**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].

[Organization’s name] will monitor all persons working at [site name] to ensure that they are complying with health and safety standards

**Definitions**

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

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

**Self-employed person:** a person who is engaged in an occupation but is not in the service of an employer for that occupation.

**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 parties are required to provide health and safety documentation and will be monitored by [role of who will monitor] at [site name] and inspected by the joint worksite Health and Safety Committee (HSC) to ensure as far as reasonably practicable that all work site parties are complying with organizational health and safety standards and the Occupational Health and Safety legislation.

**Responsibilities**

* **Employer (Managers/supervisors):** required to, as far as it is reasonably practicable to ensure the health and safety of all other work site parties present at the work site [insert specific responsibilities of such as ensure compliance to site OHS, ensure all hazards are reported etc.**]**
* **Contracting Emploer 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 monitoring 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, self-employed or other work site parties will be monitored to ensure health and safety practices and procedures are being followed.

The [insert responsible employee here; such as Department/Program/Site Manager, Supervisor, Maintenance] for the site is responsible for monitoring safe work by using [Insert document reference].

Regular walk arounds are required by [insert responsible employee here; such as Department/Program/Site Manager, Supervisor, Maintenance] to ensure the other work site parties are adhering to practices and procedures. Other work site parties found working unsafely, the [insert responsible employee here] will adhere to the following:

1. Near Misses
   1. All near misses are to be reported and are to be investigated by [insert responsible employee and/or parties], using [insert form name that will be used] and necessary controls put in place by [insert responsible party here].
   2. [Insert responsible employee] will follow up within [insert time frame here] to ensure the implemented control(s) are effective.
2. Minor Incidents (Incident that results in worker injury)
   1. The party involved will receive a warning from the [insert responsible employee] when a minor incident has been noted.
   2. The contractor worker or self-employed worker action is noted and recorded by the site employee, using [insert form name here].
   3. If an investigation is required, a formal meeting is arranged by [insert responsible employee] and the other work site parties worker and manager. The site employer will follow [insert organization name] incident investigation procedure [insert document name and or number, with applicable forms, etc.] The other work site party must implement corrective actions by the date noted by the site employer.
   4. Follow up will be required with in 24hrs of date noted by [insert responsible employee] and recorded on [insert form here].
   5. Should concerns still exist or this becomes a serious incident, cancellation of contract or services may take place.
3. Serious and/or Potentially Serious Incidents
   1. Upon site employee observing a serious or potentially serious incident, the [insert responsible employee here] will direct the other work site party involved to stop work immediately, report to the contact of [Organization name] and ensure work site is left in safe condition.
   2. The incident will be reported to OHS as required by [insert responsible employee here]
   3. A formal investigation will commence immediately; involving all parties, using the site employer’s incident investigation procedure.
   4. The other work site party and the [insert responsible employee here] are to review the incident investigation and determine a corrective action if applicable
   5. Based on the seriousness of the incident, [insert responsible employee here] may cancel contract or services immediately.
4. The HSC will inspect all areas including work sites where workers from other employers are working. Should the inspection result in the other work site parties not working safe, it will be reported to [insert responsible employee here].
5. Safety will be on the agenda of all meetings with other work site parties where any concerns from the site will be reviewed.
6. Any work that is deemed high risk [Organization name] reserves the right to monitor at more frequent intervals as agreed with all work site parties.
7. During construction projects the Prime Contractor is responsible for the construction zone as must immediately report any incidents or near misses to the [site name] [insert responsible employee here].

**Forms/Appendixes [insert any policies or forms that are applicable to this procedure]**

* Other Work Site Parties Monitoring Form (see CCSA template)
* Other Work Site Parties Orientation Policy (see CCSA template)
* Incident investigation policy and procedure (see CCSA template)

**References**

Alberta Occupational Health and Safety Act, April 1, 2023