**Purpose**

[Organization’s name] is committed to the health and safety of persons at or in the vicinity of [site name] including those workers not engaged in the work of that employer but present at the work site and all other persons at, or in the vicinity of [site name] who may be affected by hazards originating from [site name].

All persons performing work at [site name] must comply with the health and safety standards as [Organization’s name].

**Definitions**

**[Select appropriate definitions for your organization structure]**

**Contracting Employer:** means a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in work at a work site.

**Service provider:** a person who provides training, consultation, testing, program development or other services in respect of any occupation, project, or work site.

**Supplier:** a person who sells, rents, leases, erects, installs, or provides any equipment or who sells or otherwise provides any harmful substance or explosive to be used by a worker in respect of any occupation, project or work site.

**Temporary staffing agency:** a person who retains workers and deploys or facilitates the placement of those workers with other employers.

**Policy**

The Other work site policy applies to all other work site parties including [Organization lists the applicable other work site parties such as contracted employers, self-employed persons, visitors and/ or volunteers] whom is on or in the vicinity of [Organization’s name]. As it is reasonably practicable, other work site parties need to ensure compliance by following [Organization’s name] health and safety policies and the Occupational Health and Safety Act, Regulations and Code.

**Responsibilities**

* **Employer (Managers/supervisors):** required to, as far as it I reasonably practicable to ensure the health and safety of all other work site parties present at the work site [insert specific responsibilities such as; select appropriate contractors and/or self-employed, ensure appropriate management and monitoring of their activities**]**
* **Contractors and/or Self-Employed:** contractors and/or self-employed persons that direct work activities at a work site shall ensure, as far as it is reasonably practicable to do so, that their employees comply with [Organization’s name] policies and the OHS Act, Regulations and Code.
* **Suppliers:** even if not present on the work site, also play a role as they shall ensure, as far as reasonably practicable to do so, that any tool, appliance or equipment that the supplier supplies is in safe operating condition; and that any tool, appliance, equipment, designated substance or hazardous material supplied complies with the legislation.
* **Visitors/Volunteers:** take reasonable care to protect the health and safety of themselves and other persons at or in the vicinity of the work site. They must comply with the Act, the regulations and the OHS code, as well as follow [site name] health and safety practices, are aware of hazards and any controls that are required**.**

**Procedure**

Proper selection and evaluation of contracted employers, self-employed and/or other work site parties will minimize the risk of an incident resulting in loss occurring. All contracted employers and/or self-employed will be subject to a prequalification review before work commences, as well an orientation to [Organizations name].

1. Contractor/self-employed and Volunteer hiring and pre-selection process

All Contractors and/or self-employed will be required to go through a pre-selection process by using [Insert document reference]. [Insert responsible employee here; such as Department/Program/Site manager, Maintenance]to apply pass/fail criteria.

All contractors and/or self-employed must have the following:

[Organizations list what other work site parties must have the following are some suggestions, keep in mind critical information such as WCB, certificates and references should always be included]

1. Documentation requested including:
   1. WCB information (premium rate statement, clearance letter, employer report card)
   2. References
   3. Certification records (workers, supervisor, sub trade training)
   4. Certificate of Recognition COR or SECOR (if applicable)
   5. Site specific hazard assessments in use
   6. Safe work procedures

*Note: see Volunteer Application process for hiring and pre-selection process*

1. Other work site parties Orientation

All contractors, self-employed and other work site parties will go through an orientation process prior to starting any work activity. [Organization needs to outline when the orientation should occur, keep in mind that orientations need to occur prior to work activities, who is responsible to complete orientation and what document is to be used]

*Note: See General Orientation Policy for Volunteer process*

1. Other work site parties Monitoring

All contractors, self-employed and other work site parties will be monitored to ensure compliance with [Organizations name] occupational health and safety policies and procedures as well as Alberta Legislation. [Organizations name] [Specific Role responsible for monitoring] will [Specific practice that the organization carries out to ensure monitoring, such as daily toolbox meetings, checkups, reporting of hazards etc.]

1. *Non-Compliance*

Contracted employers, self-employed persons and other work site parties are expected to conduct their work safely and report any potential or existing hazards to management (state who this would be in your organization). Noncompliance by any party of any safety rules or policies will result in disciplinary action, up to and including, removal from the [site name].

**Forms/Appendixes:** [Organizations would list forms, checklists and policies that are associated with this policy.]

Examples:

* Other Work Site Parties Monitoring Policy (see CCSA template)
* Other Work Site Parties Monitoring Form (see CCSA template)
* Other Work Site Parties Orientation Policy (see CCSA template)
* Other Work Site Parties Orientation checklist (see CCSA template)
* General Orientation Policy (see CCSA template)

**Reference**

**Alberta Occupational Health and Safety Act, April 1, 2023**

**Occupational health and safety & non-profit sector, August 2022**

**Government of Albert, Labour**