

Section: <b>D</b> Subject: <b>Independent Contractor</b>	Policy Number: <b>D-025</b> Pages: 3	Approval Date: <b>Feb. 15, 2017</b> Revision Date(s):
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## **INDEPENDENT CONTRACTOR POLICY and PROCEDURES**

Community Living-Central Huron makes every effort to ensure the safety and well-being of all employees, volunteers and people supported, and as such has adopted the definition, responsibilities and procedures as noted below for Independent Contractors. The Agency will utilize Independent Contractors to perform tasks (repairs, maintenance, services) that are not considered responsibilities of employees. Examples of Independent Contractors may include plumbers, carpenters, electricians, financial consultants, ergonomic or health professionals, etc. Non-compliance with this Policy is subject to discipline, up to and including dismissal from employment with Community Living-Central Huron.

### **Definition:**

#### Independent Contractor:

For the purposes of this Policy, an Independent Contractor is a person, business or corporation that provides goods or services under terms that are specified in a written or verbal contract. The Independent Contractor will conduct the work/service, according to their own processes and methods, utilizing their own equipment, tools and employees. The Independent Contractor will invoice Community Living-Central Huron for work/ services provided.

### **Responsibilities and Procedures:**

#### Community Living-Central Huron will:

- abide by the Occupational Health & Safety Act and the Health Care and Residential Facilities Regulation;
- specify the work/service to be provided and confirm who is responsible to obtain necessary permits, insurance and clearance certificates;
- when possible/relevant, the payment or compensation amount will be determined in advance with Supervisory approval;
- utilize competent/licensed Independent Contractors to perform work/services;
- provide appropriate signage and/or direction to Independent Contractors when reporting for work;
- instruct the Independent Contractor when they enter into the premises to sign, if appropriate, the Visitor's Registry. If the work location does not have a Visitor's Registry, Agency Staff will note the date, time and particulars in the Communication Book;
- inform the Independent Contractor of relevant health and safety rules and/or precautions at the work location. If necessary, the Independent Contractor may be escorted to the relevant work area and if required, remain with the Independent Contractor until the work is completed. The Agency employee is not required to supervise the work of the Independent Contractor;

- receive relevant invoices, warranties and/or other documentation related to the visit by the Independent Contractor and provide such to the relevant Supervisor, or the Administrative Coordinator;
- provide payment for the work completed, as per previous agreement; Supervisor's are responsible to ensure the work/service is completed in accordance with the previous written or verbal contract for services;
- follow-up with any outstanding and/or unsatisfactory work/service, as well as any annual inspections.

**Independent Contractor will:**

- provide, when requested, a certificate of clearance from the Workplace Safety and Insurance Board (WSIB), as proof the Contractor has a Health & Safety Program in place for its workers. The Independent Contractor is responsible for all of its employees while working at a Community Living-Central Huron location;
- provide, when requested, a certificate of liability insurance;
- report to the appropriate location, prior to initiating any work, ie. report to Reception at the office locations and sign the Visitor's Registry, or when at another work location, report to Agency Staff to notify them of their arrival, anticipated work plan and time frame;
- notify Agency Staff of all precautions, restrictions to work area(s), while they are performing the necessary work (repairs, maintenance, construction). As necessary, the Independent Contractor will provide appropriate barriers to the area(s) in which they are working and secure all tools and equipment in a safe area when not in use;
- supply their own tools, equipment and materials when completing work/service;
- notify Reception and sign the Visitor's Registry, or notify Agency Staff when they have completed the work and/or exiting the work location;
- provide the Agency with an invoice or the work/service completed, displaying applicable taxes.

**Evaluation:**

Health and safety in the workplace is a shared responsibility of the employer and its employees and as such Community Living-Central Huron expects that all employees and volunteers will protect their own health and safety by working in compliance with this policy and procedures. Location Health and Safety Representatives will make recommendations to the Employer to identify any risks, hazards or safety concerns related to Independent Contractors.

**Related Policies:**

- Confidentiality (A-003)
- Privacy (A-004)
- Tender (B-005)
- Purchasing and Credit (B-008)
- Accessibility Policy (B-009)

- Duty of Care (B-010)
- Code of Conduct (B-011)
- Individual Welfare/Rights (C-001)
- Behavioural Support (C-002)
- Serious Occurrence (C-006)
- Communication Book (C-007)
- Individual Support Policy for Persons Supported (C-009)
- Pet Ownership, Visiting Pets and Service Animals (C-010)
- Orientation of People Supported (C-011)
- Medical Care for Persons Supported Policy (C-012)
- Persons Supported Food and Nutrition Policy (C-015)
- Health and Safety Policy Statement (D-001)
- Medication Policy Statement (D-002)
- Emergency Policy (D-003)
- Smoking (D-004)
- Critical Injury (D-006)
- Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)
- Pandemic Policy (D-008)
- Preventative Maintenance Policy (D-009)
- Musculoskeletal Disorders Awareness Policy (D-010)
- First Aid Policy and Procedures (D-011)
- Working Alone Policy (D-012)
- Infection Control Policy and Procedures (D-013)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)
- Location Health and Safety Representatives Policy (D-016)
- Ladder Safety Policy and Procedures (D-017)
- Sharps Policy and Procedures (D-018)
- Manual Handling Policy (D-019)
- Slips, Trips and Falls Prevention Policy (D-020)
- Workplace Inspection Policy (D-021)
- Work Refusal Policy (D-022)
- Lifts, Transfers and Physical Assistance Policy (D-023)
- Incident/Accident Investigation Policy & Procedures (D-024)
- Employee and Volunteer Orientation Policy (E-005)
- Professional Development/Training Policy (E-006)
- Individual Consultation (E-007)
- Vehicle Use (E-009)
- Personal Property Damage Reimbursement (E-010)
- Employee Performance Standards (E-011)
- Disciplinary Policy (E-012)
- Early and Safe Return to Work (E-016)
- Benefit Plans (E-017)