



Contractor Co-ordination

Traditionally, an employer asks every contractor for proof of Workers Compensation coverage, as well as General Liability Insurance Coverage. However the regulations and CSA Standard ask employers to do more than this for confined space projects. Every contractor (or External Service Provider in Z1006) you bring into work must understand their role within your confined space program. A co-ordinating document must be developed that details who carries out what duties required by the legislation. Other than inventory development and the hazard assessment, all other items required by the Regulation can be assigned to outsiders by the lead employer. The contractor must know their responsibilities up front. Hence, they need to obtain a Co-ordination Document when planning the job.

To determine if a contractor can meet the requirements of your Co-ordination Document, they should be pre-qualified. Best practice is to have purchasing, safety and the hiring department (maintenance or production) collectively review the project and the contractor to determine the contractor's capability. Pre-qualification must look at the contractor's documents (procedures, permits, inspection logs, etc.), equipment and training.

Getting the documents is usually no problem, but you've got to look at them. Do they cover everything you require at your site. No sense asking your employees to perform at one level and your contractor at a lower level. The review should look in depth at the training of the contractor. In the Program Review on the following page, the Training Section lists a number of items that training course should cover. If the skills required weren't covered and the contractor misses the mark regarding the ability to perform the project, you could:

- 1) Ask them to improve
- 2) Assign the duty to someone else (pick another supplier)
- 3) Take the risk that all will work out (not recommended, but many do rely on this approach)

You also should review their rescue capability as well as their equipment maintenance and inspection records. Remember its these details that hurt you during the prosecution if an incident were to occur.

The pre-qualification purpose is not to direct them on how to do the job, but, assess if they can fulfil their requirements of the contract. However, the Contractor review does not end with the pre-qualification. The lead employer must assure themselves that the Contractor is performing the task as they said they would. The Supervisory Audit (Info Sheet #12) can also be applied to the contractor. Finding a problem is handled just like you would if it was an employee. No one is perfect and issues will occur. Take the time with the contractor and get resolution. Again, this step just ensures that you close the loop.

All documents generated by the pre-qualification process should be kept on file and reviewed annually. If there were issues, obtain verification from the contractor to ensure they were resolved.

CONTRACTOR'S CONFINED SPACE PROGRAM REVIEW

Contractor: _____

Date: _____

AUDIT QUESTION	Y/N	REMARKS
POLICY <ul style="list-style-type: none"> ● Is a statement present indicating <ul style="list-style-type: none"> - a definition of what a confined space is? - when entry into a confined space is considered to occur? - what the consequences of non compliance is? 		
PROCEDURES <ul style="list-style-type: none"> ● Are there specific instructions <ul style="list-style-type: none"> - for the completion of a hazard assessment? - on what gear is required to perform the job? - on how to operate various protective equipment (eg. gas monitor)? - on how to isolate the space? - on how to ventilate the space? - on how to perform gas detection? - on what Personal Protective Equipment to be worn? - on what to do in an emergency? ● Does permit contain a section for hazard evaluation 		
TRAINING <ul style="list-style-type: none"> ● Have workers been made aware of the hazards involved in the work? ● Have procedures been fully explained to the workers entering the space? ● Have workers been provided instruction in the care, use and maintenance of the following equipment? (Enter N/A for skills that don't apply to the work) <ul style="list-style-type: none"> - Barriers - Lockout - Gas Detection - Ventilation - Communication Systems - PPE - Lighting - Hot Work - Non Entry Rescue - Entry Rescue ● Have workers been provided instruction in the retrieval of a worker in a confined space? ● Have workers practised retrieval of a worker from a confined space? ● Do workers have documentation of training? ● Is a curriculum outline of training available? 		
RETRIEVAL REQUIREMENTS <ul style="list-style-type: none"> ● Is there a clear plan to assist the workers in leaving the space? ● Is there a suitable system to remove injured workers inside the space that will not aggravate the injury? ● Has the retrieval system successfully demonstrated its ability to remove a worker from similar space? 		
EQUIPMENT INSPECTION AND MAINTENANCE <ul style="list-style-type: none"> ● Are inspection records available? ● Is maintenance of equipment kept on file? 		

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