

ELEMENT I: OTHER AFFECTED PARTIES

Employers are obligated to protect their workers and other individuals at or around the work site from potential hazards. Workers also have an obligation to take reasonable care to protect the health and safety of themselves and others in the vicinity of the work site. Examples include when simultaneous operations or concurrent work activity is occurring.

Other affected parties can include and are not limited to workers, visitors, and other persons not under the employer’s direction, but in the vicinity of the employer’s worksite.

- Visitor - Any person at the work site who is not under the direct control of the employer (e.g., courier). Visitors do not include customers.
- General Public - All other persons in the general vicinity of the work site that are not under the direct control of the employer (e.g., customers, pedestrians)

External work site parties include suppliers, service providers, prime contractor, temporary staffing agencies, self-employed persons, and other employers.

- Other Employers - Other companies/employers conducting business at or in the vicinity of the work site, that are not under the direct control of the employer (e.g., landscapers, security, medics, etc.)



AUDIT REQUIREMENTS & GUIDELINES

REQUIREMENT	GUIDELINE
I1: A policy/process to address the protection of other workers, visitors, and other persons not under the employer’s direction, but in the vicinity of the employer’s worksite	A policy/process that demonstrates the protection of other workers, visitors, and other persons not under the employer’s direction, but in the vicinity of the work site. (e.g., supporting documentation can include Hazard Identification & Control Policy, Visitor Policy, orientations etc. Documentation can be specific to office if field work is not applicable).
I2: A process to ensure hazards and controls have been communicated to external work parties.	A copy of the communication process to ensure hazards and controls have been communicated to external work parties (e.g., Documentation can include emails, meeting minutes, orientations, contracts, etc.).
I3: A system that identifies health and safety criteria to evaluate and select other employers for hiring purposes.	A system must be in place to identify health and safety criteria to evaluate and select other employers for hiring purposes (e.g., hiring employers with SECOR/COR, review of employers’ safety policies and procedures to ensure they meet/exceed legislative requirements, WCB clearance, procurement policy etc.). If the employer does not use other employers, this question is marked not applicable (n/a).
I4: A system that identifies and monitors how other employers’ health and safety performance is monitored.	The system must identify how other employers’ health and safety performance is monitored (e.g., other employers submit weekly/monthly safety metrics - first aid records, hazard reports, injury reports etc. for review, trending and follow up). If the employer does not use other employers, this question can be marked n/a.

EXAMPLE SCENARIOS

Scenario: You're working on a roof where materials could blow off and land on pedestrians walking along the sidewalk below injuring them.

Scenario: You transport equipment and materials via truck and trailer on public highways where vehicular accidents could occur with the public.

Scenario: While your worksite is securely fenced to keep the public out, a hazardous release from a pipe harms/exposes the public and/or other contractors on site.

NOTE: All examples above require a policy/procedure that demonstrates the protection of other workers, visitors, and other persons not under the employer's direction, but in the vicinity of the worksite. Policies/procedures do not have to be specific to the work being performed.

Worksites can include traveling, working at client premises or working at home. Worksites may include temporary or mobile locations depending on the organization. Temporary - When conditions are not permanent, where a new process or activity has been temporarily introduced into the work site. Mobile - Method of working that is not tied to a physical location.

ADDITIONAL RESOURCES



Alberta:

- [Online Legislation Search](#)
- Alberta OHS [eNews](#)

British Columbia:

- [Online Legislation Search](#)
- WorkSafeBC [eNews](#)

Energy Safety Canada (ESC):

- [Resource Search](#)
- [Webinars on Demand](#)
- Consultations & Workshops - Contact corinfo@energysafetycanada.com

Other Resources:

- IOGP - [Contractor Capability Assessment Report](#)
- Canadian Center for Occupational Health & Safety ([CCOHS](#))