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Service Provider, Contractor and Vendor Health and Safety		
Approval:	Senior Leadership Team	
Approval Date:	December 30, 2022	Effective Date: December 30, 2022

SCOPE:

This policy and procedure applies to all Service Providers, Contractors and Vendors hired by or having a working relationship with the Royal Victoria Regional Health Centre (RVH). This includes all workers or entities sub-contracted by the above, as well as external Consultants, Vendor representatives, privately employed External Healthcare Providers, and employees of external agencies and community partners who work on behalf of their agency within a dedicated location and/or role (whether intermittently when required, or on a part-time or full-time basis) at RVH. The requirements apply whether working on RVH property or working for RVH elsewhere.

POLICY STATEMENT:

At RVH, *Safety is Our Promise*. RVH takes the health and safety of its patients and workers very seriously and shall be vigilant in upholding that standard by ensuring that interactions with Service Providers, Contractors and Vendors maintain patient and worker safety as their primary goal. As the *Employer* under the Ontario *Occupational Health and Safety Act (OHSA)*, RVH is mandated to also protect the health and safety of Service Providers, Contractors, and Vendors, as defined below. RVH has a further obligation to ensure that, once contracted or entered into a service relationship or business relationship, these individuals comply with all applicable legislation, industry and best practice standards relevant to their Work, to ensure their health and safety and that of the RVH workers and patients around them.

This policy and procedure outlines health and safety and communication requirements between RVH and Service Providers, Contractors, and Vendors. This policy and procedure also serves to reasonably prevent unauthorized individuals from entering locations they do not have a need or right to enter.

DEFINITIONS:

Competent Person: A person who:

- is qualified because of knowledge, training, and experience to organize the Work and its performance,
- is familiar with the *Occupational Health and Safety Act* and the *Regulations* that apply to the Work; and
- has knowledge of any potential or actual danger to health or safety in the workplace.

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Contract: a form of agreement to provide goods and/or services between RVH and a third party, or service relationship, or business relationship with RVH.

Contractor: An external company or independent operator hired into a Contract (or sub-contract) to perform Work or supply services.

Construction: Construction is a scope of Work requiring building new or making expansion or major modifications to existing structures or systems (including mechanical, electrical, floor, wall and/or ceiling systems). The scope and complexity of Work can vary but is typically managed through construction documentation.

Employer: An entity that employs one or more workers or Contracts for the services of one or more workers and includes a Service Provider or subservice provider who performs Work or supplies services.

External Healthcare Provider: An individual contracted by RVH or directly by an RVH patient or the patient's Substitute Decision Maker (SDM) to provide care to the patient within RVH for the purposes of:

- providing care not available through RVH
- supplementing care not available at the intensity desired by the patient/SDM
- serving as an adjunct to the care provided at RVH

These services may be delivered by regulated or non-regulated healthcare professionals.

Maintenance: Work usually involving refurbishing, repair, replacement, or a minor change, or service or maintenance work (e.g., any scheduled preventative repair work, repair to heating, ventilation and air conditioning units, and small-scale electrical activity). Any large-scale Maintenance using construction methods or equipment shall be deemed *Construction*, as defined above.

RVH Contact/Liaison: The RVH employee who is designated to facilitate the Work of the Service Provider, Contractor or Vendor and acts as the contact person on behalf of RVH. This may be the leader of the department seeking the service relationship, or an appropriate representative for the Work being carried out. The nature and location of the job or project shall guide selection of the appropriate RVH Contact/Liaison.

Safe Work Plan: A document used to identify potential hazards, other health and safety considerations and control measures related to the area of work or the Work completed by the Service Provider, Contractor or Vendor.

Service Provider: A company or agency Contracted to provide ongoing service to RVH. These companies or agencies may or may not be directly paid by RVH and their primary

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workplace may or may not be RVH premises. Examples include equipment services, utility service or repair companies, linen suppliers, waste haulers, community healthcare partners, pest control services, etc.

Site: The physical location in/on RVH owned or rented premises where Work takes place.

