

Westlock County

Contractor Health & Safety Orientation

1. Purpose & Legislation

This Orientation sets the minimum health and safety expectations for all contractors, subcontractors, service providers and workers performing work for the County. It aligns with the Alberta Occupational Health and Safety Act, Regulation and Code (OHS legislation), incident reporting guidance, and applicable municipal privacy law (ATIA/POPA).

2. Scope & Orientation Requirement

Applies to any County facility, project location, ROW, utilities, bridges, roads, stormwater works, and other municipal lands. A County Safety Orientation is required before work begins at any County location. Site-specific orientation will be provided by the Project Manager/Prime as required.

3. Roles & Responsibilities

Owner (the County): designate a Prime Contractor when required; ensure property and processes under its control do not endanger anyone; coordinate as required.

Prime Contractor (construction/oil & gas sites with two or more employers): must be designated in writing and posted; must establish and maintain an effective system to coordinate health and safety across all employers; ensure information about existing/potential hazards is communicated to work-site parties; ensure site-wide arrangements (e.g., ERP/first aid) are in place so the site complies with OHS legislation.

Employers & Contracting Employers: ensure, as far as reasonably practicable, worker health, safety and welfare; provide competency, training, supervision, equipment, and communication; verify subcontractor compliance.

Supervisors: be competent; ensure workers comply and are trained/supervised; be familiar with OHS requirements.

Workers: follow procedures, use required PPE, report hazards/incidents, and may refuse dangerous work following the process in Section 5.

4. Hazard Assessment & Controls

Complete a Formal Hazard Assessment (FHA) for the contracted scope; conduct Field-Level Hazard Assessments (FLHA/JHA) before work each day and whenever site/task conditions change; involve workers and document controls. Apply the hierarchy of controls: elimination → substitution → engineering → administrative → PPE.

5. Right to Refuse Dangerous Work (Process)

Workers who reasonably believe there is an undue hazard must promptly report the hazard/refusal and reasons to their supervisor/employer. The employer informs the HSC/HS Rep (if any), inspects immediately, and remedies the hazard or provides a determination. Temporary reassignment without loss of pay is allowed. No reprisal for good-faith refusal. If unresolved after employer action, contact the Alberta OHS Contact Centre.

6. Incident Reporting & Scene Preservation

Notify the County Contact/Prime immediately of injuries, illnesses, near-misses and property damage. For reportable incidents under the OHS Act s.33, call Alberta OHS as soon as possible and do not disturb the scene except to save life, prevent further harm, protect property, or as directed by an officer. Submit investigation findings, including PSI when applicable.

7. Workplace Violence and Harassment

Employers must implement **one written violence & harassment prevention plan** that is accessible to workers and includes: measures to eliminate/ control violence & harassment risks; procedures to inform workers about specific or general threats; reporting & **investigation** procedures; and **confidentiality** provisions (with limited exceptions to investigate, correct, warn of threats, or as required by law).

Employers must **consult** HSC/HSR when developing or revising the plan and **review** the plan after incidents or when conditions change.

The Code amendment **streamlined** requirements by consolidating violence/harassment rules; the core obligation to **prevent, inform, report, investigate, and protect confidentiality** remains.

8. Emergency Response Plan (ERP) & Coordination

Prime & Employers. The Prime Contractor must establish and maintain systems that ensure OHS compliance across all employers and communicate site hazards (including ERP arrangements) to all parties (OHS Act s.10; LI018). Each employer must integrate its plan and train workers before work begins and whenever conditions change.

The ERP must match the actual site (temporary/gravel haul routes, mobile crews, remote/isolated work, confined space, hot work, excavation, overhead/buried utilities). Update the plan when conditions, locations, or workforce change (OHS Code Part 2).

Minimum contents (all sites):

- Alarm & communication: how to raise an alarm and contact first aiders (radio/cell/sat, channel lists, backups). Visible signage and an emergency communication system are required (Part 11).
- Muster & evacuation: muster points (primary/secondary), headcounts, traffic control for evacuations on roads/ROW
- Roles: Prime ERP lead, employer supervisors, designated first aiders (levels per Schedule 2), and who calls EMS/OHS.
- First aid & transport: kit types per CSA Z1220-17, first aider training per CSA Z1210-17, first aid room where required, emergency transportation plan, and injury records (Part 11 ss.177–184).
- High-risk scenarios and controls:
- Line strike (gas/power/telecom): stop work, evacuate as needed, call 911/utility owner, secure area, preserve the scene (OHS Act s.33; LI016).
- Trench/excavation collapse or ground disturbance event: evacuation, rescue only with trained personnel; notify as required. (Part 2 emergency control; incident reporting s.33).
- Confined space / restricted space: rescue arrangements and equipment preplanned; no entry without a practicable rescue method.
- Hot work / fire: fire watch, extinguishers, isolation, alarm/evacuation paths. (Part 2 & permit controls
- Mobile equipment incidents / roadway hazards: designate spotters, exclusion zones; if on public roads, traffic control per Traffic Accommodation 2025.
- Severe weather / wildfire smoke: trigger points to stop work/shelter or demobilize; controls for smoke exposure.
- Working Alone: check-in intervals, escalation timeframes, and communications for remote/isolated crews (OHS Code Part 28).
- Reporting & investigations: report s.33 incidents to OHS “as soon as possible” and do not disturb the scene except to save life/prevent further harm; investigate

