



Administrative Procedure 5155

Workplace Safety and Health – Contractors

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Workplace Safety and Health](#)

[Workplace Safety and Health – Duties/Responsibilities for Safety and Health](#)

[Workplace Safety and Health - Inspections](#)

[Workplace Safety and Health – Investigating and Reporting Workplace Incidents and Refusals to Work](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Workplace Safety and Health Act](#)

[Workplace Hazardous Materials Information System \(WHMIS\)](#)

Date Adopted: May 2005

Amended: December 2017

Reviewed: July 2025

The purpose of this administrative procedure is to ensure the safety of contracted employers, their workers, or self-employed persons working on Brandon School Division property.

Selection Criteria

- Contractors must confirm that they have a Workplace Safety and Health program in place if required by current Workplace Safety and Health Act.
- Contractors must reveal if they have any outstanding Workplace Safety and Health Improvement Orders and their nature.
- Contractors must provide evidence that they follow safe work procedures.
- Contractors must provide information on their Workers Compensation Board time loss status.
- Contractors are only engaged if the Division is reasonably assured that they will be able to operate within the Division's Workplace Safety and Health administrative procedures and in compliance with current relevant legislation.

Monitoring Procedures

- **Janitorial Service Providers**

The on-duty custodian is responsible for monitoring performance and adherence to Workplace Safety and Health Act. This includes checking for current Material Safety Data Sheets (MSDS) and proper use of protective equipment when required. These checks are to be logged and shall be performed on a regular basis.

- **Construction Contractors**

The Safety Officer is responsible for monitoring performance and adherence to Workplace Safety and Health Act. This includes checking for current MSDS and proper use of protective equipment when required. Inspections initially shall be made weekly and logged. If regulations are being followed, subsequent inspections will be made during regularly scheduled site meetings.