



Certificate of Recognition (COR) Program

Prime Contractor Information Form

Small Employers often conduct work on worksites that belong to a lease holder – for example, an oil company - referred to as the 'Prime Contractor'. As the permitted lease holder, the prime contractor has ultimate responsibility for all activity conducted on the site. In situations where multiple employers are working together, it important to determine overlap and gaps in responsibility for worksite safety.

Alberta employers can find the definition of a Prime Contractor as defined by Alberta Health, Safety and Environment at www.hre.gov.ab.ca/documents/WHS/WHS-PUB_li018.pdf

BC employers can find the definition of Prime Contractor in the Workers Compensation Act, part 3 OHS, Division 3, section 118. Click this link: www2.worksafebc.com/publications/OHSRegulation/WorkersCompensationAct.asp#SectionNumber:Part3Division3

The Small Employer COR (SECOR) audit includes a 'Prime Contractor Information Form' which must be completed by each prime contractor for whom you conduct work. It allows you to collect the prime contractor's contact information, and clarify the roles and responsibilities for supervision of your employees while on their worksite.

The prime contractor uses this form to indicate if, and how, they manage worksite orientations, hazard reporting, site rules, work procedures, emergency procedures, hazardous products, specific PPE requirements, first aid procedures, safety meetings, accident investigation, health monitoring and so on. Any elements of the safety program not covered off by the prime contractor's program must be addressed by *you as the employer*, to eliminate any gaps in worksite safety responsibility.

The form is also used to identify all other contractors who are working on the same site. Site safety meetings should be documented to ensure all workers are aware of all activity taking place, and the various hazards associated with the work.

A Prime Contractor Information Form is required for each new worksite; however, in cases where multiple worksites are managed identically by the same prime contractor, one form is sufficient.

At least one completed form must accompany the SECOR audit to meet the COR program requirements for certification. Audits submitted to Enform *without* the Prime Contractor Information forms will be returned with recommendations for improvement.

For more information on the Prime Contractor Information Form contact the COR Hotline at 1 (877) 250-6222