Assignment of Accountability

7.0 Contractor Management

<table>
<thead>
<tr>
<th>Office of Administrative Responsibility:</th>
<th>Health, Safety and Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver:</td>
<td>Associate Vice-President (Human Resources, Health, Safety and Environment)</td>
</tr>
<tr>
<td>Scope:</td>
<td>Compliance with this university policy extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories). Undergraduate, graduate, and Faculty of Extension students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.</td>
</tr>
</tbody>
</table>

Overview
The university has the legislated obligation to manage all contractors providing services on university premises. The university as the owner is obligated to comply with the Alberta Occupational Health and Safety Act, Regulations, and Code. For multi-employer construction work, the university will either retain the prime contractor role or assign one (in writing) to manage the health, safety, and environmental impacts of the work.

Purpose
The purpose of this assignment of accountability is to ensure a systematic approach to the management of contractors so that health and safety risks to contractors and to the university community are minimized and to eliminate or control impact to the environment.

ACCOUNTABILITIES

Senior administrators are mandated to:

1. Implement contractor management practices that:
   a. eliminate or minimize impacts to health, safety, and the environment.
   b. clearly communicate the health, safety, and environmental responsibilities and accountabilities of all involved parties.
   c. ensure compliance with applicable health, safety, and environmental legislation.
2. Assign, in writing, a prime contractor for construction activities if there are two or more employers or self employed persons, or one or more employers and one or more self employed person involved in work at the work site.
## Definitions

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor</td>
<td>A person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in work at a work site. Contractors are not U of A employees and can include suppliers, service providers, prime contractors, self-employed persons, temporary staffing agencies and other workers not included under the U of A recruitment policy and/or collective agreements.</td>
</tr>
<tr>
<td>University premises</td>
<td>Includes, but is not limited to, any of the university campuses, buildings, farm lands, and research sites.</td>
</tr>
<tr>
<td>Owner</td>
<td>The person who is registered under the Land Titles Act as the owner of the land on which work is being carried out or may be carried out, or the person who enters into an agreement with the owner to be responsible for meeting the owner’s obligation under this Act, the Regulations and the OHS Code, but does not include a person who occupies land or premises used as a private residence unless a business, trade, or profession is carried on in that premises.</td>
</tr>
<tr>
<td>Employer</td>
<td>A person who employs or engages one or more workers, including a person who employs or engages workers from a temporary staffing agency. A person designated by an employer as the employer’s representative. A director or officer of a corporation or a person employed by the employer who oversees the occupational health and safety of the workers employed by the corporation or employer.</td>
</tr>
<tr>
<td>Construction</td>
<td>The installation, or assembly of a new asset, or the alteration, expansion or extension of an existing asset to accommodate a change of function or unmet programmatic need, or to incorporate new technology. This may include major renovation of an entire existing asset in order to properly restore and/or extend the life of the asset without a change or enhancement of its function. Construction includes engineering and/or contracted A&amp;E (Architectural and Engineering) services that support planning, design, and execution phases and may include construction related maintenance projects. “Construction” work sites to include the following: a) building, demolition, repair, alteration, extension or major renovations of a structure, b) site development, building and repair of: - roads or highways, - pipelines, - sewage or drainage systems, or</td>
</tr>
</tbody>
</table>
- electrical or telecommunication transmission lines and systems,
c) digging of, working in or filling a trench or excavation, or
d) land clearing, earth moving, grading, excavating, trenching,
digging, boring, drilling, abrasive blasting and concreting and/or
using powered equipment done in connection with (a) to (c).

Demolition is the tearing down and removal of buildings and other
man-made structures.

Major renovation is a project where the value of labour and
materials is $100,000 or more.

| Prime contractor | The prime contractor for a work site as referred to in section 10 of
|                  | the OHS Act.
|                  | Section 10 of Alberta’s OHS Act states:
|                  | Every construction and oil and gas work site or a work site or class
|                  | of work sites designated by a Director must have a prime contractor
|                  | if there are 2 or more employers or self-employed persons, or one or
|                  | more employers and one or more self-employed persons involved in
|                  | work at the work site.
|                  | Note: The owner is the prime contractor, unless otherwise assigned
|                  | in writing.

| Senior administrators | The President, Vice-Presidents, Provost, Vice Provost, Deans,
|                      | Chairs, AVP, Executive Directors, and/or Directors.

**FORMS**

No Forms for this procedure.

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

**RELATED LINKS**

- Contractor Management Procedure
- University of Alberta Health, Safety, and Environment Policy
- HSE Policy Appendix B: Health, Safety, and Environmental Responsibilities

Should a link fail, please contact uappol@ualberta.ca. [▲Top]