Solicitation: The act of seeking a service relationship with potential customers. In the context of RVH, this means directly speaking with physicians, workers, or leaders to encourage their interest in and/or purchase of goods and services.

Supervisor: A person who has charge of a workplace or authority over a worker.

Vendor: A person or company providing a paid goods or service. Examples include those hired or authorized to sell goods by the RVH Auxiliary, the retail pharmacy, the food court, the retail respiratory products provider, company sales representatives, etc.

Work: The total Work or services to be completed by the Service Provider, Contractor, or Vendor.

PROCEDURE:

The safety of our patients and workers is our top priority. RVH facilities are open to the public 24-hours per day, meaning non-RVH individuals may justifiably move throughout the facility.

RVH Leaders shall ensure they understand and enforce the requirements set out below. This shall include communication with their teams to ensure requirements are followed at all times.

Sign-in Requirements

All persons employed by a Service Provider, Contractor or Vendor shall sign-in upon arrival at RVH premises. This applies to those completing Work as part of a Contract and those persons taking part in Solicitation for Work at the RVH premises.

It shall be the responsibility of RVH employees to identify and address any Service Provider, Contractor or Vendor, or person in the act of Solicitation, found in RVH owned or rented premises without the appropriate identification badge.

Prequalification Safety Review

The RVH Contact/Liaison intending to engage in a Contract with the Service Provider, Contractor or Vendor shall ensure the Service Provider, Contractor or Vendor

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demonstrates safety competence and has a history of safe performance and due diligence. As is appropriate for each Contract, the Service Provider, Contractor, or Vendor may have to, at the outset, submit written proof of any or all of the following (to be retained by the RVH department seeking to establish the Contract):

- A positive Workplace Safety Insurance Board (WSIB) Experience Rating with appropriate liability insurance and WSIB coverage
- Appropriate and compliant health and safety policies, programs, and training
- Competent Supervisors and a program to completely undertake and control the Work on behalf of RVH
- The ability to perform the Work safely and in compliance with all provisions of the *OHSA*, other applicable regulations and applicable RVH policies and procedures
- Any other verification deemed to be necessary based on the specific nature of the Contract.

Where a Contract is related to publicly funded goods and services, the Service Provider, Contractor, or Vendor shall submit evidence of any or all of the criteria required in the Request for Supplier Qualification process, as set out in the Ontario Broader Public Sector Procurement Directive. The prospective Service Provider, Contractor or Vendor shall contact the RVH Procurement and Business Development office for further information.

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Patient Area Risk Assessment

The health and safety of Service Providers, Contractors, and Vendors and of RVH workers, patients and visitors is of utmost importance. If Work is performed or service is provided in occupied patient areas, a determination of the level of risk for all is required. This risk is based on the proximity of the Work being performed or service being provided to RVH patients. Safety, Security and Occupational Health requirements, such as orientation, immunization, respirator fit testing, and so on, are dependent on that level of risk. Please refer to *Appendix I: Safety, Security and Occupational Health Risk Algorithm*.

Safety, Security and Occupational Health Certification and Documentation Requirements

The following shall be completed and maintained with the Service Provider, Contractor, or Vendor Safe Work Plan (or community partnership documentation):

1. WSIB Certificate of Clearance (eClearance)
2. Proof of liability insurance
3. All applicable safety, security, and occupational health requirements (including ongoing Maintenance thereof). Please refer to *Appendix II: Safety, Security and Occupational Health Requirements*.

