Any worksite with workers of two or more employers who are working at the same time must have a prime contractor designated who coordinates the activities on-site to ensure safe operations for all the companies. A prime contractor may also be required in situations where two or more employers are operating different phases of work at the same location concurrently. In these situations, even though the workers are not on site together, their work activities overlap and have the potential to impact each other. A designated prime contractor is required to coordinate and communicate appropriate safety information.

If there is only one employer working at a site then **prime contractor responsibilities do not apply**. There can only be one prime contractor appointed for a multiple-employer workplace. If there is more than one prime contractor appointed, then the responsibilities assigned to the prime contractor will revert to the owner of the workplace.

For contracts that are being administered by BC Timber Sales, the responsibilities of prime contractor will revert to BC Timber Sales if a prime contractor is not assigned or if more than one prime contractor is appointed. It is important when planning works under a contract to ensure that only one employer is on the worksite. If this is not feasible and a multiple-employer workplace is created then it is imperative that only one prime contractor is appointed, in writing, using the NRS 1354 Prime Contractor Agreement.

Before assigning a prime contractor, the BC Timber Sales Contract Manager must assess if the contractor meets the following criteria:
- Knowledge (expertise in all activities happening on the site)
- Capacity (time and resources)
- Control (authority over the other companies on site) to successfully coordinate the safety activities at the worksite.

The responsibilities of the prime contractor are clearly listed in the NRS 1354 Prime Contractor Agreement. During the pre-work meeting it is the responsibility of the BC Timber Sales Contract Manager to ensure that the prime contractor fully understands their responsibilities as described in the prime contractor agreement.

The BC Timber Sales Contract Manager is responsible to monitor the prime contractor to ensure that their safety system is in place, working and effective. If there are unsafe conditions observed at the workplace, the Contract Manager must address any safety system deficiencies with the prime contractor. If the prime contractor fails to correct any system deficiencies, then it is the Contract Manager’s responsibility to contact WorkSafe BC and report the safety concern. The Contract Manager is responsible for conducting and documenting safety inspections for contracted works at a frequency determined by the risk rating form. WorkSafe BC’s role is to ensure compliance with the regulation, and ensure that the responsibilities of the prime contractor and owner are documented, practiced and recorded, to ensure safe outcomes for all workers on a worksite with multiple employers.

For more information on prime contractor resources, please see visit the BC Forest Safety Council’s Website for Prime Contractor resources: [http://www.bcfostsafe.org/node/2342](http://www.bcfostsafe.org/node/2342).

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