



Appendix C – Construction Project Form

Note: This form only applies to contract work that qualifies as a Construction Project as defined by s.6 of O. Reg 213/91.

Project Information

Department: _____

Project Manager: _____

Start Date of Project: _____ Estimated Completion: _____
(dd / mm / yy) (dd / mm / yy)

Location of Project: _____ Project No.: _____

Description of Project: _____

Who is the Constructor?

_____ agrees to take responsibility as the Constructor for this Project.

City of Brantford Department: _____

Project Manager: _____ Telephone: _____

Site Supervisor: _____ Telephone: _____

Contractor or Third Party Representative (Company): _____

Representative: _____ Telephone: _____

Site Supervisor: _____ Telephone: _____

Note: It is the duty of the Constructor to fulfil the responsibilities listed in this Form.

By signing below, both parties indicate that they are in agreement about who is taking responsibility as the Constructor for this project, that this project meets the requirements of classification as a construction project, and that the duties of the Constructor as per the *Occupational Health & Safety Act* will be followed by the party named as the Constructor as outlined in Duties of the Constructor.

It is also understood that the City of Brantford will still hold duties as the Site Owner, regardless of whether they are the Constructor, and those duties as Owner will be respected by the Constructor.

City of Brantford, Project Manager: _____ Dated: _____

Contractor Representative: _____ Dated: _____

Duties of the Constructor: (Confirm the following prior to job start-up)

Note: As the site Owner, the City of Brantford reserves the right to have authorized personnel access the project in collaboration with the Constructor/Supervisor to review and assess safety performance periodically during the project.

Constructor Responsibilities	Yes	No
A. Has a Notice of project been completed/ filed with the Ontario Ministry of Labour and posted at the Project? (<i>Refer to s.6(1) of O. Reg. 213/91</i>)	☐	☐
B. Has a completed MOL Form 1000 registration for the constructor and all contractors associated with the project been submitted to the City of Brantford?	☐	☐
C. Has the Pre-start hazard assessment been reviewed with hazards/ controls identified and signed off? (Appendix A)	☐	☐
D. Has the constructor completed the control of access to the site?	☐	☐
E. Has the constructor provided contact information and a list of competent supervisors appointed to oversee the work at all times?	☐	☐
F. Has the constructor provided emergency contact information to the Project Owner and posted emergency contact information at the project location?	☐	☐
G. Will the constructor be disturbing any building materials or materials known to contain a designated substance?	☐	☐
If Yes, has the City provided a copy of a Designated Substances Survey and ensured completion of Appendix B. Have all employees been made aware of the contents of the survey.	☐	☐
H. Are you are aware that as the Constructor, you are taking on sole control and responsibility for the health and safety of everyone working on the Project including any sub contractors?	☐	☐
I. Although it is not the intent of the City of Brantford to interfere with the duties of the Constructor, are you aware and in agreement that we reserve the right and responsibility as site Owner to communicate to you any health and safety concerns that may be observed with regard to work being performed on the Project? (if no, work cannot be initiated until agreement acknowledged)	☐	☐
J. The Project Manager has reviewed, discussed and provided any specific onsite safety or emergency procedures applicable to the site or building? (ie. Emergency evacuation procedures, etc.)	☐	☐

Constructor Responsibilities	Yes	No
K. Has the constructor provided all SDS's to the project manager?	☐	☐
L. It is the responsibility of the Constructor to ensure only trained staff with valid training certificates are onsite when completing the work?	☐	☐

Location of Pre-Start/Pre-Construction meeting:

Date (dd/mm/yy): _____ Time: _____

City of Brantford Representatives: _____

Contractor/Constructor Representatives: _____

By signing, the constructor acknowledges and agrees that all health and safety information required for this project will be communicated under their control and responsibility.