Pre-Work Kick-Off Meeting: Development of Safe Work Plan

1. A copy of *Appendix III: Service Provider, Contractor and Vendor Compliance Checklist* shall be initiated for RVH records by the RVH Contact/Liaison.
2. The Service Provider, Contractor or Vendor shall attend a pre-work kick-off meeting with the assigned RVH Contact/Liaison to develop and document the necessary Safe Work Plan. The format of this meeting may be at the discretion of the RVH Contact/Liaison, as well as the decision to involve other RVH representatives to develop the plan (e.g., Infection Prevention and Control (IPAC), Quality and Risk, Safety, Security, Occupational Health, etc.).
3. The pre-work kick-off meeting shall be documented and maintained by the RVH Contact/Liaison, who shall establish regular service reviews for the duration of the job or Contract, when applicable.
4. Any potential hazards or other considerations shall be reviewed and documented in the Safe Work Plan:
 - A full job hazard analysis (JHA) may be required, depending on the size and nature of the project, the discretion of the RVH Contact/Liaison. Whether a JHA is completed or not, the potential hazards or requirements to consider include but are not limited to:
 - Applicable mandatory orientation or training content
 - Chemical, biological and/or pharmaceutical product handling, use and storage, access to Safety Data Sheets (as applicable) and spill control

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- Clutter/housekeeping
- Confined and restricted spaces
- Designated substances (*to be brought to the immediate attention of the RVH Contact/Liaison if occurring or likely to occur)
- Electrical work hazards
- Emergency codes (set by the Ontario Hospital Association, Emergency Preparedness and as stipulated in the RVH Emergency Codes)
- Emissions related to any product, process and/or equipment used
- Ergonomic hazards associated with patient and/or material handling
- Hand hygiene and communicable diseases
- Hazardous medications
- Infection prevention and control, including signage and mold/dust control
- Ladder use, elevated work and fall arrest as per the *Royal Victoria Regional Health Centre Policy and Procedure: Elevated Work and Fall Protection* and *Royal Victoria Regional Health Centre Policy and Procedure: Ladder Safety*
- Lock out/tag out requirements as per the *Royal Victoria Regional Health Centre. Policy and Procedure: Equipment Lockout and Tagout*
- Slip, trip and fall hazards as per *Royal Victoria Regional Health Centre Policy and Procedure: Worker Slips, Trips and Falls*
- Noise and/or vibration control
- Personal protective equipment use
- Radiation, Magnetic Resonance Imaging and/or Nuclear safety
- Waste segregation and disposal in accordance with municipal and/or provincial requirements
- A sample template for a Safe Work Plan can be obtained from Capital Planning and Redevelopment, Facilities and Building Operations or Procurement and Business Development.
- Where any of the above hazards have been identified as occurring or likely to occur within the course of the Work, development and implementation of control measures shall be the sole responsibility of the Service Provider, Contractor or Vendor. These control measures shall be provided to the RVH Contact/Liaison in written form and shall expressly protect the Service Provider, Contractor, or Vendor as well as any RVH workers, patients or visitors in the vicinity of the Work. This provision does not apply in the event of the discovery of unforeseen hazards.
- With the exception of RVH specific content, legislated training requirements and any additional training for hazards identified in the pre-work kick-off meeting shall be the responsibility of the Service Provider, Contractor, or Vendor. Training records shall be maintained by the Service Provider, Contractor, or Vendor (available to the RVH Contact/Liaison if required). Depending on the nature of the Work or service being provided, participation in RVH orientation may also be required (see *Appendix II: Safety, Security and Occupational Health Requirements*).

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5. Ongoing approved Service Providers, Contractors and Vendors who work on-site shall have their Safe Work Plans reviewed at the start of each Contract. This review shall be completed by the RVH Contact/Liaison (or as otherwise negotiated between the RVH Contact/Liaison and the Service Provider, Contractor, or Vendor).
6. When developing the Safe Work Plan, the RVH Contact/Liaison shall review equipment and material requirements with the Service Provider, Contractor, or Vendor to ensure all items brought onto RVH property are in a state of good repair and meet all applicable government approvals and requirements set out in the Contract, and that when equipment and materials are used and stored on RVH property as part of the Contract, it shall be done so in a safe manner that does not impede emergency equipment or patient care.

Reporting and Investigation of Work-Related Injuries, Illnesses and Hazards

In the event of Service Provider, Contractor, or Vendor injury, illness/exposure or hazard inside their work Site (that is, where those workers are the only ones present within the Site, have control of the physical location and activities taking place therein), their own reporting, investigation and follow-up process shall be followed. However, the RVH Contact/Liaison shall be notified of the event as soon as reasonably possible. If necessary, such as in the case of a critical injury or fatality, copies of reporting, investigation and follow-up documents shall be provided to the RVH Contact/Liaison.

