
HIRING A CONSULTANT

WHAT IS A CONSULTANT?

A consultant is typically a professional (also known as experts, specialists, professionals, etc.) who provides advice and other purposeful activities in an area of specialization.

WHAT TYPE OF WORK DO CONSULTANTS PERFORM?

Consultants provide their services to their clients in a variety of forms. This may include:

- writing reports, documents and presentations
- attending meetings/presentations
- providing advice and guidance
- developing products such as software, drawings or other products for their client

The work completed by consultants maybe described as “office style” work, which maybe similar in nature to work completed by Fraser Health employees who work in administrative areas.

HOW DOES THE CONTACTOR SAFETY PROGRAM APPLY TO CONSULTANTS?

Consultants who are not Fraser Health employees are considered contractors under the Fraser Health Contractor Safety Program (CSP). The term “contractor” includes all firms or people that Fraser Health contracts to supply service, materials, labour, consulting expertise, etc.

Fraser Health Contract/project Managers must ensure the CSP is followed; however, due to the nature of the consultant’s work, location where the work is being performed, duration of the work or hazards associated with the work, some of the elements contained within the CSP requirements may not apply.

CAN YOU PROVIDE SOME EXAMPLES OF WHAT SAFETY ELEMENTS APPLY?

Example 1: A consultant, who regularly works at a Fraser Health location with little supervision by Fraser Health staff, will need to know how to obtain first aid services if they are injured. If the consultants work location is also an acute care location, they would also need to know the emergency codes. Other elements may apply depending on the services provided.

Example 2: A consultant who performs much of their work at the consultant’s office and occasionally at a Fraser Health facility under the supervision of a Fraser Health staff member (e.g. consultant attends meetings at a FH location), their level of knowledge about workplace hazards and controls maybe more limited. This is permissible as the Fraser Health staff member would be responsible for the health & safety of that person during the time of interaction.

WHAT ELEMENTS MIGHT NOT APPLY TO CONSULTANTS?

Referencing the current version of the Contract/Project Manager Self-Monitoring Due Diligence Checklist, some of the following items on this checklist may not apply to consultants:

- Notice of Project submitted
- Provided asbestos management program
- Obtained contactors OHS program for high risk work

| Contract/Project Manager Self-Monitoring Due Diligence Checklist | | | |
|--|---|--|-------|
| Contract/Project #: | Prime Contractor: | Contract/Project Manager | Date: |
| ✓ | Pre-Job | | ✓ |
| <input type="checkbox"/> | Notice of Project submitted | | ✓ |
| <input type="checkbox"/> | Obtained Contractor's WSBC clearance letter | | ✓ |
| <input type="checkbox"/> | Consulted with stakeholders per FH Contractor Safety Program to complete the FH Contractor Safety Checklist Part A | | ✓ |
| <input type="checkbox"/> | Provided Contractor with completed signed FH Contractor Safety Checklist Part A | | ✓ |
| <input type="checkbox"/> | Consulted with site stakeholders and contractor(s) regarding site asbestos hazards | | ✓ |
| <input type="checkbox"/> | Provided Contractor with FH Asbestos Management Program information in its entirety | | ✓ |
| <input type="checkbox"/> | Consulted with stakeholders re introduction of hazards and hazard resolution plan to complete the FH Contractor Safety Checklist Part B | | ✓ |
| <input type="checkbox"/> | Obtained completed signed Part B Contractor Safety Checklist from Contractor | | ✓ |
| <input type="checkbox"/> | Provided Contractor with FH Contractor Safety Program | | ✓ |
| <input type="checkbox"/> | Provided Contractor with FH handbook " Information for Contractors While Working at FH Sites " | | ✓ |
| <input type="checkbox"/> | Obtained Contractor's OHS Programs for High Risk Work-Contractor Safety Checklist A/B | | ✓ |
| <input type="checkbox"/> | Asbestos | <input type="checkbox"/> Confined Space Entry | ✓ |
| <input type="checkbox"/> | Lock Out | <input type="checkbox"/> Work at Heights | ✓ |
| <input type="checkbox"/> | Working Alone | <input type="checkbox"/> First Aid | ✓ |
| <input type="checkbox"/> | Emergency Response | | ✓ |
| | | Pre-Job Start Up Meeting Date: <input type="checkbox"/> Reviewed/verified complete / in minutes -WSBC Clearance in good standing -Contractor Safety Checklist A/B -Contractor High Risk Assessment/Program -Contractor First Aid Assessment/Service -Contractor Emergency Response Plan -Site Communication Plan re potential OHS issues/controls-Emergency contacts | ✓ |
| | | Ongoing Safety Activity during Contract/Project <input type="checkbox"/> Coordinated multi-employer/ stakeholder safety meetings -investigations -hazard reports/resolution -new hazards/updated risk assessments -new hazard controls implemented <input type="checkbox"/> WSBC Clearance Status (still in good standing) | ✓ |
| | | Comments | |

As required by WorkSafeBC, Fraser Health has an obligation to ensure the health and safety of all workers working for that employer and any other workers present at a workplace at which that employer's work is being carried out.

WHAT ARE THE SAFETY REQUIREMENTS WHEN A CONSULTANT NEEDS TO ENTER A CONSTRUCTION ZONE?

Consultants may need to view a construction zone as part of their work. In these cases, the prime contractor is required to ensure the safety of the consultant. Prior to entering a construction site, the prime contractor should provide the consultant with, as a minimum:

- an orientation to the specific worksite hazards, safety measures, safety rules/procedures
- all appropriate PPE
- appropriate supervision.

The consultant is required to follow the prime contractor's safety program.