

Approval Date: March 29, 2006

Parent Policy: [Health and Safety Policy](#)

Prime Contractor Procedure

Office of Administrative Responsibility:	Environment, Health and Safety
Approver:	Director, Environment, Health and Safety
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

This procedure directs appropriate **Prime Contractor** responsibilities at the University.

Purpose

To implement a process that ensures all **employers** working in or on University property are suitably qualified to manage health and safety issues with respect to the **work site** and when applicable the multi-employer relationship. This procedure will satisfy the University's obligation in regards to designating Prime Contractor status as defined in the Occupational Health and Safety Act and associated Regulations. The Provincial statute for this procedure is the Occupational Health and Safety Act (Alberta) and the related Consolidated Occupational Health and Safety Regulation and Code (Alberta).

PROCEDURE

The University will designate Prime Contractor status where appropriate to successful tenders awarded University contracts. Designation is made in accordance with the Occupational Health and Safety Act and associated Regulations. The University, defined as the **owner** under this Act, must demonstrate due diligence in its designation.

In exercising due diligence the University will evaluate employers based upon:

- The employer's knowledge and understanding of the Occupational Health and Safety Act and associated Regulations;
- The employer's ability to implement and manage the health and safety system on the contracted work sites.
- The employer's Health and Safety Program documentation;
- The qualifications and training of key personnel responsible and designated for health and safety.

All employers will have a Certificate of Recognition under the Partnerships in Health and Safety Program. Where Prime Contractor status has been awarded the employer's site designate shall have taken, as a minimum: a prime contractor course, training in safety leadership and construction safety.

DEFINITIONS

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

Prime Contractor	as defined means a person; the prime contractor for a work site where two or more employers are involved in work at the work site at the same time. The Prime Contractor is someone who has entered into an
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	agreement with the owner of the work site to be the Prime Consultant or the owner should no agreement be in place for a given work site.
Employer	as defined means a person; who is self-employed in an occupation, employs one or more workers, a person designated by an employer as his representative or a director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation. Note: For purposes of this procedure <i>Employer</i> is restricted to those providing construction and renovation services.
Work site	as defined means a location where a worker is, or likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.
Owner	as defined means a person; in respect to the work site means the person in legal possession of the work site or, the person in legal possession does not request the work, the person with an ownership interest in the work site who requests that the work be done.
Contractor	as defined means 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 a work at a work site.

FORMS

There are no forms for this procedure. [[▲Top](#)]

RELATED LINKS

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