In the event of Service Provider, Contractor, or Vendor injury, illness/exposure or hazard in an area also occupied by RVH workers, patients or visitors, their own process shall apply, as above, but they shall also immediately report the event to the RVH Contact/Liaison. The RVH Contact/Liaison shall ensure that an Incident Report is submitted as soon as reasonably possible, with the assistance of Safety, Security and/or Occupational Health, as is appropriate in the circumstances. Refer to *Royal Victoria Regional Health Centre Policy and Procedure: Employee Injury, Illness, Hazard Reporting and Investigation*. Further investigation and follow-up shall be completed in accordance with *Royal Victoria Regional Health Centre Policy and Procedure: Employee Injury, Illness, Hazard Reporting and Investigation*.

Conduct Expectations

It is the responsibility of the Employer to review the Conduct Expectations of this Policy and Procedure, as well as the *Royal Victoria Regional Health Centre Code of Conduct - Values in Action PLEDGE* and the *Royal Victoria Regional Health Centre Policy and Procedure: Third Party Privacy/Confidentiality Pledge and Remote Access Request Policy* with each employee.

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Service Providers, Contractors and Vendors shall wear RVH issued badges, at all times. These badges shall be issued on a day-to-day, short-term, or long-term basis, depending on the duration of the Contract or agreement made for each project/Contract, as instructed by the RVH Contact/Liaison. The security office should be contacted after hours.

Service Providers, Contractors and Vendors who wear their company identification badges, shall wear both their company identification badges and RVH issued badges at all times.

Service Providers, Contractors, and Vendors who wear street clothes shall do so in accordance with *Royal Victoria Regional Health Centre Policy and Procedure: Corporate Dress Code*. Reasonable exemptions with regard to work jeans or other construction attire shall be made when appropriate, depending on the nature of Work being performed or service being provided.

Service Providers, Contractors and Vendors shall conduct themselves in the following manner:

1. Conduct themselves in a professional manner at all times and abide by all applicable policies regarding special requirements of the Work area (e.g., restriction on food and beverage consumption, etc.).
2. Uphold the guiding principles and conditions of the RVH Code of Conduct and Third-Party Privacy Pledge.
3. Remain in their designated Work areas. They shall not access other areas unless necessary and expressly permitted (and documented) in their Safe Work Plans.
4. Refrain from using scented products (e.g., perfumes and colognes, any product containing highly volatile compounds, etc.) in accordance with *Royal Victoria Regional Health Centre Policy and Procedure: Scent Reduction*.
5. Not smoke, vaporize, ingest, chew, or otherwise take in any alcohol, tobacco, cannabis products (whether medicinal or recreational), or any other impairing substance, whether medicinal (prescribed, off-label or not prescribed) or recreational, while on RVH property, thus abiding by the Smoke-Free Ontario Act.
6. Ensure they are physically and mentally capable of safely performing the essential functions of their job with or without reasonable accommodation and/or modification of duties, as per the *Royal Victoria Regional Health Centre Policy and Procedure: Fitness for Duty*. Anyone found in possession of, using or reasonably appearing to be impaired by alcohol, cannabis, or any other impairing substance, whether medicinal (prescribed, off-label or not prescribed) or recreational will be prohibited from the RVH property.

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7. Ensure they contribute to a safe environment. Anyone found engaging in any form of violence, harassment, bullying, or sexual harassment (whether implied or otherwise) will be prohibited from the RVH property.
8. Be aware of areas that prohibit the use of cell phones. Cameras or other recording devices shall be prohibited unless necessary and expressly permitted (and documented) in their Safe Work Plans.
9. Advise the RVH Contact/Liaison of any use of sub-Contractors and ensure their Safe Work Plans expressly include provisions and expectations of these individuals prior to bringing them on Site.

