

## Contractor Onsite Checklist

UFV safety work practices and any site-specific requirements must be reviewed by all contractors before any work on site commences.

Contractor employees, subcontractors, agents, etc., shall ensure the following guidelines are followed:

### UFV Health & Safety Policy

- Protect the safety of all faculty, staff, students, and visitors against unsafe conditions and occupational hazards.
- Comply with the WorkSafeBC Occupational Health and Safety Regulation, and all other relevant statutes, regulations, and standards of regulatory authorities representing occupational health and safety.

### ➤ **General UFV Site Rules**

Any contractor violating the following rules may be subject to breach of contract.

- All work, including building equipment and system shutdown, may not begin until the proper authorization and/or work permits have been obtained.
- UFV has a Scent Aware Program on campus. Refrain from wearing scented personal products.
- Firearms, illegal drugs, alcohol, violence, unlawful acts or willful damage are not permitted.
- Contractors shall comply with UFV's Harassment Prevention Policy <https://www.ufv.ca/hrcro/harassment-prevention-policy/>
- All contractor equipment, brought on site, must be maintained in safe operating condition.
- Destruction or removal, without written consent, of any property belonging to UFV, the property owner, employee, or other contractors or employees is prohibited

### ➤ **UFV Emergency Procedures**

#### **24/7 Emergency Contacts**

Call **911** in emergencies | (9-911 from a UFV phone)

First aid: [1-855-282-7770](tel:1-855-282-7770) (local 7770) | Security: [1-855-239-7654](tel:1-855-239-7654) (local 7654)

Power/Internet outage: [604-824-2156](tel:604-824-2156)

Visit <https://www.ufv.ca/safety-and-security/emergency-management/emergency-guides/> for information on emergency procedures at UFV.

- **Emergency Evacuation Procedure** – When you here the alarm, evacuate the building immediately, do not use the elevator, assist those in need and go to the nearest emergency assembly area outside.

- **Contractor Site Safety Plan** - A Site Safety Plan is required for all additions, renovations and all new buildings regulated under Part 3 of the British Columbia Building Code or when required by WorkSafeBC.
- **Parking** - Contractor parking permits will be issued to a contractor while working on UFV property free of charge. Permits must be displayed on the vehicle's dashboard. Failure to do so may result in a parking ticket.
- **Incident First aid reporting** - Report all hazards and incidents immediately here [incidents/near misses](#), to the UFV Project Manager and other specified agencies as required.
- **Rooftop Access** - Access to all rooftops of UFV buildings is restricted and controlled by Facilities.
- **Confined Space Entry** - All contractors must conform to the WorkSafeBC OH&S regulations with respect to entering confined spaces.
- **Environmental Protection** - All contractor activities must comply with all applicable Federal, Provincial and Regional environmental legislation and UFV environmental procedures.
- **Hazardous Material Management** - All hazardous materials brought on the UFV site must be handled in accordance with all Federal and Provincial Regulations. Contractors are responsible for reporting spills to Facilities Management and UFV Security. Access Safety Data Sheets (SDS) here: [Safety Data Sheets - CampusOptics](#)
- **Key / Card Access Procedures** - Contractors must sign-in at the Security office to obtain contractor ID badges and campus keys. All access must be approved in advance by Safety & Security.
- **UFV Hours of Work** - Normal hours of operation are 8:30 a.m. to 16:30 p.m. Monday to Friday. For after hours and weekend work, the Contractor must notify Facilities Management or the Project Manager.
- **Personal Protective Equipment** - The use of personal protective equipment (PPE) must conform to the WorkSafeBC OH&S regulations.
- **Working Alone Or In Isolation (WAOII)** – If you will be working alone, please complete the following steps. For more information review WorkSafeBC's Occupational Health and Safety Regulation [4.20.1](#).
  1. **Identify** if you will be working alone
  2. **Assess** the risks in the work area
  3. **Establish** a check-in procedure with your supervisor
  4. **Record** the date, time and method of check-ins