



Procedure

Contractor and Subcontractor Safety Management Procedure

Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

Document Control

Document Number	SOP-OHS-09
Standard	ISO 45001:2018 Clause 8.1.4 – Procurement and Contractor Control
Regulatory Reference	WorkSafeBC Occupational Health and Safety Regulation
Prepared By	Derek Sanderson, MBA, CISSP
Revision	1.0
Effective Date	2026-03-06

1. Purpose

This procedure establishes the requirements used by Viking Reinforcing Ltd. to ensure that contractors and subcontractors working within Viking controlled workplaces follow applicable occupational health and safety requirements and operate in a manner consistent with Viking Reinforcing safety standards.

2. Scope

This procedure applies to all contractors, subcontractors, service providers, and temporary workers who perform work at Viking Reinforcing facilities or on construction projects where Viking Reinforcing performs reinforcing steel fabrication or installation.

3. Definitions

Term	Definition
Contractor	An external company or individual hired to perform work for Viking Reinforcing.



SOP-OHS-09 – Contractor and Subcontractor Safety Management

Procedure

Subcontractor	A contractor engaged by another contractor to perform part of the work.
Site Orientation	A safety briefing provided before work begins.
Contractor Safety Plan	A documented plan outlining contractor safety responsibilities.

4. Responsibilities

Chief Safety Officer (Dan Ansell)

- Oversees contractor safety compliance and reviews contractor safety documentation.

Superintendent (Thomas Gabinet)

- Coordinates contractor activities on construction sites.

Yard Foreman (Matt Warawa)

- Ensures contractor work in the fabrication yard follows Viking safety procedures.

Director of Maintenance (Sean Vetra)

- Oversees contractor activities involving equipment maintenance or repair.

Contractors

- Follow all Viking Reinforcing safety procedures and applicable regulations.

5. Contractor Pre-Qualification

Prior to performing work, contractors may be required to provide:

- Proof of insurance
- WorkSafeBC coverage
- Safety program documentation
- Training certifications
- Equipment inspection records

6. Contractor Site Orientation

Contractors must receive a safety orientation prior to beginning work. Orientation may include:

- Site hazards
- Emergency procedures
- Required personal protective equipment
- Traffic and equipment safety
- Hazard reporting procedures



SOP-OHS-09 – Contractor and Subcontractor Safety Management

Procedure

7. Hazard Communication

Contractors must communicate hazards that may affect Viking workers or other contractors. Hazards must be reported using FORM-OHS-01 – Hazard / Near Miss Report Form where applicable.

8. Contractor Safety Monitoring

Contractor activities may be monitored through:

- Workplace inspections
- Supervisor observations
- Safety meetings
- Incident investigations

9. Non-Compliance

Contractors who fail to comply with safety requirements may be subject to corrective action, work stoppage, or removal from the worksite. Non-conformities must be documented in REGISTER-OHS-02 – Corrective Action Register.

10. Records and Documentation

FORM-OHS-01 – Hazard / Near Miss Report Form

FORM-OHS-07 – HSE Inspection Checklist

REGISTER-OHS-02 – Corrective Action Register

LOG-OHS-04 – Safety Meeting Log

11. Continuous Improvement

Contractor performance will be reviewed periodically to identify opportunities for improving contractor safety management and coordination.