



# Procedure

Procedure Name	<b><i>Contractor and Other Employer Health and Safety Management</i></b>		
Procedure #	HS 1.6	Parent Policy	HS 1.0 Health, Safety and Environmental
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	August 23, 2021
Procedure Owner	Associate Vice President Campus Services	Review Date	August 23, 2026
Approved by	Associate Vice President Campus Services	Approval Date	August 23, 2021

## 1.0 Purpose/ Background

This Procedure provides guidance regarding NAIT’s employees’ health and safety responsibilities related to Contractors and other Employers working for or at NAIT. The procedure outlines general health and safety compliance requirements.

## 2.0 Definitions

Term	Definition
Prime Contractor	The contractor, the employer, or other person who enters into an agreement with the owner of the workplace to be the prime contractor. The owner of the workplace is the prime contractor if no agreement is in place. Every workplace must have a prime contractor if two or more employers are involved in work at the workplace. When 2 or more employers or self-employed persons, or one or more employers and one or more self-employed persons are involved in work at the work site, the person in control of the work site shall designate in writing a person as the prime contractor of the work site.
Principle (owner)	The person who enters into an agreement with the principle to be responsible for meeting the principle’s obligations 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.
Other employees	For the purpose of this document, refers to suppliers, owners, temporary staffing agencies, self-employed persons or service providers.
Supervisor	A person who has charge of a work site or authority over a worker (s). This can include those in management and individuals whose job title does not include the word "supervisor". E.g., Project Lead, Coordinator, etc.

Worker (Employee)	Means a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer, and for greater certainty, includes a self-employed person, but does not include a student in learning activities conducted by or within an educational institution for which no compensation is paid to the student.
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### 3.0 Procedures

3.1 In exercising due diligence, NAIT will evaluate the risks associated with the work to be performed by the contractors and other employers and, as appropriate, ensure:

- Contractors are pre-qualified for safety as part of the process prior to contract award.
- Due diligence responsibilities for Prime Contractors are identified during the pre-qualification process and in accordance with the Alberta OHS Act.
- The contractor's safety plan and responsibilities are in place prior to access to any NAIT facilities.
- The contractor/other employer completes the initiation/orientation process to ensure compliance with legislative requirements and NAIT safety requirements.
- Technical support to the NAIT contact in managing the various aspects of health and related to contractors / other employers is provided by Health, Safety and Environment (HSE).

#### 3.2 Prime Contractors

3.2.1 NAIT will assign the Prime Contractor designation to the Contractor or Other Employer as required according to the OHS Act and when it is practical to do so. The assignment of Prime Contractor depends on the capability and capacity of the Contractor or Other Employer to fulfill the obligations of Prime Contractor and whether the Contractor or Other Employer has the ability to control and manage the work site when they are operating.

3.2.2 When NAIT is not able to assign Prime Contractor responsibilities to a Contractor or Other Employer, NAIT will retain the Prime Contractor responsibilities as defined in the Alberta OHS Act.

#### 3.3 Records

Health and Safety records resulting from the contracting process are to be maintained in the project file by the Project Lead/Coordinator for a minimum of three years.

Associated Records:

- Contractor Orientation
- Start-Up Safety Checklist
- Contractor Permitting
- Incident reports and investigations

#### 4.0 Exceptions to the Procedure

5.1 Exceptions to this procedure will be documented and formally approved by the Procedure Owner.

Procedure exceptions will include:

- The nature of the exception.
- A reasonable explanation for why the procedure exception is required.
- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

#### 5.0 Related Documentation

5.1 [Alberta Occupational Health and Safety Act, Regulations and Code](#)

##### ***Document History***

<i>Date</i>	<i>Action/ Change</i>
August 23, 2021	Update to the latest procedure template. Removed General Principles section. Added definitions. Removed references to the HS.PRG.22 Contractor Health and Safety Management Program. Updated records section.
November 15, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.