CITY OF NANAIMO THE HARBOUR CITY	**Prime Contractor Designation Form**

"Appendix A"

PROJECT NAME: _____

PRIME CONTRACTOR DESIGNATION FOR OCCUPATIONAL HEALTH & SAFETY

Definitions:

According to the Workers Compensation Act (Part III)

Owner (The City of Nanaimo):

Prime Contractor: Any Contractor designated by the owner (City of Nanaimo) to be the Prime Contractor on a project with respect to occupational health and safety ONLY

Designation:

By signing this agreement,_____agrees to assume the responsibilities of a **Prime Contractor** as outlined in the "Workers' Compensation Act, and Regulations". In general, the Prime Contractor coordinates the occupational health and safety activities of all employers, workers and other persons at the workplace.

As a Contractor signing this agreement with the City of Nanaimo, you are agreeing that your personnel will comply with the "WorkSafeBC Occupational Health and Safety (OH&S) Regulations" and the "Workers Compensation (WC) Act".

If the Prime Contractor wishes to designate another firm as the Prime Contractor, they shall advise the City of Nanaimo of their intentions in writing and obtain approval from the City of Nanaimo prior to the commencement of the new Prime Contractor designation. The new Prime Contractor must agree through signature to all the terms of this agreement.

PRIME CONTRACTOR RESPONSIBILITIES:

The Prime Contractor will provide the following information:

- Proof that they are registered with WorkSafeBC and a commitment to notify the City Nanaimo of any change of status during the course of the project;
- Proof that they are up-to-date on WorkSafeBC assessment payments;
- If applicable, proof that they have taken optional coverage for self and family members working on the contract;
- Proof that they have taken appropriate coverage for the work being done (i.e. ensure they are in the right classification);
- A complete copy of their Health and Safety Program.

Prior to Commencement of Work the Prime Contractor Shall:

- Review, complete and sign "Prime Contractor Designation";
- Submit the "Notice of Project" to WorkSafeBC, where required, on a construction workplace. See "OH&S Regulation 20.2" for the general requirements of a "Notice of Project".

During Work the Prime Contractor Shall:

- Identify and designate a person to be the qualified coordinator, who must co-ordinate health and safety activities in the workplace, if the workplace is a construction workplace of more than one employer, with a combined workforce of more than five (5) workers;
- Assume responsibility for the health and safety of the workers on the project;
- Inform all other employers for the project of the designation of Prime Contractor;
- Coordinate all activities of employers, workers and other persons at the workplace relating to occupational health and safety;
- Establish and maintain a system or process that will ensure all employers, workers and other persons at the workplace comply with the "Workers Compensation Act" and the "WorkSafeBC OH&S Regulations";
- Immediately report to the Owner any unforeseen critical health or safety hazard that is identified during work. Together with the Owner, determine and implement an effective control. Work will be allowed to continue only when the situation has been made safe.

Prime Contractor Qualified Coordinator:

The responsibilities of the qualified coordinator are listed in "WorkSafeBC OH&S Regulation 20.3".

The Prime Contractor's Qualified Coordinator must:

- Coordinate all health and safety activities for the project;
- Know who all other contractor's qualified persons are, if it is a construction workplace;
- Ensure that all workers at the workplace are informed of pre-existing workplace hazards, and of any hazards on the workplace that will be created by the work;
- Ensure that all workers are adequately trained in the performance of their job tasks, with particular reference to any job or task which may cause a risk to themselves, their co-workers, or to any third party;
- Ensure that the hazards are addressed throughout the duration of the work activity;
- Ensure there are written procedures for safe work practices to be followed at the workplace;

- Have a workplace drawing showing where all employers at the workplace are working, where first aid is located, emergency transportation system for injured workers and evacuation marshalling points. This document must be provided to the City of Nanaimo prior to the commencement of work activity;
- Ensure that if there is an accident where there is loss of life or where there was potential for an accident leading to loss of life, the City of Nanaimo is advised forthwith of the details and any other information. This will be provided to the City of Nanaimo for information purposes only;
- Ensure that workplace safety meetings are held and documented;

Ensure there is compliance with any other statute, regulation, or bylaw, which is in place to provide worker safety.

Conclusion:

Any occupational health and safety violation by the Prime Contractor or any other employer, worker, or other person on the workplace, shall be considered a breach of contract which may result in termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the City of Nanaimo.

Any penalties, sanctions, or additional costs levied against the Prime Contractor or sub-contractors will be the sole responsibility of the Prime Contractor or the sub-contractors.

I, the undersigned, acknowledge having read and understand the information above.

By signing this agreement, I agree as a representative of the firm noted below, to assume the responsibilities of the Prime Contractor for this project.

Date: _____

Contact
Name: _____

Firm Name: _____

_____
Signature of Prime Contractor