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Parent Policy: [Health, Safety, and Environment Policy](#)

Contractor Management

Assignment of Accountability

Office of Administrative Responsibility:	Health, Safety and Environment
Approving Authority:	Associate Vice-President (Human Resources, Health, Safety and Environment)

Purpose

The university has the legislated obligation to manage all Contracting Employers providing services on University Premises. The university as the Owner is obligated to comply with the *Alberta Occupational Health and Safety (OHS) Act, Regulations, and Code*. For multi-Employer Construction work, the university will either retain the Prime Contractor role or assign one (in writing) to manage the health, safety, and environmental impacts of the work.

The purpose of this policy document is to ensure a systematic approach to the management of contracting employers so that health and safety risks to contracting employers and to the university community are minimized and to eliminate or control impact to the environment.

Definitions

The attached definitions table outlines the terms used in this policy document and any specific rules of interpretation that apply.

Scope

Compliance with this policy document extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the *Recruitment Policy*; undergraduate, graduate and Continuing Education students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Accountabilities

Senior Administrators are mandated to:

1. Implement contractor management practices that:
 - a. eliminate or minimize impacts to health, safety, and the environment;
 - b. clearly communicate the health, safety, and environmental responsibilities and accountabilities of all involved parties; and
 - c. ensure compliance with applicable health, safety, and environmental legislation.
2. Assign, in writing, a Prime Contractor for construction activities if there are two or more employers.

Definitions Table

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.</i>	
Construction	A work site where any of the following activities are conducted: • The building, demolition, repair, alteration, extension or renovation of a structure. • Site development or building and repair of roads, highways, pipelines, sewage systems, drainage systems, electrical transmission lines or systems or telecommunication transmission lines or systems. • Digging, working in or filling a trench or excavation. • Land clearing, earth moving, grading, boring, drilling, abrasive blasting or concreting.
Contracting Employer	A person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in work at a work site. Contracting Employers are not university employees and can include suppliers, service providers, prime contractors, temporary staffing agencies and other workers not included under the <i>Recruitment Policy</i> and/or collective agreements.
Employer	A person who is self-employed in an occupation. A person who employs or engages one or more workers, including a person who employs or engages workers from a temporary staffing agency.

	A person designated by an employer as the employer's representative. A director or officer of a corporation or a person employed by the employer who oversees the occupational health and safety of the workers employed by the corporation or employer.
Owner	A person who is registered under the <i>Land Titles Act</i> as the owner of the land on which work is being carried out or may be carried out, or the person who enters into an agreement with the owner to be responsible for meeting the owner's obligations under the Act, the regulations and the OHS code, but does not include a person who occupies land or premises used as a private residence unless a business trade or profession is carried on in that premise.
Prime Contractor	The prime contractor for a work site as referred to in section 10 of the OHS Act. Section 10 of Alberta's OHS Act states: Every construction work site and oil and gas work site or a work site or class of work sites designated by a Director must have a Prime Contractor if there are 2 or more employers involved in work at the work site. Note: If the person in control (owner) of the work site fails to designate a person as the prime contractor, the person in control of the work site is deemed to be the prime contractor.
Senior Administrator	The Provost, Vice-Provost, President, Vice-Presidents, Associate Vice Presidents, Deans, Chairs, Executive Directors, and Directors.
University Premises	Includes, but is not limited to, any of the university campuses, buildings, farm lands, and research sites.

Parent Policy Suite

- [Health, Safety, and Environment Policy](#)
- Contractor Management Assignment of Accountability
- Contractor Management Procedure

Related Policy Documents

- [Health, Safety, and Environment Policy Appendix B Health, Safety and Environment Responsibilities](#)

Related Links

- [Health, Safety and Environment Management System](#)
- [OHS Act, regulation and code](#)

History

- February 5, 2021 Approved.
- March 23, 2025 Editorial amendment. Formatting and links.

*For questions surrounding policy document interpretation or implementation,
please contact the Office of Administrative Responsibility.*

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>