



Health & Safety Responsibilities Checklist (Construction, Renovation and Maintenance Projects)

The following list of basic Health and Safety requirements and documentation is provided by the LCBO to assist the Contractor. This list is not exhaustive of all of the Contractor's duties and responsibilities under the Occupational Health and Safety Act (Act) and Regulations for Construction Projects (Regs) and the Contractor is still responsible to fully comply with all sections of the Act and Regs that applies to the work. Prior to the commencement of work, at the kick-off meeting, the Contractor will be required to discuss and provide information for all of the items listed below, as well as any other Health and Safety concerns specific to the work.

In the event that there are inconsistencies between this checklist and the Act and Regs, the Contractor must follow the Act and Regs.

1.0 Health and Safety Requirements

All of the documentation required by the LCBO regarding occupational health and safety on our construction and renovation work sites represents existing legal duties and responsibilities of the Contractor under the Act and Regs.

As the "Owner" of the work, the LCBO is required to ensure that the Contractor is competent, and is capable of fulfilling their legal duties and responsibilities as the Constructor (the General Contractor) and as the Employer (should any of the workers on site are employed directly by the G.C.) as defined under the Act.

1.1 The following is a list of items that they must post on site as per the OHS Act and the WSIB Act:

POST ON SITE

Construction employers are required by law to have certain items posted in the workplace. As a contractor you are required to post at least the following:

- *Occupational Health and Safety Act* and Regulations for Construction Projects
- Company health and safety policy
- Any Ministry of Labour (MOL) inspector's orders and reports
- Written emergency procedure (refer to Emergency Response Planning [B030] available from CSAO)
- WSIB poster on how to report injuries (P085 available from CSAO)
- MOL notification form if the project is valued at more than \$50,000 or falls under one of the other conditions in Section 6 of the construction regulation (Ontario Regulation 213/91)
- Address and phone number of nearest MOL office
- DANGER signs in hazardous areas
- Location of toilet facilities
- Valid certificate of first aider on duty
- Name, trade, and employer of health and safety rep, if applicable.
- An up-to-date file of MSDS sheets for all chemical products being used on this project site. All records shall be no more than 3 years old.

At all times during this contract the Contractor will ensure that all of these items are posted in a conspicuous location and that all documents are readily available to all workers.

1.2 At the kick-off meeting, the Contractor shall provide the LCBO with a current (signed and dated this year) copy of their Health and Safety Policy and Program which shall comply with the requirements of the OHS Act.

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- 1.3 The Contractor shall provide records of all required health and safety training for all of their staff as well as all sub-trade workers (if any) that will be on site at any time. The training records for each worker will be kept on site for the duration of the project and no worker will be allowed to do any work on site until proper, current training records for them have received on site.
- 1.3.1 The minimum required training for **all** workers on site at any time will be:
- WHMIS-with a program or review certificate dated not more than 1 year ago
 - Basic Fall Protection
 - C of Q's for any skilled trades (electrical, mechanical or plumbing)
- Current, up to date records of training for all workers will be kept on site and be made available for review by the LCBO.
- 1.3.2 The complete list of Required Training for specific work related tasks as stated in the Regulations for Construction Projects under the OHS Act is included at the end of this submission. The Contractor shall ensure that all of their own work force and all of their sub-trades that do any of these specified tasks have received all of the applicable Required Training. The records of training for all such trained workers shall be kept on site and shall be available for review by the LCBO. Any worker requiring any of these specified training programs will have a current, up to date record of all such training available on site prior commencing any of those specified work tasks on site.
- 1.4 As per O.Reg. s. 14 the Contractor shall provide full time supervision at the project site at all times during the project.
- 1.4.1 The site super and all foremen used on site shall be Competent as defined in the OHS Act. The Contactor shall provide proof of Competency Training for the site super and any foremen.
- 1.4.2 The contractor is reminded that, under O.Reg. s. 14(2), the site super must conduct an inspection of the site at least weekly and that a record of these inspections will be kept on site for the duration of the project. The LCBO will want to see these inspection records at each of the site meetings.
- 1.5 The LCBO insists on strict adherence to the Housekeeping section of the Construction Regulations (O.Reg. s. 35) which requires that the work place will be cleaned as often as necessary **and at least once per day**. To accommodate this, the Contractor will make provisions for an adequate number of refuse bins on site.
- 1.6 In general, the Contractor will ensure that all equipment such as ladders and scaffolds are in good condition, free of bent or damaged sections and that all ramps and work platforms will be at least 18" wide and comply with O.Reg. s. 135.
- 1.7 The Contractor will supply and maintain a proper First Aid Kit on site at all times during the project.
- 1.7.1 The First Aid Kit will be of adequate size and composition as to comply with Regulation 1101 of the WSIB Act. The First Aid Kit will be located in a conspicuous location and will be readily available to all workers.
- 1.7.2 The Contractor will have an adequate number of properly trained First Aid Providers on site and a copy of their current training certificate will be posted conspicuously near the First Aid Kit.