



<i>ADMINISTRATIVE POLICY No. 16R</i>	Annex A
PURCHASING	Resolution # 2009 - 142 Adopted on : November 24 th , 2009

CONTRACTOR'S RESPONSABILITIES - WORKSAFE NB

1. Before endorsing a contract, a letter of intent or a work order, all municipal employees must make sure that every contractor has met the following requirements:

- Provide the municipal finance department with a **clear employer's certificate with WorkSafe NB**, for the ongoing calendar year and be included on the official list of contractors authorized to perform work for the municipality.

(Contractors from another province or jurisdiction must provide a clear certificate from their board or Commission before starting work. Nevertheless, if he has 3 workers or more or if the job exceeds a week, he must register with WorkSafe NB)

- Sign the attached document: ***Contractor's Responsibilities for Workplace Health and Safety*** form, attached hereby.

Jacques Martin, Mayor

Marc Michaud, Clerk



CONTRACTOR'S RESPONSABILITIES

WORKPLACE HEALTH AND SAFETY FORM

Every contractor hired by the City of Edmundston to perform work shall:

1. Comply with the New Brunswick Worker's Compensation Act, the New Brunswick Occupational Health and Safety Act and all applicable regulations. (Copies are available at www.worksafenb.ca)
2. Comply with the Edmundston Workplace Health and Safety administrative policy. (Copies are available at www.edmundston.ca)
3. Refer to Work Area Traffic Control Manual of the province of New Brunswick for work performed on municipal right of ways. (Copies are available at www.gnb.ca)
4. Notify immediately the City of Edmundston of any work related accident and collaborate closely with the Workplace Health and Safety committee.

IMPORTANT : **Failure to comply with current regulations may lead to work termination.**

Company's name: _____

Contractor's name: _____

Contractor's signature: _____ Date: _____

This document must be attached to the Worksafe NB clear employer's certificate for every calendar year.