



Contractor Co-ordination

Info Sheet 13 a

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 require 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. Pre-qualification must look at the contractor's documents (procedures, permits, inspection logs, etc.), equipment, training and also their personnel "fitness to perform work". The review should also look at the capability of the contractor to perform the duties assigned. In the Audit on the following page, the Duties Section contains two columns. The "Required" column would indicate that a particular duty is assigned in the Co-ordinating Document to the Contractor. The "Have" column would be checked if the contractor has the ability to perform the duty. If the contractor does not have the ability to perform the duty required, you could:

- 1) Assign the duty to someone else
- 2) Pick a different supplier

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.

Best practice is to have purchasing, safety and the hiring department (maintenance or production) collectively review the project to determine the contractor's capability.

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.

All documents generated by the pre-qualification process should be kept on file and updated annually.



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Info Sheet 13 b

CONTRACTOR'S CONFINED SPACE PROGRAM REVIEW

AUDIT QUESTIONS				Y/N	Remarks
POLICY					
Is a statement present indicating					
◇ 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					
Are there specific instructions					
◇ For the completion of a hazard assessment?					
◇ On how to isolate the space?					
◇ On how to ventilate the space?					
◇ On how to perform gas detection?					
◇ On what Personal Protective Equipment needs to be worn?					
◇ On what to do in an emergency?					
Does the permit contain a section for hazard evaluation?					
TRAINING					
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 all equipment on the job?					
Have workers been provided instruction in the retrieval of a worker in a confined space?					
Do workers have documentation of training?					
Is a curriculum outline of training available?					
RETRIEVAL REQUIREMENTS					
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 within the last year?					
EQUIPMENT REQUIREMENTS					
Is all equipment required for the operation listed in their procedures present for the workers to use?					
Are equipment operating instructions available to the workers?					
Is maintenance of equipment kept on file?					
DUTIES ASSIGNED	Required	Have		Required	Have
Hazard Control Plan			Ventilation		
Rescue Plan			Communication		
Permit			PPE		
Attendant			Lighting		
Rescuers			Means of Entry & Egress		
Barriers			Hot Work		
Lockout			Equipment Inspection		
Gas Detection			Training		