordance with the terms of the agreement.

This enforcement mechanism is detailed in the **Safety Management System (SMS) Manual** and applies to all external parties operating at or near company worksites.



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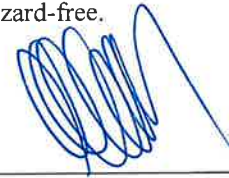
REVIEW AND UPDATES

This policy will be reviewed annually or as needed to ensure it remains current with company practices and in compliance with any changes to legislation or operational requirements.

By following this policy, the company ensures that all individuals, whether employees or external parties, are aware of their responsibilities and that worksites remain safe, compliant, and hazard-free.



Chief Elected Official



Chief Administrative Officer