

Health & Safety Requirements for Contractors

Policy #: 5006
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Office of Accountability: Risk Management
Administrative Responsibility: Director, Facilities Planning & Management
Purchasing Agent
Approver(s): Vice-President, Finance & Administration

1. Purpose

This instruction contains the minimum acceptable occupational health and safety performance dates and procedures, which are to be regarded as an integral part of each contract and must be carried out fully, as would any other specification for the project. An agreement or contract to do any work for OCAD University ("OCAD U" or "the University") constitutes an acceptance of these health and safety rules and instructions.

2. Scope

The Contractor assumes complete responsibility for the safety of his employees, agents and subcontractors and for the compliance of all these parties with health and safety legislation and regulations. It is expected that Contractors, Sub-Contractors, their supervisors, and employees will maintain a positive attitude towards safe work and safety procedures, and will comply with the *Occupational Health and Safety Act* and *Regulations* (including WHMIS) while working on OCAD U premises.

The Contractor is responsible for ensuring that all required paperwork (including but not limited to, WSIB Certificates, proof of training, trades certificates, etc) for employees is submitted to the Purchasing Agent, and must keep all those for sub-trades on file and available for inspection.

Disciplinary Action: The University reserves the right to discipline (including temporarily or permanently dismissing from the worksite) any person who persistently or deliberately contravenes these safety requirements.

3. Policy

It is expected that Contractors before starting a job will meet with one of the following: Director, Facilities Planning & Management; Manager, Facilities Maintenance; Manager, Building Projects; Manager, Campus Operations; Manager, Security; or Director, Risk Management to discuss any safety issues which may arise during the course of the job. Particular attention should be paid to the following items:

3.1 Hazardous Materials

- 3.1.1 WHMIS labeling
All WHMIS-controlled chemicals must be labeled according to legislation when the materials are brought onto OCAD U property.
- 3.1.2 WHMIS Workplace Labels
When declaring controlled products from one container to another on OCAD U property, Contractor's employees must ensure that the new container has a proper workplace label on it.
- 3.1.3 Material Safety Data Sheets
Copies of current Material Safety Data Sheets must be readily available at the worksite for all controlled products brought onto OCAD U property. These must be made immediately available to the University administration or Manager, Primary Health Care/Nurse Practitioner upon request.
- 3.1.4 Worker Training
Contractors must ensure that their employees are properly and adequately WHMIS-trained in the safe use and handling of hazardous products, including emergency procedures and the accessing of information from container labels and MSDS sheets.
- 3.1.5 Chemical Storage
All hazardous materials must be stored and dispensed in an area suitable for that purpose (i.e., well-ventilated and away from possible ignition sources) and in a safe manner.
- 3.1.6 Safety Containers
Approved safety containers must be used for the storage and transportation of flammable materials. All containers must be appropriately labeled in compliance with WHMIS regulations.
- 3.1.7 Designated Substances
Designated substances as defined in the *Occupational Health & Safety Act* and *Regulations* (including, but not limited to, asbestos, isocyanates, lead and silica) shall not be used, or handled, by Contractors in any form at OCAD University without the expressed written approval of the Director, Risk Management. Should the proposed worksite be closed to designated or hazardous substances already on the University premises (e.g. asbestos), Contract will be advised by one of the following to discuss safe work strategies before work begins: Director, Facilities Planning & Management; Manager, Building Projects; Manager, Facilities Maintenance or Director, Risk Management.
- 3.1.8 Asbestos
All contractors must sign off on the form indicating that they have been given, and have read, the OCAD UNIVERSITY Asbestos and Designated Substances Survey. Asbestos will not be handled in any manner by those who are not fully trained in the appropriate procedures.
- 3.1.9 Compressed Gas Cylinders
All compressed gas cylinders must be secured in an upright position, and protected from falling objects.

3.2 Work Procedures

- 3.2.1 Personal Protective Equipment
The Contractor and his Sub-Contractors shall ensure that all employees are equipped with, are trained in the use of, and shall wear the safety equipment necessary to complete the

work in a safe manner. This includes if necessary, but is not limited to, safety goggles or glasses, gloves, hearing protection, respirators with appropriate filters, safety harnesses and fall restraint devices, safety boots and hard hats.

3.2.2 Tools and Equipment

Contractors' tools must be in safe working order and provided with working guards and safety devices. All electrical equipment must be properly grounded or double-insulated.

