



Designation of Contractor as Prime Contractor for Construction Project

Project Information

Project Name: _____

Project Number: _____

Prime Contractor Information

Name of Prime Contractor: _____

Address: _____

Phone: _____

Employer WorkSafe Account Number: _____

Person in Charge of Project: _____

Person Responsible for Coordinating Health and Safety Activities: _____

Contractor's Declaration as per Workers' Compensation Act

I/we acknowledge, in accordance with the Workers' Compensation Act (RSBC 1996) Chapter 492, Part 3, Division 3, Section 118 and 119 that I/we are the "Prime Contractor" and are qualified to act as the "Prime Contractor". I/we accept the duties and responsibilities for coordination of health and safety in accordance with the Workers Compensation Act. And further that I/we will do everything that is reasonably practicable to establish and maintain a system or process that will insure compliance with the Workers Compensation Act and the Occupational Health and Safety Regulations. The Prime Contractor shall appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the workplace. Prior to commencement of Construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health & Safety Regulations.

Contractor's Representative

Date: _____

Name of Sub-Contractor(s), Sub-Contractor's qualified person(s) and Sub-Contractor's Worker Representative(s): (please print)

Sub-Contractor:	Sub-Contractor:
Qualified Person:	Qualified Person:
Worker Representative:	Worker Representative:

OH&S REGULATION 20.3 Coordination of multiple employer workplaces

Workers Compensation Act - Coordination at multiple-employer workplaces

118

- (1) In this section:
"multiple-employer workplace" means a workplace where workers of 2 or more employers are working at the same time;
"prime contractor" means, in relation to a multiple-employer workplace,
- (a) the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or
 - (b) if there is no agreement referred to in paragraph (a), the owner of the workplace.
- (2) The prime contractor of a multiple-employer workplace must
- (a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and
 - (b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulations in respect of the workplace.
- (3) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

O.H.&S. REGULATION 20.3 (Excerpt)

- (1) If a construction project involves the work of two (2) or more employers of their workers, each employer must notify the owner, or the person engaged by the owner to be the prime contractor, in advance of any undertaking likely to create a hazard for a worker of another employer.
- (2) If a work location has overlapping or adjoining work activities of 2 or more employers that create a hazard to workers, and the combined workforce at the workplace in more than five (5)
- (a) The owner, or if the Owner engages another person to be the prime contractor, then that person, must:
 - (i) Appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location, and
 - (ii) Provide up-to-date information as specified in subsection (4), readily available on site, and
 - (b) Each employer must give the coordinator appointed under paragraph (a) (i) the name of a qualified person designated to be responsible for that employer's site health and safety activities.
- (3) The duties of the qualified coordinator appointed under subsection (2) (a) (i) include:
- (a) Informing employers and workers of the hazards created, and
 - (b) Ensuring that the hazards are addressed throughout the duration of the work activities.
- (4) The information required by subsection (2) (a) (ii) includes:
- (a) The name of the qualified coordinator appointed under subsection (2) (a) (i).
 - (b) A site drawing, which must be posted, showing project layout, first aid location, emergency transportation provisions, and the evacuation marshalling station, and
 - (c) A set of construction procedures designed to protect health and safety of workers at the workplace, developed in accordance with the requirements of this Regulation.

NOTE: The information required by subsection (4) is part of the overall health and safety program required by part 3 of this Regulation (Rights and Responsibilities). See sections 118 and 119 of Part 3 of the Workers Compensation Act for the statutory requirements for coordination at multiple-employer workplaces and the general duties of owners.

Where required, the Prime Contractor shall complete the Notice of Project form and forward it to the area WCB office. A copy of the "Prime Contractor Agreement" shall be forwarded to the authorized representative of the Corporation of the City of Vernon for filing.