



DEFINITIONS

As outlined in *The Saskatchewan Employment Act (SEA)*, a **Contractor** is an individual, partnership, or group of individuals, who direct the activities of one or more employers or self-employed individuals in accordance with one or more contracts. A **Prime Contractor** is the principal contractor who enters into a written agreement with the client to manage the construction phase on projects with more than one contractor.

CONTRACTOR DUTIES

- ✘ Plan, manage, and monitor the work being performed under their control in a way that ensures the health and safety of anyone it might affect (including members of the public).
- ✘ Ensure all work at a place of employment is sufficiently and competently supervised.
- ✘ Comply with any reasonable direction issued by the Prime Contractor (if applicable) for the purpose of performing his or her duties.
- ✘ Ensure workers perform all work in compliance with *The SEA* and *The OHS Regulations, 1996*.
- ✘ Provide information regarding *The SEA* and *The OH&S Regulations* and how they related to the worksite. This information may be posted on a health and safety bulletin board [section 15: Duty of employer or contractor to provide information, *The OH&S Regulations, 1996*].
- ✘ Informs (in writing) every employer, worker, or self-employed person at the place of employment, of: the name of the person supervising the work on behalf of the contractor; the emergency facilities provided by the contractor for the use of employers' workers or self-employed persons; the existence and means of contacting the Occupational Health and Safety (OHS) committee or OHS representative [section 16: Duty of contractor to inform, *The OH&S Regulations, 1996*].

PRIME CONTRACTOR DUTIES

- ✘ The Prime Contractor must identify a competent person to oversee and direct activities of employers, workers, and self-employed persons, on the worksite.
- ✘ The name and contact information for the identified competent person as well as for the Prime Contractor must be posted in a conspicuous location onsite.

PRIME CONTRACTOR DUTIES (Cont'd)

- ✘ Prepare a written plan that:
 - ✓ identifies the supervisors for the required worksite and contains the name and method of contacting the person identified to oversee the activities on the worksite. This must include the name and contact information
 - ✓ addresses how the safety requirements are being met
 - ✓ is delivered to all employers and self-employed persons prior to any work being performed on the worksite
- ✘ Ensure all activities that may affect the health and safety of workers or self-employed persons are coordinated.
- ✘ Identify and inform employers, workers, and self-employed persons about the hazards in or at the worksite. Hazards identified by the Prime Contractor must be eliminated before and during activities and operations are performed. A Prime Contractor must also ensure that hazards that cannot be eliminated are effectively reduced or controlled by those on the worksite.
- ✘ Ensure that all employers and self-employed persons have adequate and appropriate policies, procedures, safe work practices, equipment, competent workers, and information, to ensure that:
 - ✓ The activities of the employers, workers, or self-employed persons, comply with any health and safety related policies and procedures implemented by the Prime Contractor and Part III of *The SEA* and the *OH&S (Prime Contractor) Regulations, 2015*.

A Prime Contractor is required on worksites when [section 3: Prime contractor required, *The OH&S (Prime Contractor) Regulations, 2015*]:

- ✘ The worksite contains 10 or more self-employed persons or workers and they are under the direction of two or more employers.
- ✘ They are operating in the following industries: construction (excluding residential sites consisting of less than four units); oil and gas; and forestry or mill operations.



Tool Box Talk

How To Use This Resource

When accidents and incidents happen on the jobsite, we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers is often missed.

Tool Box Talks can go by many names, and although formats may vary, these meetings all serve one purpose: to inform employees and contract workers. Tool Box Talks are short, informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up-to-date on the information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance, and any follow-up actions to be taken. Not only do these forms help with consistency of record keeping, but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.



One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks. Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun and stay on top of what is necessary to keep safety culture a strong part of the business.

For a full listing of Tool Box Talk topics, visit: www.scsaonline.ca/resources/tool-box-talks

For a copy of the Tool Box Talk form, visit: www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf

ABOUT THE SASKATCHEWAN CONSTRUCTION SAFETY ASSOCIATION

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership-based, non-profit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995, the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada.