



Contractor Health and Safety Responsibilities

Welcome to Canterbury Foundation!

Thanks for working in our community. While onsite, we all share the responsibility of ensuring that residents, staff, visitors, volunteers and contractors can arrive and leave healthy and safe.

As a contractor, you are required to:

- Complete building orientation and ensure you understand how to enter and exit the building, hazards within your work area, how to report any hazards, incidents, injuries or illnesses, and who your main onsite contact is.
- Ask questions and seek clarification when necessary to ensure safe work practices are being followed.
- **Check in at the front desk** and sign the Contractor Binder upon arrival. Identify yourself to any staff working in the area of the building that you are working in, either verbally or by wearing a name tag.
- Provide contact information to Canterbury Foundation while working within the building.
- Follow the instructions of Canterbury Foundation staff, policies and procedures, and not engage in threatening behaviour towards staff members, either verbally or physically.
- Comply with all infection outbreak and prevention protocols, as applicable.
- Wear required personal protective equipment (PPE) as mandated by both your employer and Canterbury Foundation.
- Familiarize yourself with the exits in the building and follow instructions from staff if there is an emergency.
- Refuse unsafe work if you believe, on reasonable grounds, that task is imminent danger to any residents, staff, visitors, volunteers, contractors, or the contractor themselves.
- Avoid visiting Canterbury Foundation if you feel ill to prevent the possibility of spreading illness among others.
- Behave in a manner that does not put staff, residents, volunteers, other contractors or visitors in danger.
- **Only enter authorized areas**, including private spaces, and only when required for your work and with staff permission. **Keep work-related pets leashed or crated** at all times in public areas. Be aware of possible hazards throughout the building, and report any hazards that you identify to a staff member.
- Follow your parent company's health and safety policies and procedures as well as those required by Canterbury Foundation.
- Complete the appropriate Workers Compensation Board form as soon as possible after a work-related injury and have your parent company communicate



with Canterbury Foundation regarding any injury that occurred while at Canterbury Foundation.

Failure to comply with contractor health and responsibilities may result in a contractor no longer being allowed onsite, or termination of a contract.

We thank you for working with us together to make Canterbury a safe and healthy environment to live, work and visit!

If you have any questions regarding Canterbury Foundation's health and safety program, please do not hesitate to reach out to Kayla Goodwin, Health and Safety Advisor, at kaylag@canterburyfoundation.com.