Disciplinary Action and/or Revocation of Safety Certificate

1. Violations of the provisions set out in this policy and procedure and/or of the Safe Work Plan, along with any subsequent discipline, shall be documented in writing and recorded on the *Appendix III: Service Provider, Contractor, and Vendor Compliance Checklist* by the RVH Contact/Liaison. Such violations shall be escalated as required and may involve other RVH representatives.
2. Disciplinary documentation shall include:
 - the nature and date of the incident,
 - the Service Provider, Contractor, or Vendor involved,
 - the Service Provider, Contractor, or Vendor company involved; and
 - the corrective action(s) taken.
3. Disciplinary action, dependent on the nature and frequency of the incident(s), may not be limited to discipline of an individual Service Provider, Contractor, or Vendor but may ultimately result in a ban of the Service Provider, Contractor, or Vendor company from Working at RVH.

Roles and Responsibilities

Service Provider, Contractor and Vendor companies shall be responsible for:

- Ensuring their workers always adhere to the guiding principles and conditions of the RVH Code of Conduct and Third-Party Privacy Pledge and any applicable requirements specific to the Project Safety Plan, or to the Work in general (refer to *Appendix II: Project or Service Health and Safety Rules*).
- Ensuring an appropriate representative attends the pre-work kick-off meeting and receives the agreed upon Safe Work Plan.
- Ensuring RVH is informed of all sub-contractors hired by the Service Provider, Contractor, or Vendor and that those individuals have received the applicable RVH training and copy of the Safe Work Plan.
- Ensuring all Service Provider, Contractor, or Vendor workers have met Safety, Security and Occupational Health Requirements and submitted records thereof

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(refer to *Appendix I: Safety, Security and Occupational Health Risk Algorithm* and *Appendix II: Safety, Security and Occupational Health Requirements*).

External Healthcare Service Providers are responsible for providing services as per the *Royal Victoria Regional Health Centre Policy and Procedure: Regulated and Non-Regulated Privately Employed External Healthcare Providers*.

RVH Contacts/Liaisons shall be responsible for:

- Reviewing this policy with the Service Provider, Contractor, or Vendor and attending and documenting the pre-work kick-off meeting.
- Providing the Service Provider, Contractor, or Vendor with a copy of *Appendix II: Project or Service Health and Safety Rules*.
- Obtaining required copies of documentation as outlined in the *Certification and Documentation* section above, the Service Provider, Contractor, and Vendor Compliance Checklist and the pre-work kick-off meeting.
- Enforcing all plans and permit requirements (e.g., Hot Work Permit, etc.).
- Scheduling the Work and enlisting the assistance of Facilities and Building Operations, Environmental Services, Capital Planning and Redevelopment, Procurement and Business Development, the department/unit Manager, Safety, Security, Occupational Health, Quality and Risk, IPAC, etc., as applicable and required in the area in which the Work is being done.
- Conducting Contract service evaluations on Service Provider's performance using the *Appendix III: Service Provider, Contractor, and Vendor Compliance Checklist*.

Leaders in the Work/service area shall be responsible for:

- Communicating the purpose and requirements of this policy and procedure to their teams, as outlined in the introduction to this procedure section.
- The protection of RVH employees and professional staff as well as equipment in their departments/units while Work or service is in progress.
- Ensuring the Service Provider, Contractor, or Vendor's Work is in accordance with RVH policies and procedures.
- Reporting any concerns to the appropriate RVH Contact/Liaison.

Other RVH representatives, as applicable (e.g., IPAC, Quality and Risk, Safety, Security, Occupational Health, etc.), shall be responsible for:

- Ensuring that all applicable policies and procedures are up to date.
- Participating in pre-contract kick-off meetings when requested.
- Reporting any concerns to the appropriate RVH Contact/Liaison.

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Documentation

Please refer to *Appendix III: Service Provider, Contractor and Vendor Compliance Checklist*.

