

All contractors employed by the Town of Canmore must review and sign the Contractor Health and Safety Acknowledgement prior to beginning work. This is completed annually.

GENERAL HEALTH AND SAFETY GUIDELINES

1. Promote the importance of health and safety awareness to their employees and sub-contractors.
2. Comply with the Alberta Occupational Health & Safety Act, Regulation, Code, and site policies.
3. Comply with the Town of Canmore Respectful Workplace Policy, found here:
<https://www.canmore.ca/public/download/files/232483>
4. Comply with the Town of Canmore Drug and Alcohol Policy, found here:
<https://www.canmore.ca/public/download/files/232465>
5. Comply with the Town of Canmore COVID-19 Safety Directive found here:
<https://www.canmore.ca/public/download/files/233811>
6. Comply with the Town of Canmore Mandatory COVID-19 Vaccination Directive found here:
<https://www.canmore.ca/public/download/files/233812>
7. Ensure your WCB coverage is current at time of award and/or prior to commencement of any work. Should you not have WCB coverage, you must declare on page 4 in the WCB number field.
8. Meet with your Town of Canmore contact and fill out any and all relevant paperwork prior to the commencement of any work – failure to do so, may result in a delay in payment for services provided to the Town of Canmore.
9. Check in with your Town of Canmore contact to inform them you are on site and review any hazards that may exist at present, prior to performing work.
10. Provide the Town of Canmore with minutes of any and all project related safety meetings within 48 hours of the meeting.
11. It is the responsibility of the contractor, sub-contractors and their employees to not endanger any employee or the public through the actions at the worksite.
12. All contractors, sub-contractors and their employees are to maintain appropriate standards of behavior toward the public and Town of Canmore employees.

HAZARD ASSESSMENTS AND INCIDENT REPORTING

13. Communicate and control all hazards, either real or potential, for the staff and public through the department that hired you and by using immediate safeguards such as signage, lockouts, barriers, etc. Communicate to your Town contact any work that will require safeguards or special precautions on the part of the Town of Canmore.
14. The contractor is responsible for conducting Field Level Hazard Assessment to determine hazards, prior to work commencing and when:

- a. A new activity has been temporarily introduced at a work site.
- b. A new hazard is identified at a worksite.
- c. Work is to be conducted at a temporary/mobile work site.
- d. Changes are introduced to the temporary/mobile site (e.g., weather change, new work process, condition of site change, employee shift change, etc.)

Hazard assessment may be performed in conjunction with Town of Canmore employees or providing this information to the Town of Canmore on request.

15. Communicate with the Town of Canmore any safety concerns, prior to commencement of work. You must immediately cease work should it be rendered dangerous.
16. Report any incidents or injuries involving the public or Town of Canmore employees, to person, property or environmental, by immediately contacting the Supervisor in the area you are contracted to. All incidents and near misses must comply with WCB legislation and reporting procedures.
17. If you have reason to believe the work you are asked to do poses an imminent danger, to yourself or another worker or the public, you must refuse to do it. An “imminent danger” means a danger, which is not normal for your job, or any danger under which a person would not normally work.

SAFE WORK PRACTICES AND CERTIFICATIONS

18. Provide the Town of Canmore with copies of all relevant, project specific training certifications and/or tickets, for all contractors, sub-contractors, and employees, prior to any work commencing.
19. Provide the Town of Canmore with all Health and Safety Policies and all Safe Work Practices and/or job specific hazard assessment documentation, prior to any work commencing.
20. Ensure all employees follow the Safe Work Practices provided by the Contractor.
21. Ensure all equipment and/or machinery is safely stored during non-work hours and will not cause any danger or hazard.
22. Conduct and document regular work site inspections to ensure your employees are adhering to all Safe Work Practices provided to the Town of Canmore. The Town of Canmore has the right to request these documents at any time.

WHMIS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

23. Report any chemicals covered by WHMIS that you bring on property to the department that hired you. You must have a current SDS available on site, for any chemicals brought onto the property of the Town of Canmore.
24. Follow all WHMIS guidelines and the removal of all left over chemicals and empty containers from Town of Canmore property.
25. Ensure all workers wear applicable PPE to ensure your safety and the safety of those around you. PPE must be regularly inspected and in good condition.
26. Ensure all workers are trained in the use of project specific PPE and have certifications where

required. These certificates must be provided to the Town of Canmore prior to the commencement of any work.

THE ASBESTOS AND LEAD ASSESSMENT REPORT

27. All contractors, sub-contractors and their employees are to be aware of any hazardous materials that they can come in contact Town of Canmore building. Anyone doing work in a building must make themselves aware of the information in the in the Asbestos and Lead Assessment Report for the building they are working in, where applicable. Contractors and Sub-contractors will be required to have a plan in place to deal with all hazardous materials that you or your workers will be exposed to.

FIRE AND EMERGENCY PROCEDURES

28. When entering or working in any facility of the Town of Canmore, you should make yourself aware of the nearest fire pull station, fire extinguisher, fire exits and first aid station.

