

Turner Valley Golf Club

Contractor Management Policy

Intent

The purpose of this policy is to establish guidelines for contractors in order to provide and maintain a safe work environment for all employees, customers, contractors and visitors to our locations. Advance planning and quality site preparations are important for a safe, environmentally conscious, well organized construction site. The following document is a policy that applies to all contractors and subcontractors who provide services to Turner Valley Golf Club (TVGC).

Policy

This policy applies to all Turner Valley Golf Club management and employees involved in the management of Contractor Agreements. All contractors must be an approved contractor before the commencement of any work. Contractors must hold adequate insurance and be covered by WCB.

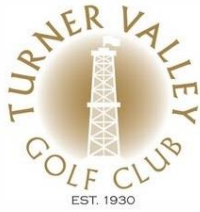
All employees and contractors are equally responsible for complying with the Alberta Occupational Health & Safety Act and its Regulations. Inefficient and incomplete Contractor Management Policies may affect the safety and well-being of its members and employees of Turner Valley Golf Club.

Definitions

Turner Valley Golf Club – The organization with legal possession of the work site, “owner” of the worksite.

Project - The construction, demolition, repair, alteration or removal of a structure, building, complex, street, road, pipeline, sewage system or electric, telecommunication or transmission line, the digging of, working in or filling of a trench, excavation, shaft or tunnel, the installation, modification, repair or removal of any equipment, machinery or plant, the operation of a manufacturing, industrial or other process, or any work designated by the Superintendent &/or the General Manager.

Contractor – A person, partnership or group of persons who, through a contract or agreement with TVGC to complete a portion of a project whereby TVGC directs the activities and is responsible for the work site.



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Prime Contractor – A person, partnership or persons who, through a contract or agreement with TVGC accepts full responsibility of the entire project, worksite, and its employees.

Guidelines for Contractor Work

The following are classifications of contractor work performed at Turner Valley Golf Club.

Where TVGC controls the project either in part or in whole, and acts as an Owner:

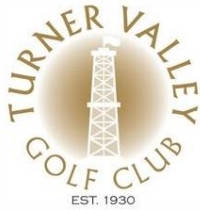
- TVGC shall exercise due diligence and ensure that all contractors hired have received appropriate training, maintain appropriate levels of qualifications to safely and competently perform the required work, and meets all obligations under the OHSA and applicable regulations.

Where TVGC hires a Contractor to act as a Prime Contractor and maintain control of the entire project:

- TVGC shall not maintain responsibility for this type of construction project, where the Prime Contractor is provided with authority to completely control all required work and where TVGC workers are not employed in the project and TVGC has no control over the project daily activities in any way.
- The Prime Contractor must ensure that as required under Section 178 of the OHSA, required first aid services, equipment and supplies. In this case, TVGC shall maintain the owner obligations.
- In addition, the Prime Contractor, acting as if they were the employer must ensure that the equipment erected or installed complies with all applicable safety legislation.
- The Prime contractor must also ensure that any serious accidents or injuries are investigated as if they were the employer.

Non-Construction work where Turner Valley Golf Club acts as the Employer:

- TVGC shall ensure that contractors are provided with appropriate training in safe work practices and policies, and provided with supervision in the performance of duties, acting in compliance with all applicable provisions of the OHSA.
- As the Employer, TVGC will ensure that their Health and Safety Policy, including first aid and reporting requirements, is followed by any workers on the work site.



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Guidelines for Contractor Management Procedures

Documents Provided by the Contractor

All contractors and Prime contractors hired must provide appropriate documentation prior to the start of any work indicating that they:

- Carry appropriate insurance;
- WCB coverage (provides a Clearance certificate);
- Have appropriate qualifications to successfully complete the required work;
- Maintain an appropriate health and safety policy; and
- Employ qualified and competent supervisors.

Health and Safety Training

Contractors are also required to submit information about their services and training of their employees to ensure that all of the appropriate safety training has been undertaken.

Where the Prime Contractor is in place, the Prime Contractor is responsible for ensuring the training of workers and the retention of the training documents.

Record Retention

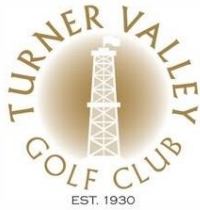
The employer has the responsibility to retain all documentation relating to the relationship between the employer and the contractor(s) as well as any pertinent documents relating to inspections and/or site hazards.

Written Agreement

For the protection of Turner Valley Golf Club and its members, and employees, the Prime Contractor will generate a written agreement to be signed prior to the commencement of any work projects. It should include, but not be limited to, the following:

- The scope of the work to be completed;
- Safety guidelines for the contractors and the Prime Contractor;
- The expectations for the contractor and Prime Contractor, including the roles and responsibilities of the Contractor and/or the Prime contractor;
- Applicable timelines;
- Financial estimates for the work to be completed; and
- The consequences for the Contractor and/or Prime Contractor for failing to abide by the agreement and applicable safety regulations while completing the project.

Site Inspections



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TVGC (the employer) must conduct routine site inspections to verify the progress of the project and verify the use of proper personal protective equipment and safety procedures. In the cases where a Prime Contractor is designated for the project, the employer must ensure that the Prime Contractor is completing the Site Inspections and is retaining the documents as required by the OHSA.

Site Hazards

It is critical for the employer and contractor to communicate regarding any site hazards and the working conditions for the workers. This will require a risk assessment prior to the start of the project. In addition, there should a checklist maintained regarding expectations for the work site and the copies of the completed checklist should be retained for legal purposes by Turner Valley Golf Club.

Breach of Contract and/or Expectations

In the event of a serious breach of expectations, the employer must be prepared to exercise their due diligence in halting the work until such time as the hazard is corrected or remedied.

If the Breach of Contract relates to a breach of quality work, TVGC (the employer) will take the appropriate steps to correct the matter, including severing the Contractor Agreement if necessary. In the case of a Prime Contractor overseeing the project, the Prime Contractor must communicate any breaches of Policy to the employer and must also take appropriate action as it relates to the severity of the issue.

Acknowledgement & Agreement

I, _____ (Legal name of Contractor), acknowledge that I have read and understand the Contractor Management Policy of Turner Valley Golf Club.

Further, I agree to adhere to this Policy and will provide the necessary documents that are listed in this Policy.

Name: _____

Signature: _____

Date: _____

Witness: _____