

# Confirmation of Contractor Responsibilities

## Discussion with Contractor Supervisor or Coordinator

Date: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_ Job Title: \_\_\_\_\_

[Farm Owner/ Company] Representative: \_\_\_\_\_ Job Title: \_\_\_\_\_

\_\_\_\_\_

THE CONTRACTOR:	YES	NO
a. Acknowledges the appointment as Prime Contractor.	<input type="checkbox"/>	<input type="checkbox"/>
b. Understands that in any conflict of directions, the WorkSafeBC OHS Regulation and/or the <i>Workers' Compensation Act</i> shall prevail.	<input type="checkbox"/>	<input type="checkbox"/>
c. Understands and will direct that all supervisors/coordinators must immediately report any apparent conflict as described above.	<input type="checkbox"/>	<input type="checkbox"/>
d. Understands that the supervisor shall immediately notify the [Farm owner/Company] of any reported conflict.	<input type="checkbox"/>	<input type="checkbox"/>
e. Has requested and received information to eliminate or control hazards to the health and safety of persons at the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
f. Has conducted an inspection of the workplace to verify the presence of any hazards.	<input type="checkbox"/>	<input type="checkbox"/>
g. Will communicate hazards to any persons who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards.	<input type="checkbox"/>	<input type="checkbox"/>
h. Accepts that written documentation (e.g. notes, records, inspections, meetings etc.) on all health and safety issues must be available at the workplace and provided to the [Farm owner/Company] and/or to a WorkSafeBC officer upon request.	<input type="checkbox"/>	<input type="checkbox"/>
i. Will confirm that all workers are suitably trained and competent to perform the duties for which they have been assigned.	<input type="checkbox"/>	<input type="checkbox"/>
j. Agrees that safety orientation of all new workers will be conducted.	<input type="checkbox"/>	<input type="checkbox"/>
k. Has provided a copy of his/her company's written Safety Program.	<input type="checkbox"/>	<input type="checkbox"/>
l. Agrees that meetings to exchange any safety issues, concerns, hazards or safety directives will be conducted at least weekly (more often if required).	<input type="checkbox"/>	<input type="checkbox"/>
m. Agrees that, before the commencement of work, crews will attend a daily crew safety meeting.	<input type="checkbox"/>	<input type="checkbox"/>
n. Has assessed and will coordinate the first aid requirements.	<input type="checkbox"/>	<input type="checkbox"/>
o. Has established a transport of injured worker procedure (where required).	<input type="checkbox"/>	<input type="checkbox"/>

### Contractor Rep:

\_\_\_\_\_  
(Name) (Signature)

### [Farm Owner/ Company] Rep:

\_\_\_\_\_  
(Name) (Signature)

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Workplace Query	Requirement.
Have workplace hazards been identified?	<ul style="list-style-type: none"> <li>All contractors must be made aware of any hazards and methods to eliminate them.</li> </ul>
Is this a multiple employer workplace?	<ul style="list-style-type: none"> <li>Multiple employer workplaces are created when workers of 2 or more employers are working at the same location.</li> <li>Short term visits by couriers, inspectors, suppliers etc. are not regarded as workers at the workplace.</li> </ul>
Is the contractor designated as prime contractor?	<ul style="list-style-type: none"> <li>There must be a written agreement with the contractor.</li> <li>There can only be one Prime Contractor at any one workplace.</li> <li>Farm owner /company must ensure the prime Contractor coordinates all health and safety activities.</li> </ul>
Is the Farm owner/ Company the Prime contractor?	<ul style="list-style-type: none"> <li>Farm owner /company is responsible for coordination of activities at the workplace, and for ensuring compliance with WorkSafeBC regulation.</li> <li>Farm owner /company must obtain from each contractor the names of the persons designated to supervise the workers.</li> </ul>
Is this a construction workplace? (combined work force greater than 5)	<ul style="list-style-type: none"> <li>The prime contractor must appoint a qualified coordinator.</li> <li>The qualified coordinator must have the names of the supervisors and qualified persons responsible for health and safety activities.</li> <li>There must be a drawing showing project layout, first aid locations, emergency transportation provisions and evacuation marshalling stations.</li> <li>There must be a set of construction safety procedures.</li> </ul>
Are you hiring Farm labour contractors?	<ul style="list-style-type: none"> <li>Ensure the Farm labour contractor is licensed by BC 's Ministry of Labour.</li> </ul>

*The contract agreement over leaf is for example purposes only. Always seek independent legal advice to ensure a contract best meets your individual requirements.*