CROSS REFERENCES:

Royal Victoria Regional Health Centre Code of Conduct - Values in Action PLEDGE

Royal Victoria Regional Health Centre (2019). Policy and Procedure: *Corporate Dress Code*

Royal Victoria Regional Health Centre (2021). Policy and Procedure: *COVID-19 Vaccination*

Royal Victoria Regional Health Centre (2017). Policy and Procedure: *Elevated Work and Fall Protection*

Royal Victoria Regional Health Centre (2018). Policy and Procedure: *Employee Injury, Illness, Hazard Reporting and Investigation*

Royal Victoria Regional Health Centre (2019). Policy and Procedure: *Equipment Lockout and Tagout*

Royal Victoria Regional Health Centre (2022). Policy and Procedure: *Fitness for Duty*

Royal Victoria Regional Health Centre (2021). Policy and Procedure: *Influenza*

Royal Victoria Regional Health Centre (2019). Policy and Procedure: *IPAC in New Construction, Renovation, Maintenance, and Design Projects* (and all corresponding appendices)

Royal Victoria Regional Health Centre (2019). Policy and Procedure: *Ladder Safety*

Royal Victoria Regional Health Centre Policy and Procedure (2019) *Regulated and Non-Regulated Privately Employed External Healthcare Providers*

Royal Victoria Regional Health Centre (2018). Policy and Procedure: *Scent Reduction*

Royal Victoria Regional Health Centre (2018). Policy and Procedure: *Third Party Privacy/Confidentiality Pledge and Remote Access Request Policy*

Royal Victoria Regional Health Centre (2021). Policy and Procedure: *Worker Slips, Trips and Falls*

Service Provider, Contractor and Vendor Health and Safety**REFERENCES:**

Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25, retrieved 25 May 2022 from <https://www.ontario.ca/laws/statute/10b25?search=lobby>

Confined Spaces, Ontario Regulation 632/05, retrieved 25 May 2022 from <https://www.ontario.ca/laws/regulation/050632>

CSAZ317.13 (current version) Fundamentals of Infection Prevention and Control During Construction, Renovation and Maintenance of Health Care Facilities, Canadian Standards Association. 2017

Designated Substances, Ontario Regulation 490/09, retrieved 25 May 2022 from <https://www.ontario.ca/laws/regulation/090490>

Halton Healthcare Services (2014) *Service provider Safety Policy*

Health Care and Residential Facilities, Ontario Regulation 67/93, retrieved 25 May 2022 from <https://www.ontario.ca/laws/regulation/930067>

Industrial Establishments, R.R.O. 1990, Regulation 851, retrieved 25 May 2022 from <https://www.ontario.ca/laws/regulation/900851>

Noise, Ontario Regulation 381/15, retrieved 25 May 2022 from <https://www.ontario.ca/laws/regulation/150381>

Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1, retrieved 25 May 2022 from <https://www.ontario.ca/laws/statute/90o01#BK87>

