

BCCA PROGRAM DELIVERY INC.

#4 – 10145 Dallas Drive, Kamloops, BC V2C 6T4
Telephone (250) 573-3611 Fax (250) 573-5155

Schedule 13 Prime Contractor Agreement
BCCA PDI Project Number: [REDACTED]
Natural Resource District: [REDACTED]

ITEM NO. DESCRIPTION

General

The Contractor has agreed with BCCA PDI to be designated as the Prime Contractor for the purposes of coordinating occupational health and safety matters under the WorkSafeBC Workers Compensation Act and the written policies of BCCA PDI at the Workplaces designated herein on the terms and conditions set out in this Schedule.

Designation

BCCA PDI designates the Prime Contractor and the Prime Contractor accepts the designation from BCCA PDI as the prime contractor (as defined in the Workers Compensation Act) for all those multi-employer workplaces at which the Prime Contractor has accepted such responsibility. Each such workplace shall be deemed a “Workplace” under this Prime Contractor Schedule.

1. Responsibilities of the Prime Contractor

The Prime Contractor will fully comply with all of the duties and responsibilities that are required of a prime contractor as established under the WorkSafeBC Workers Compensation Act, and the Occupational Health and Safety Regulation, and any other applicable legislation and, without limiting the generality of the foregoing, will do all of the following:

- (a) Ensure that the activities of employers, workers and other persons at the Workplace relating to occupational health and safety are coordinated, consistent with the WorkSafeBC Workers Compensation Act, and the Occupational Health and Safety Regulation, and its applicable guidelines and any other applicable legislation;
- (b) Do everything that is reasonably practicable to establish and maintain systems or processes that will ensure compliance with the WorkSafeBC Workers Compensation Act, and the Occupational Health and Safety Regulation, and its applicable guidelines and any other applicable legislation and the Rules at the Workplace;
- (c) Establish and maintain a safety program for operations at the Workplace (the “Safety Program”) and site specific safety plans (the “Site Specific Safety Plans”) for site specific Workplaces as and when required pursuant to the Safety Program;
- (d) Conduct workplace assessments to ensure that equipment, supplies, facilities, first aid attendants and services are adequate and appropriate and ensure that a system or process is in place to establish and maintain the first aid equipment, supplies, facilities, first aid attendants and services as required under Section 3.20 of the WorkSafeBC Occupational Health and Safety Regulation;
- (e) Establish, monitor and coordinate the activities of a joint health and safety committee within the Workplace where required by the WorkSafeBC Workers Compensation Act or its regulations or guidelines or as otherwise necessary to coordinate occupational health and safety matters at the Workplace;

- (f) Prepare and deliver the notice of operation (the “Notice of Project-Forestry”) as and when required by Section 26.4 of the WorkSafeBC Occupational Health and Safety Regulation;
- (g) Obtain from each employer within the Workplace the name of the person designated as supervisor of the employer’s workers as required under Section 118(3) of the WorkSafeBC Workers Compensation Act;
- (h) Immediately notify BCCA PDI of (i) an inspection or investigation relating to safety by a government official or (ii) any possible contravention of WorkSafeBC occupational health or safety legislation arising at the Workplace;
- (i) Notify BCCA PDI of all incidents at the Workplace requiring medical treatment and any other incidents that are required to be recorded pursuant to the Safety Program, within 24 hours of the occurrence of the incident;
- (j) Promptly implement all safety recommendations of BCCA PDI acting reasonably;
- (k) Deliver to the BCCA PDI
 - i. a copy of the Notice of Project-Forestry, and
 - ii. a copy of the Safety Program;
- (l) Provide to all other employers within the Workplace the applicable Site Specific Safety Plans prepared pursuant to the Safety Program;
- (m) Take steps to develop and maintain open communication relating to safety matters with the other employers and workers within the Workplace; and
- (n) Provide additional training to the safety committee if required by BCCA PDI.

2. Responsibilities of BCCA PDI

BCCA PDI will

- (a) Request that the Contractor have a current Safety Program that is to be implemented onsite.
- (b) From time to time attend at the Workplace to review all aspects of safety, including the Prime Contractor’s implementation of the Safety Program, and the Prime Contractor will respond to any concerns BCCA PDI may have with regard to safety within the Workplace.

3. Changes by BCCA PDI

BCCA PDI may at any time during the term of the Contract, and on written notice to the Prime Contractor, suspend, limit, or terminate any or all of the Prime Contractor’s obligations under this Prime Contractor Schedule, as solely determined by BCCA PDI.

4. Affected Parties

Any sub-contractors hired by the Prime Contractor are a party to the creation of a multiple employer workplace and are affected by this Agreement and the responsibilities of the Prime Contractor as lay out herein. All sub-contractors need to be preapproved by BCCA PDI.

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Schedule 13 Prime Contractor Pre-Qualification Checklist

BCCA PDI Project Number:

Natural Resource District:

Description	Yes	No
WorkSafeBC Clearance Letter attached Date:		

Prime Contractor Requirements	Yes	No
System in place to make sure all workers, including any pre-approved sub-contractors on site, receive a safety pre-work before work is to commence.		
System to identify and control risks and hazards, as well as, communicate these risks and hazards, to all workers and any pre-approved sub-contractors on site.		
System to provide a site specific First Aid Assessment, which includes requirements needed for First Aid Certificates and First Aid Equipment.		
System for Inspecting and auditing (i.e. equipment, worker assessments)		
System for Corrective Action and or Discipline Procedures.		
System for Incident reporting and Incident Investigation. (Including Close Calls)		
System for reporting any Safety Deficiencies immediately to BCCA PDI		

Prime Contractor must have a Safety Program or Plan in place that include the following:	Yes	No
Statement of Contractor's safety policy and individual responsibilities		
Safety meeting requirements (including documenting them)		
Ensure that all workers and or any pre-approved sub-contractors carry the necessary certificates and or training relevant to work procedures that are to be performed.		
PPE requirements		
Specific work rules and/or processes (i.e. SWP's, SOP's, etc. including Lockout Procedures)		
WHMIS training		
Emergency Response Plan or Procedures that includes but is not limited to: Fire Prevention and Suppression - Emergency Response Plan - First Aid Procedures - Spill Procedures - Natural Disaster Procedures - Emergency Medical Evacuation - First Aid Assessments (prior to starting in new areas). Serious Injury - Fatality Procedures (including Notification Procedures)		

Prime Contractor Sub-Contractor Hiring Criteria	Yes	No
Hiring of a sub-contractor must be pre-approved by the BCCA PDI Supervisor in writing, prior to commencement of work. Upon approval, the Prime Contractor is responsible for the safety and all activities of the sub-contractor hired.		
System to review pre-approved sub-contractor safety programs.		

Safety is a condition of employment for BCCA PDI. Prime Contractors must ensure their employees, as well as any sub-contractors hired by them, are aware of their health and safety responsibilities, safe work procedures and any hazards associated with the job they are hired to do. Compliance with WorkSafeBC requirements remains solely with the Prime Contractor as an Employer.

Site Specific Hazards are listed in the Risk Assessment and signed Prework between BCCA PDI Supervisor and Prime Contractor. Ongoing risk and hazard site evaluation is the responsibility of the Prime Contractor.

By signing this Schedule 13 – Prime Contractor Agreement and Pre-Qualification Checklist the contractor is accepting Prime Contractor Responsibilities for this Contract. Copies are to be placed at the worksite, as well as, with BCCA PDI Supervisor.

Prime Contractor Signature Date

BCCA PDI Supervisor Signature Date