



**City of Melfort  
Administration**

To: City of Melfort Contractors

We are sending out this friendly reminder that another milestone date is fast approaching. The City of Melfort values your services and hopes to continue our working relationship. In order to meet provincial OH&S regulations, as of January 1<sup>st</sup>. 2019, all contractors working for the City must have the following completed.

**Requirements**

- Good performance standing with The City of Melfort.
- Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or an active health and safety manual accompanied by a Letter of Intent to obtain a COR or SECOR.
- Need to be in good standing with Saskatchewan Workers' Compensation Board (WCB).
- Must be in good standing with Occupational Health and Safety (OH&S).
- All workers must obtain the Safety Construction Orientation Training (SCOT) certificate from the Saskatchewan Construction Safety Association (SCSA) by July 1, 2018.
- All workers must participate in a Contractor Safety Orientation through the City of Melfort. This is valid for two years from the date of completion.

Also, a reminder, the general responsibilities of all contractors working at the City of Melfort are to:

- Meet or exceed all contractual, City of Melfort, and regulatory requirements related to health, safety, and environmental protection.
- Meet or exceed all requirements of the City of Melfort *Contractor Safety Manual*.
- Follow Canada Labour Code - Part II Act and Regulations.
- Ensure the health and safety of their employees and other self-employed persons under their direction.
- Implement appropriate health and safety programming to ensure contracted work is performed safely.
- Ensure all contracted work is performed only by qualified workers, or under the direction and supervision of qualified workers.
- Ensure their employees and other self-directed persons under their direction have received appropriate training in occupational health and safety, and are working under the Permit to Work. Monitor/inspect worksites and ensure appropriate supervision of all contracted work.

- Respond to and communicate health and safety incidents, issues and unsafe conditions to the City of Melfort within the prescribed time limits.
- Understand and follow their own safety program.

Here is the Contact information if you require for the SCSA and the HCSA for COR and SECOR information,

Saskatchewan Construction Safety Assoc.

306 652-0907 or [www.scsaonline.ca](http://www.scsaonline.ca)

Heavy Construction Safety Association

306-586-1805 or [www.saskheavy.ca](http://www.saskheavy.ca)

Harness Safety Group

306 850 7770 or [info@harnessafetygroup.com](mailto:info@harnessafetygroup.com) or [www.harnessafetygroup.com](http://www.harnessafetygroup.com)

Specific requirements of contractors and other important safety information for contractors working at the City of Melfort are outlined further in the *Contractor Safety Manual*. If you require a copy of the City of Melfort Contractor Manual, please contact either Elizabeth Maclean 306.921.6206 or Kevin Dyck 306.920.7161.

Thank you for your services and continued participation in keeping all workers safe.



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