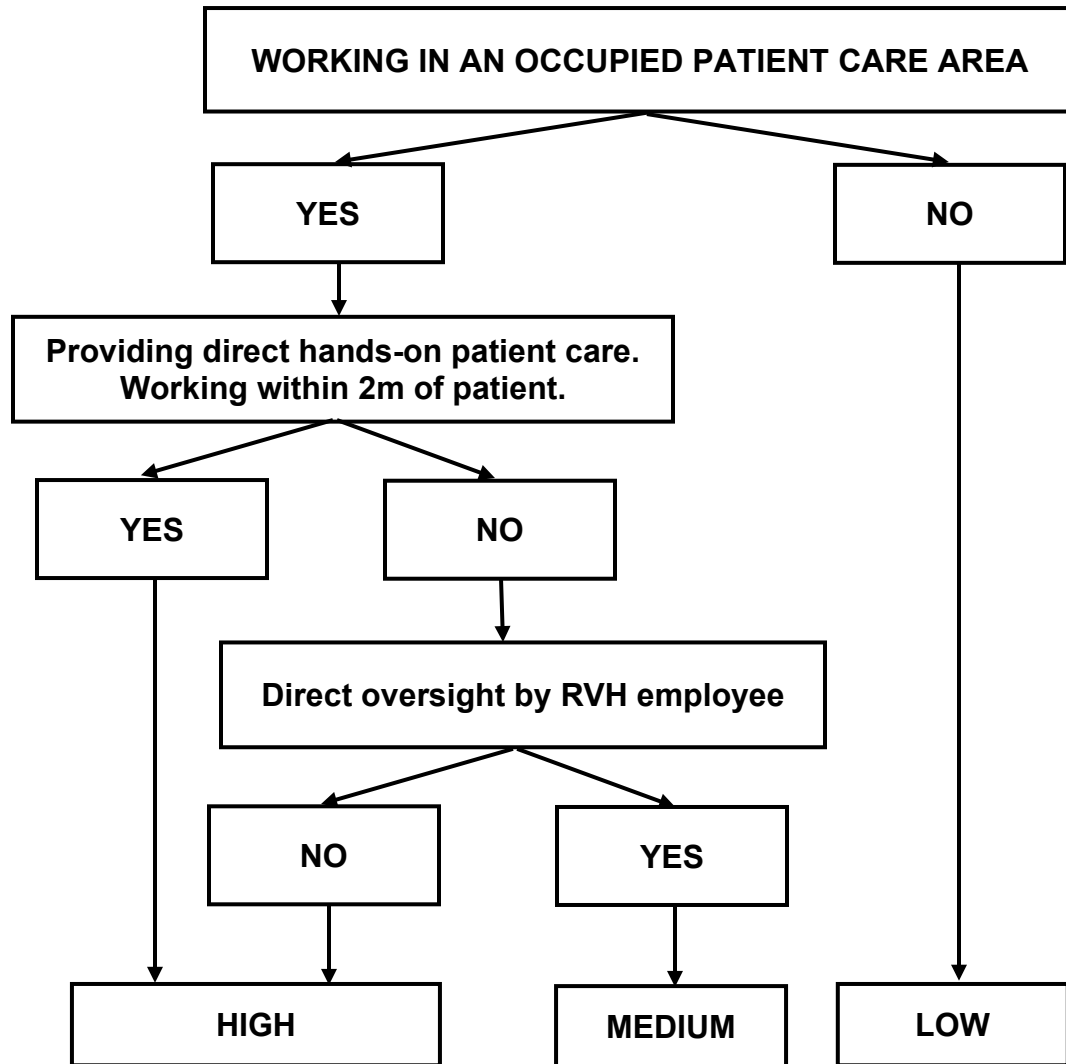
Ontario Hospital Association, Emergency Preparedness, Tools and Resources, *Colour Codes Poster*, retrieved 25 May 2022 from <https://www.oha.com/Documents/Emergency%20Preparedness%20Colour%20Codes%20Poster.pdf>

Workplace Hazardous Materials Information System (WHMIS), R.R.O. 1990, Regulation 860, retrieved 25 May 2022 from <https://www.ontario.ca/laws/regulation/900851>

X-Ray Safety, R.R.O. 1990, Regulation 861, retrieved 25 May 2022 from <https://www.ontario.ca/laws/regulation/900861>

Appendix I: Safety, Security and Occupational Health Risk Algorithm

The level of risk for Service Providers, Contractors and Vendors corresponds to their degree of interaction with patients. Their Safety, Security and Occupational Health Requirements (*Appendix II*) are based on that level of risk.



HIGH: Individuals entering occupied patient care areas AND providing direct hands-on care of those patients, learning how to provide hands-on care, or otherwise engaging in up-close interaction with or Work around patients. Any individuals entering full airborne isolation rooms.

MEDIUM: Individuals entering occupied patient care areas BUT only speaking with patients, observing care activities or working no closer than 2 m from the patient (with NO contact of any kind). Excludes airborne or airborne/contact rooms, regardless of the activities or interaction.

LOW: Individuals entering the hospital but NOT entering any occupied patient care areas.

