

ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

CONTRACTOR AND VISITOR MANAGEMENT POLICY

Purpose:

Ensure the health and safety of contractors and visitors at Economy Heating worksites.

Ensure that contractors are deemed competent prior to entering Economy Heating worksites.

Scope:

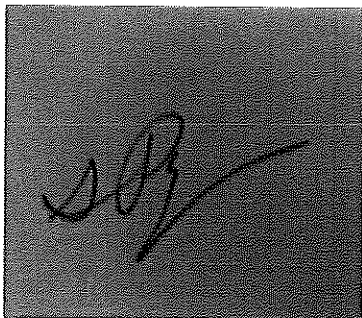
This policy applies to all contractors and visitors at Economy Heating worksites and shall be posted on our website.

Policy:

Health and Safety Orientations are provided to contractors and visitors that are authorized by the manager to be on construction sites prior to arrival on site. The Orientation will be conducted by the manager, HS Rep or the supervisor. It will inform contractors and visitors of their health and safety responsibilities, worksite hazards and controls and when conditions change during orientations.

Contractors are deemed competent through our contractor selection process. Contractors are monitored by our monitoring form. Economy Heating refers to the contractor non-compliance disciplinary procedure for actions of non-compliance.

Visitors at our office will be allowed only in the front office area in the presence of an employee and do not require an orientation. Vendors making deliveries should be delivered to designated spaces (e.g. warehouses.) and do not require an orientation. Service vendors, like IT technicians and plumbers, can enter our office to complete their job duties and do not require an orientation.



Sylvia Polczer, General Manager

Date: 28 March 2019

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.