

# PRIME TIME

Any worksite with more than one employer present must have a prime contractor, who coordinates the safety activities on-site for all the companies. What steps need to be taken, and what added responsibilities are there for forest companies that serve as prime contractors?

Knowledge



**1** Before hiring a prime contractor, the owner must assess if the contractor has three things: the knowledge, capacity (time and resources) and control (authority over other companies on site) to successfully coordinate the safety activities at the worksite.

Capacity



Authority



**2** The contractor and owner meet and a written agreement is signed that outlines what is required of the prime contractor.



**5** If there are changes in the worksite, the prime contractor communicates this information and any necessary actions to the designated supervisors.



**4** Prime contractor gathers all the safety information and meets with the designated supervisors for each of the companies that are on the work site. The safety information is shared with these supervisors and is taken back to their workers.



**3** The prime contractor and owner have a pre-work meeting where all the necessary safety information about the worksite is shared. A site visit is also conducted by the owner and the contractor.



**6** The prime contractor coordinates the safety activities on site as the project is ongoing. This means making sure procedures are followed and inspections, incident reporting and emergency plans are completed.



**7** Once the project is completed, the prime contractor should get something in writing that their obligations as prime contractor are finished on that worksite.



## KEEP IN MIND

The owner is not free of all their responsibilities and must keep the prime contractor informed of all changes to the worksite that might affect their coordination of the safety activities.



BC Forest Safety