Appendix II: Project or Service Health and Safety Rules

Requirement \ Risk Level	HIGH	MEDIUM	LOW
Occupational Health visit	Yes	No	No
Tuberculosis (TB) skin test	Yes	No	No
Influenza immunization*	Yes	No	No
COVID-19 Vaccination*	Yes	Yes	Yes
Review of immunization records	Yes	No	No
N95 respirator fit	Yes	No	No
Orientation participation	General hospital and interdisciplinary	No	No
Staff Alert Pendant	Yes	No	No
Vulnerable Sector Check	Yes	No	No
Criminal Record Check	Yes	No	No
RVH Code of Conduct	Yes	Yes	Yes
RVH Privacy Pledge	Yes	Yes	Yes

HIGH: This may include, but is not limited to, External Healthcare Providers.

MEDIUM: This may include, but is not limited to, surgical Vendors, pharmaceutical and medical equipment representatives, information technology Vendors, and anyone Working on cabling/wireless/cellular/Connecting Care systems.

LOW: This may include, but is not limited to, trades, Maintenance, and repair services providers, Precise ParkLink, food court Vendors, RVH Auxiliary employees and Vendors, HM Cash Pick Up, water Service Providers, and any sales representatives or Vendors.

* Refer to the Royal Victoria Regional Health Centre Policy and Procedure: *COVID-19 Vaccination* and Royal Victoria Regional Health Centre. Policy and Procedure: *Influenza for detailed requirements of vaccinations*.



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Appendix III: Service Provider, Contractor and Vendor Compliance Checklist

Please obtain most current copy of checklist from: Capital Planning and Redevelopment, Facilities and Building Operations or Procurement and Business Development

Program or Project name: Click here to enter text.			
Company name: Click here to enter text.		Contract Start Date: Click here to enter a date.	
Work location: Click here to enter text.		Anticipated End Date: Click here to enter a date. OR <input type="checkbox"/> Ongoing service, to be reviewed once every Click here to enter text.	
		Actual End Date:	
Representative name: Click here to enter text.		Representative phone and email: Click here to enter text.	
Risk level identified in Appendix I High Medium Low		RVH Contact/Liaison: Click here to enter text.	
PRIOR TO COMMENCEMENT OF PROJECT OR SERVICE			
Criteria (attach copies of all related documents, as applicable)	Applicable	Date completed	Verified by
1. Copy of Contract Click here to enter text.	Y or N		
2. Copy of initial WSIB Clearance Certificate Click here to enter text.	Y or N		
3. Copy of Liability Insurance Click here to enter text.	Y or N		
4. Copy of Service Provider, Contractor, or Vendor's Health and Safety Policy: Click here to enter text.	Y or N		
5. Signed Code of Conduct and Privacy Pledge (always applies) Click here to enter text.	Y		
6. COVID-19 Vaccination (always applies)	Y		
7. Confirmation of requirements for applicable Risk Level (TB skin test, N95 respirator test, Vulnerable Sector Check, etc.) as per Appendix II Click here to enter text.	Y or N		
8. Documentation of Pre-Work Kick-off Meeting	Y		
9. Copy of Safe Work Plan Click here to enter text. Safe Work Plan shall include, but not be limited to, the following: <ul style="list-style-type: none"> Hazard identification and control measures to be implemented for hazards occurring or likely to occur during the course of provision of service WHMIS and other training programs Safety Data Sheets for products used during provision of service 	Y or N		
DURING PROVISION OF SERVICE			
10. Copies of updated WSIB Clearance Certificates Click here to enter text.	Y or N		



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11. Copies of safety, security, infection prevention and control, or any other complaints Click here to enter text.	Y or N		
12. Safety infractions (noted by RVH, MOL, etc.) Click here to enter text.	Y or N		
UPON COMPLETION OF SERVICE			
13. Evaluation of quality of service (safety, competency, administration, cost control, quality, ethics, conduct, etc.) Click here to enter text.	Y or N		
Comments: Click here to enter text.			
RE-NEW SERVICE PROVIDER CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO Reason: Click here to enter text.			

RVH Contact/Liaison: [Click here to enter text.](#)

Completed on: [Click here to enter a date.](#)

Signature: _____

Copies of all of the above shall be retained by the RVH Contact/Liaison or the department (leader) engaged in the Contract.