

Notice to Contractors

GENERAL

It is the belief of Loyalist College and Contractors employed by the College, that all injuries can and should be prevented, and that injury prevention applies to all personnel on the job site or workplace.

Loyalist College and Contractors share the responsibility to ensure that work is carried out in a safe manner. As part of the contract process for work at the College, the following rights, responsibilities and obligations must be adhered to.

THE COLLEGE:

1. Will provide all Contractors with information regarding Health and Safety requirements for each job.
2. Will provide all contractors with information of known site hazards.
3. Has the right to monitor the Contractors activity at each site, evaluate the safety practices and take the necessary action to correct any safety deficiencies, up to and including the right to remove the contractor, their workers or any sub-contractors from the site if safe work practices are not followed.

THE CONTRACTOR:

1. Understands and complies with the applicable Health and Safety Laws and Regulations.
2. Will provide a list of sub-contractors to be used, for College review and approval.
3. Will provide a qualified workforce that is trained to perform the required tasks or duties.
4. Will supply the tools, equipment and materials needed to perform the work safely. The Contractor will have available for review Material Data Safety Sheets (MSDS) for hazardous materials brought on site.
5. Will remove all unused chemicals or hazardous materials as well as general construction debris at the completion of a project. Disposal of material will meet all environmental Regulations.
6. Will provide the College with the Contractor's WSIB clearance certificate and experience ratings as shown on the WSIB CAD7 Report
7. Will maintain good housekeeping standards during work performed at the College.
8. Agrees to communicate with the College about observations, needs and concerns regarding conditions in the work area.
9. Will provide a list of all the contractors' personnel who will be on site, including the sub-contractors' trades people, will be provided to Facility Services designate. All Personnel will sign in and out each time they arrive or leave the site at the Facility Services department.

If there are any questions concerning these requirements, please contact the College Procurement Services Department 613-969-1913 ext. 2211 or email purchasing@loyalistc.on.ca.

Company Name (print name)

Signature Officer

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WORK ON LOYALIST COLLEGE PROPERTY**