- Establish a Joint Health & Safety Committee (HSC) when regularly employing 20+ workers; designate an HSR (Representative) when 5–19. Engage workers in hazard identification, inspections and investigations as applicable.

9. Commercial Vehicle & Equipment (NSC/PME)

Whether you're a full-time commercial carrier or an "accidental carrier" using a pickup and trailer to move materials, the law treats the vehicle the same way when it's used for work. That means anyone who is hauling equipment, gravel, tools, or materials for a County job must meet Alberta's commercial vehicle safety rules.

These requirements come from the Commercial Vehicle Safety Regulation (AR 121/2009) and Alberta's Commercial Vehicle Safety Compliance program, which lay out expectations for hours of service, cargo securement, maintenance, and trip inspections and CVIP inspections.

What this means on a County project:

Your vehicle must be safe, legal, and ready for the road before you show up.

Workers should understand these basics:

- The vehicle must be roadworthy: Brakes, lights, tires, steering, safety equipment — everything must be maintained and in good condition, meeting the applicable standards.
- Secure your load properly.
- Chains, binders, straps, blocking or chocks — whatever the load requires. Alberta follows National Safety Code Standard 10 (Cargo Securement), which applies to everything from culverts to skids to loose materials.
- Drivers must complete their pre-trip and trip inspections and record defects, as required under NSC Standard 13 (Trip Inspections). If something's unsafe, it must be fixed before the vehicle is used.
- Follow hours-of-service rules.
- Fatigue kills — stay within the limits set out in NSC Standard 9.
- Have your paperwork with you.
- CVIP certificates, insurance, registration, daily inspection reports, and load documents must be available at roadside if asked.

Working on or near a public road:

If your work takes you onto a County road, road allowance, construction zone, or anywhere traffic flows, your crew must follow Traffic Accommodation in Work Zones 2025, the current provincial manual that sets the minimum standards for safe traffic control.

This includes:

- Proper signs, spacing, and visibility
- Using trained flaggers where required
- Controlling vehicle movement during entry/exit
- Keeping workers separate from live traffic

Powered Mobile Equipment (PME)

If you operate skid steers, loaders, graders, forklifts, or any other piece of PME:

- You must be trained and competent.
- You must operate equipment following manufacturer instructions and the Alberta OHS Code.
- Complete required inspections before use.
- Use spotters, maintain clear sight lines, keep workers out of pinch points, and maintain safe separation from pedestrians and traffic.

In short: If it moves, hauls, lifts, or pushes — treat it like the potentially dangerous piece of equipment it is.

10. Workplace Standards, PPE & Fit for Duty

Follow County and Prime rules; maintain housekeeping; obey signage and barricades; comply with harassment and violence prevention requirements; be fit for duty. PPE is determined by OHS Code and site-specific hazards.

11. Documentation Required Before Mobilization

- Health & Safety Program (COR/SECOR or documented HSMS appropriate to workforce size), HSC/HS Rep as required
- Worker training & competency records relevant to scope
- FHA plus sample FLHA/JHA templates
- WCB Alberta clearance letter(s)
- If operating commercial vehicles/PME: safety fitness/certificate as applicable; lawfully obtained driver abstracts; trip inspection process; maintenance/CVIP; cargo securement procedures
- ERP alignment confirmation (how your plan integrates with the site ERP)

12. Contractor Performance, Monitoring & Discipline

The County reserves the right to conduct inspections and request documentation to verify compliance. Poor performance may result in enhanced monitoring, Stop-Work, or termination as per contract terms.

13. Privacy & Access to Information (ATIA/POPA)

Westlock County (a public body) collects only the personal information reasonably required to administer contractor onboarding, safety orientation, and compliance. Collection, use, disclosure, retention and security are governed by Alberta's Protection of Privacy Act (POPA); access requests are handled under the Access to Information Act (ATIA) (both in force June 11, 2025). Where automated systems are used "to generate content or make decisions, recommendations or predictions," notice requirements under POPA apply. Questions may be directed to the County's Access to Information and Privacy Office.