29. Make yourself aware of the nearest phone and the emergency phone number 911.

30. In the event of a fire alarm in the area in which you are working:

- a. **Civic Centre – 902 7 Ave.:** Leave the building through the nearest safe exit and proceed to the emergency assembly location next to the Civic Centre sign at the 7th. Ave. front of the building.
- b. **Fire Hall – 1021 Railway Ave.:** Leave the building through the nearest safe exit and proceed to the west side of the Parking Lot.
- c. **Public Works – 100 Glacier Dr.:** Leave the building through the nearest safe exit and proceed to the assembly location at the front of the property.
- d. **Canmore Recreation Centre – 1900 8 Ave.:** Leave the building through the nearest safe exit and proceed to the assembly location at the front of the Recreation Centre next to football field or the rear parking lot assembly near the equipment garage, whichever is closest to your exit. *If there is an ammonia leak – the procedure is to stay in the Rec Centre.*
- e. **Waste Management Centre – 115 Boulder Cres.:** Leave the facility property and meet at the entrance to the Solid Waste Property.
- f. **Elevation Place – 100, 700 Railway Ave.:** Leave the facility through the nearest safe exit and meet at the assembly location in the PLAZA area located out front of the building. *If there is a chlorine leak – the procedure is to stay in the building.*
- g. **From other locations:** Leave the building through the nearest safe exit and follow the instructions of the supervisor or manager present.
- h. **Please take a count of your crew and ensure all are present. If someone is unaccounted for, report it to the responding emergency services personnel.**

CONFIDENTIALITY

By virtue of working for the Town, you may have access or exposure to information belonging or relating to the Town. All records and information are confidential and remain the property of the Town. The records and information are not to be communicated to anyone in any manner or at any time



2024 Contractor Health and Safety Acknowledgement

outside the Town or its affiliates now or in the future unless expressly advised otherwise in writing by the Town. Furthermore, the Freedom of Information Act RSA 2000 Ch F-25 as amended from time to time and any and all other pertinent Provincial and Federal Privacy Legislation applies to collection and use of this information, and you agree to comply with these regulations.

RETURN THIS COMPLETED PAGE TO YOUR TOWN OF CANMORE CONTACT

By signing this page, I confirm that I have reviewed and understand the information contained in this Acknowledgement. I recognize it is my responsibility to review this Acknowledgment and additional policies with my workers and sub-contractors. I will ensure we adhere to the outlined responsibilities, Town of Canmore policies, and the Alberta Occupational Health & Safety Act, Regulation, and Code.

Company Name:	
Company Address:	
Authorized Company Representative Name:	
Position/Title:	
Email Address:	
Phone Number:	
WCB Number:	
Emergency Contact Name:	
Emergency Contact Phone Number:	

Authorized Company Representative Signature

Date

GST Number

CHECKLIST

- I have attached a current (within 30 days) WCB Clearance Certificate
- I have reviewed the Town's [Respectful Workplace Policy](#)
- I have reviewed the Town's [Drug and Alcohol Policy](#)
- I have reviewed the Town's [COVID-19 Safety Directive](#)
- I have reviewed the Town's [Mandatory COVID-19 Vaccination Directive](#)
- I have completed the Electronic Payment Request Form and submitted payables@canmore.ca (new contractors only)

**If at any time the Town views unsafe practices or failure to comply with the OHS Act, Regulation and Code or the health and safety standards set out in this Acknowledgment, the Town reserves the right to cease work immediately and remove person or people from the area until such time as an investigation is conducted and the issue is resolved.*

FOIP Notification: Your personal information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. The personal information you provide on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact the FOIP Coordinator, Town of Canmore, 902 7th Avenue, Canmore AB. T1W 3K1, (403) 678-1



902 – 7th Avenue
Canmore, AB T1W 3K1
Phone: 403-678-1552
Fax: 403-678-1524

ELECTRONIC PAYMENT REQUEST FORM

The Town of Canmore now offers its vendors the option of having invoices paid directly to their account.

When processed, your funds are directly deposited into your account within 3 business days.

If you wish to choose this option please complete the following information and forward it to us by:

Mail: Town of Canmore 902 – 7th Avenue T1W 3K1 Attention: Accounts Payable

Email: payables@canmore.ca **Fax:** 403-678-1524

Direct Deposit Requirements
To have your company receive payments by Electronic Funds Transfer (EFT), **the Town of Canmore requires one of the following as proof of account:**

- 1) **Void Cheque** - Must display your company's legal name, or
- 2) **Deposit Slip** - Must display your company's legal name, or
- 3) **Automatic Transfer Authorization Form** - must be signed or stamped by your bank.

Please complete the following:

Date: _____

Customer Name _____

Address: _____

GST Number: _____

Phone Number _____

Contact Person: _____

Authorized Signature: _____

IMPORTANT: All Remittance Advices will be sent via email.

Email Address: _____

BANKING INFORMATION:

Financial Institution: _____

Branch Address: _____

Transit (5 digits):

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 Bank No (3 digits):

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 Account No.

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