3.2.3 Lockout Procedures

Work working on machinery or power sources, Contractors, Sub-Contractors and all employees must ensure that power is shut off and properly locked out before proceeding.

3.2.4 Housekeeping

The Contractor shall at all times keep the worksite and OCAD U premises free from the accumulation of waste material or rubbish caused by his employees or work. After completion of the work, the Contractor will remove his tools and equipment, clean up debris and waste, and is responsible for removing this from OCAD U property in a timely fashion.

3.2.5 Fire Corridors and Exits, Stairwells and Doorways

Care must be taken at all times that fire corridors and fire exits are not obstructed. If work is to be done in stairwells and doorways, care must be taken to block off the work area with Caution tape and signage indicating the nearest alternative route. One of the following is to be notified before any areas are barricaded off: Director, Risk Management; Manager, Campus Operations; Manager, Facilities Maintenance; Manager, Security; Manager, Building Projects; or Director, Facilities Planning & Management.

3.2.6 Hot Work

Work involving high heat, naked flame, welding or smoldering must be approved in advance by the Director, Facilities Planning & Management or Manager, Building Projects before proceeding. Precautions must be taken to protect others from the welding arc or flash. An ABC fire extinguisher must be at hand during hot work.

3.2.7 High Work

Safe and sturdy stepladders must be used, the top of which must not be used as a step. Scaffolding must be erected and used according to legislated requirements, which includes the use of toe boards, side rails and/or fall restraint harnesses as necessary.

3.2.8 Fall Protection Certification

Any person exposed to a hazard of falling more than three metres shall be trained in Fall Protection and be able to produce documentation to that effect on request. Fall arrest or protection systems shall be used when necessary.

3.2.9 Smoking Prohibited

Smoking is not permitted in OCAD U buildings, including those under renovation or construction. At no time must smoking take place around flammable materials.

3.2.10 Alcohol or Narcotics Prohibited

Contractor and Sub-Contractor employees under the influence of alcohol and/or narcotic substances are not permitted to work on OCAD U premises.

3.2.11 Competence Supervisor

Contractor will undertake to provide a competent supervisor on site to oversee the health and safety performance of Contractor and Sub-Contractor employees.

4. Liability

4.1 Insurance

Contractor must provide proof of Liability Insurance as required by Purchasing Agent’s “Request for Documentation from Contractors.”

4.2 Workers’ Safety Insurance Board

Contractor must provide current Certificate of Clearance from the WSIB.

4.3 Accident Reporting

All accidents to Contractor or Sub-Contractor employees or to OCAD U property must be reported immediately in writing to the Director, Risk Management.

4.4 Permits

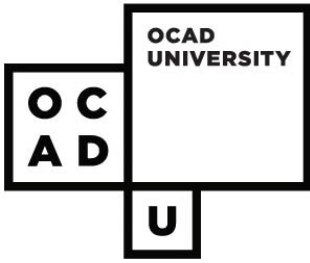
All permits and licenses required by law shall be procured and purchased by the Contractor in advance, unless arrangements to the contrary have been made with the Director, Facilities Planning & Management.

5. Contact people at OCAD University:

Peter Lashko, Director, Facilities Planning & Management	Ext. 619
Geeta Sharma, Director, Risk Management	292
Rob Pyke, Manager, Building Projects	620
Rick Connoy, Manager, Facilities Maintenance	618
Lance Straun, Manager, Campus Operations	617
Louis Toromoreno, Manager, Campus Security	622
Robert Sage, Building Projects Coordinator	625
Edward Charpentier, Building Records Coordinator	616
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6. Contractor’s Contact Persons on the Worksite.

Contractor must provide contact telephone numbers of supervisor(s) on attached sheet.



OCAD University

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Forms Part of Policy #5006

The following person(s) are to be regarded as the Contact Person for the Contractor, and the person responsible for the health & safety performance of all Contractor and Sub-Contractor employees, and the enforcement of these Requirements.

(Please print):

Name: _____ Title: _____

Mobile Phone #: _____

Name: _____ Title: _____

Mobile Phone #: _____

These safety requirements have been read and understood by Contractor: (Please print)

Contact Person Name: _____

Contractor Company Name: _____

Date: _____ Signature: _____

NB: Two photocopies of this signature sheet must be made and filed with the Manager, Building Projects and the Purchasing Agent

The original Requirements document with sign-off sheet must be returned to the Contractor.