



## Prime Contractor Designation and Memorandum of Understanding Letter

### **Purpose and Procedure:**

The Prime Contractor Designation and Memorandum of Understanding Letter shall be included in the initial Request for Proposal for all projects at the University of Saskatchewan. It is the responsibility of the Project Manager and/or Contract Authority to ensure the Contractor/Service Provider completes the Prime Contractor Designation Letter and submits any subsequent documentation including, but not limited to, the Project Safety Plan.

The Project Manager and/or Contract Authority must submit the completed Prime Contractor Designation and Memorandum of Understanding Letter or equivalent to Purchasing Services for approval and for record retention.





## Prime Contractor Designation Memorandum of Understanding

The Saskatchewan Employment Act Division 3, section 3-13 and Chapter S-15.1 Regulation 2 indicates that every worksite must have a prime contractor if the worksite has multiple employers or self-employed persons or workers and meets the prescribed circumstances.

Prime Contractor designation is required if 10 or more self-employed persons or workers under the direction of two or more employers are engaged at a worksite in the construction industry.  
“Prime Contractor” means, in relation to a multiemployer workplace.

***The Prime Contractor is the contractor, employer or other person who enters into a written agreement with the owner of the worksite to be the Prime Contractor; or if no agreement is in force, the owner of the worksite***

Prepared and delivered by the Prime Contractor, a Project Safety Plan shall always be available to all employees or self-employed workers on the site before they commence work. The Project Safety Plan shall identify and inform employers, workers and self-employed persons about the hazards in or at the worksite for which the Prime Contractor is responsible. The Plan must also ensure, insofar as reasonably practicable, that employers or self-employed persons at the worksite reduce or control hazards that are not reasonably practicable to eliminate.

By signing this Prime Contractor Designation form with the University of Saskatchewan (“the Owner”) you are agreeing that your company, management staff, supervisory staff and workers will comply with the Saskatchewan Employment Act and Occupational Health and Safety regulations as well as the University Of Saskatchewan Contractor Health and Safety Code Of Practice.

Any Labour Relations and Workplace Safety (LRWS) violations may be considered a breach of contract resulting in possible termination or suspension of the agreement and or any other legal actions deemed appropriate at the discretion of the University of Saskatchewan.

Any penalties, sanctions, summary offence tickets or additional costs levied against the University of Saskatchewan as a result of the actions of the Prime Contractor are the responsibility of the Prime Contractor.

The Contractor acknowledges having read and understood the information above as well as the University of Saskatchewan Contractor Health and Safety Code of Practice.

By signing the Prime Contractor Designation form, the Contractor agrees as a representative of the firm noted below, to accept all responsibilities of the Prime Contractor for this project.

Project file number \_\_\_\_\_

Project Title and site location \_\_\_\_\_

Prime Contractor Name \_\_\_\_\_

Prime Contractor address \_\_\_\_\_

Telephone numbers/email \_\_\_\_\_

Name of person in charge of Project \_\_\_\_\_

Name of Person Coordinating health and safety activities \_\_\_\_\_

Phone numbers and email \_\_\_\_\_

Prime Contractor signature \_\_\_\_\_