

# Confirmation of Contractor Responsibilities



Discussion with Contractor Supervisor or Coordinator		
<b>Date:</b>	<b>Meeting Location:</b>	
<b>Contractor:</b>		
<b>Contractor Representative:</b>	<b>Job Title:</b>	
<b>(Farm Owner/Company) Representative:</b>	<b>Job Title:</b>	
	<b>Contractor</b>	<b>Yes No</b>
Acknowledges the appointment as Prime Contractor.		
Understands that in any conflict of directions, the <i>WorkSafeBC OHS Regulation</i> and/or the <i>Workers' Compensation Act</i> shall prevail.		
Understands and will direct that all supervisors/coordinators must immediately report any apparent conflict as described above.		
Understands that the supervisor shall immediately notify _____ of any reported conflict.		
Has requested and received information to eliminate or control hazards to the health and safety of persons at the workplace.		
Has conducted an inspection of the workplace to verify the presence of any hazards.		
Will communicate hazards to any persons who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards.		
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 _____ and/or to a WorkSafeBC officer upon request.		
Will confirm that all workers are suitably trained and competent to perform the duties for which they have been assigned.		
Agrees that safety orientation of all new workers will be conducted.		
Has provided a copy of his/her company's written Safety Program.		
Agrees that meetings to exchange any safety issues, concerns, hazards or safety directives will be conducted at least weekly (more often if required).		
Agrees that, before the commencement of work, crews will attend a daily crew safety meeting.		
Has assessed and will coordinate the first aid requirements.		
Has established a transport of injured worker procedure (where required).		

**Contractor Rep:** \_\_\_\_\_  
 (Name)

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

**Farm Owner/  
 Company Rep:** \_\_\_\_\_  
 (Name)

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



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**AgriSafe Culture**

Workplace Query	Requirement
<b>Have workplace hazards been identified?</b>	<ul style="list-style-type: none"> <li>• All contractors must be made aware of any hazards and methods to eliminate them.</li> </ul>
<b>Is this a multiple employer workplace?</b>	<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>
<b>Is the contractor designated as prime contractor?</b>	<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>
<b>Is the Farm Owner/Company the Prime contractor?</b>	<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>
<b>Is this a construction workplace? (combined work force greater than 5)</b>	<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>
<b>Are you hiring Farm labour contractors?</b>	<ul style="list-style-type: none"> <li>• Ensure the Farm labour contractor is licensed by BC 's Ministry of Labour.</li> </ul>

