

ADMINISTRATIVE PROCEDURES

SUBJECT: Contracted Services Program

The Contracted Services Program is an effort by the Lambton Kent District School Board to ensure all contractors retained by the Board meet the minimum health, safety, security, insurance and procedural requirements. Every effort has been made to cover all areas to ensure contractors exercise due diligence while working on School Board property. The Program consists of the following three parts: Contractor Pre-Qualification, General Conditions for Contractor/Subcontractors, and the Training and Badge Requirements.

Part 1: Contractor Pre-Qualification

1. Contractors wishing to perform work for the Board must obtain a Contracted Services Program CDROM. This CDROM is available at reception at both the Sarnia Education Centre and the Chatham Regional Education Centre. A contractor can also request a copy be sent by mail by contacting the Board's Purchasing Department. The CDROM can be loaded onto any computer and contains the entire Contractor Services Program.
2. The Contractor must obtain the Pre-Qualification Form from the CDROM and fill it out completely and accurately and submit it to the Board's Purchasing Department. The Board reserves the right to request relevant supporting documentation as proof of eligibility and the right to select and/or limit prequalification.
3. The Board's Purchasing, Health & Safety and Building Services Departments will each review the Pre-Qualification Form and grade the areas relevant to their Department against a pre-established grading system within a reasonable time frame.
4. If the Contractor achieves a Grade of 75, they will be notified in writing by the Board's Purchasing Department that they can move on to the Training and Badge Requirements.
5. Contractors who are unsuccessful will also be notified in writing by the Board's Purchasing Department. Contractors may schedule a meeting with the Purchasing Supervisor to discuss the re-application process and to request debriefing regarding necessary action to be taken to attain minimum requirements.

Part 2: General Conditions for “Contractors/Subcontractors”

1. Contractors are responsible for reviewing the General Conditions for Contractors/Subcontractors, which is included on the Contracted Services CDROM.
2. It is understood that by signing the bottom of the Pre-Qualification Form that the Contractor agrees to follow the Conditions set out in the document at all times while on Board Property. Failure to do so may result in removal from Board property and/or termination of contract.

Part 3: Training and Badge Requirements

1. Once a Contractor has been notified that they have successfully met the requirement of Part 1 and Part 2 they will be required to have any of their employee's working on School Board Property complete the Safety Orientation Training provided on the CDROM.
2. Upon successful completion of the Safety Orientation Training a certificate will be printed identifying the person, their company and their grade. A minimum grade of 70 is required to pass the Safety Orientation.
3. The final phase of the program is the issuing of Photo Identification Badges. These photo identification badges are required to be worn by all contractors while working on Board property. Badges will only be issued to persons that have completed the computer based “Basic Safety Orientation Program” and achieved a passing grade and whose employer has successfully completed the Contractor Prequalification Form and have signed to prove their intention to abide by the Board's “General Conditions for Contractors/Subcontractors.”
4. Badges can be obtained at either the Board's Building Services Department located at 476 McNaughton Avenue, Chatham, or at the St Clair Catholic District School Board Maintenance Shop located at 245 Tecumseh Street, Sarnia. Persons wishing to obtain badges will be required to show their certificate of successful completion of the Safety Orientation Training Program. No Photo ID will be issued without the certificate.
5. Principals and Supervisors are responsible to ensure that all Contractors performing work in their Building/School or under their authority have gone through this program by checking for photo identification prior to allowing them access. Badges are required to be worn at all times while on Board Property.
6. Contractors can request exemption from taking the Basic Safety Orientation Program by completing an exemption request form and providing documented proof that all their employees who will be performing work on School Board properly have completed alternate equivalent training. The Board's Health & Safety Officer is the only person who can approve this exemption.

Contractor Groups

1. The School Board has identified the following three distinct contractor groups: General Maintenance/Repair/Inspection Services; Major Construction Projects; and Specialty and Emergency Services.
2. General Maintenance/ Repair / Inspection Services Contractors are defined as companies or individuals that provide a product or a service on School Board Property, that have a standing contract and/or will be accessing Board Facilities regularly. This group must complete all three parts of the Contracted Services Program.
3. A list of all General Maintenance / Repair / Inspection Services Contractors that have met the criteria of the Program and have been approved to perform work will be maintain by the Purchasing Department. Only Contractors on this list will be allowed to perform work for the School Board as defined for this group.
4. Contractors for major construction projects must pre-qualify and agree to abide by the “General Conditions for Contractors/Subcontractors” prior to submitting a tender. They must also make sure that any subcontractors under their control meet the requirements of the program.
5. Construction projects taking place in an existing school that is occupied must meet the Photo Identification Badge Criteria. Construction projects that are isolated from students and staff activities may have the photo identification requirement waived by the School Board. However, the School Board can revoke this at any time and they must still complete the other parts of the program including all employees (including Subcontractors) must pass the Safety Orientation Training/ and agree to abide by the “General Conditions for Contractors/Subcontractors.” Contractors are responsible to ensure that all their subcontractors meet the requirements of the program.
6. Specialty and Emergency and Services is where a contractor has no standing order and will provide work on an occasional as needed basis. Where practical, this group must pre-qualify in the same manner as the General Maintenance / Repair / Inspection Group. In the event that prequalification is determined by the School Board not to be practical then the contractor must complete a Specialty and Emergency Services Work Permit and work on the school site accompanied by an approved Board employee or pre-qualified person. The Contractor must keep a copy of the Specialty and Emergency Services Permit with them at all times while on School Board Property for examination by the School Principal or other Board Management.

Other

1. Contractors without access to a computer can request written copies of the Contracted Services Program and all corresponding forms by contacting the Board's Purchasing Department. Alternate arrangements for the training portion can also be made by contacting the Board's Building Services Department.
2. The Board is not responsible for any costs associated in either attaining prequalification or photo identification.
3. The School Board reserves the right to implement additional health and safety rules or guidelines as it sees fit.
4. The Board reserves the right to terminate any contract where the contractor does not comply with this guideline. The School Board further reserves the right to disqualify contractors for poor health and safety records or Workplace Safety and Insurance Board experience ratings.

Implementation Date: September 2004

Reference: Occupational Health & Safety Act & Regulations
The Occupiers Liability Act
Fairness is a Two Way Street Act (Construction Labour Mobility)
Bill C-45 to amend the Criminal Code of Canada.