

# CONTRACTOR SAFETY REQUIREMENTS



This brochure briefly summarizes UFV's Contractor Safety Requirements. These requirements include information contractors need to protect themselves at UFV facilities as well as to prevent injuries to site personnel, damage to the environment, or business interruption. Users should refer to the UFV Contractor Safety & Orientation Manual and any site-specific appendices for complete information.

**Contractor Safety Manual:** Is designed to provide all contractors, including inspectors, sub-contractors and contract employees with UFV's contractor expectations and essential Environmental, Health & Safety (EHS) information required to successfully complete tasks while working at UFV campuses.

[www.ufv.ca/operations/contractor/ContractorSafetyManual.pdf](http://www.ufv.ca/operations/contractor/ContractorSafetyManual.pdf)

**Contractor Safety Orientation:** Before a contractor starts any job they must receive a general and a site specific safety orientation at least once a year. This can be accomplished by reviewing all of the following:

- Contractor Safety Manual
- Contractor Safety & Orientation PowerPoint Presentation
- UFV Site Specific Safety requirements.

**Who needs to participate in the UFV Contractor Safety Program?**

All contractors who perform work at our facilities are required to participate in the core components of the program.

What are the general UFV Contractor Safety requirements?

Contractor safety program elements include:

- Current & Valid Contract
- Current & Valid Insurance Requirements
- Drug & Alcohol compliance
- Safety History Verification
- Safety Programs Verification
- Safety Training Verification

**Stop Work Authority:** All contractor and /or company representatives have the authority to stop any work task or group operation when the control of safety or environmental risk is not clearly established or understood.

**Notice to UFV Facilities Management:** UFV employees and contractors are expected and encouraged to report any actual or potential ethics concerns, including environmental concerns.

**All Contractors:** You are expected to adhere to the requirements summarized in this brochure and set forth in the UFV Contractor Safety Requirements. Please ensure all sub-contracted employees under your direction are trained on these requirements prior to commencing work. Contractors are also expected to understand UFV's Environmental Policy and Occupational Health & Safety Policy and plan their activities to minimize the negative impact to both the environment and health and safety of individuals on campus.

**Environmental Health & Safety Training:** Contractors are responsible for ensuring all appropriate safety-related training is current for the work performed prior to start of activities. Documentation of this training shall be readily accessible upon request.

**Use of UFV Equipment:** Contractors must provide their own tools and equipment unless otherwise specified by the UFV Project Manager.

**Smoking:** Smoking is not permitted inside any UFV building, near building entrances, or along common paths of travel.

**Parking / Traffic / Vehicles:** All traffic rules must be obeyed including posted speed limits, parking restrictions, stop / yield signs, and pedestrian crosswalks.

**Behavior / Visitors:** Alcohol, illegal drugs, weapons, unsafe activity, threatening/ harassment or violent behavior will not be tolerated while on UFV premises.

**Security Access Cards & Vehicle Parking Permits:** Approved contractors will be issued with security access cards, keys & contractor parking permits which will allow them access to secure areas and to park in the permit parking areas for the purpose of carrying out contracted work.

**Emergency Procedures:** Ensure all personnel are familiar with emergency procedures. Review the emergency reporting procedures and become familiar with evacuation alarm signals, emergency evacuation routes and assembly areas with your UFV Project Manager or contact before the start of work.

**Emergency Evacuation Signal:** Evacuations may be initiated in several ways:  
Fire Alarm (audible warbling tone or visual strobe lights)  
or Emergency PA Announcements

Once it is safe to re-enter the building, the "All Clear" signal will be communicated through management.

**Evacuation Routes:** Individuals must be aware of all available exterior exits from their work area. Review beforehand your primary and secondary evacuation routes with your UFV Project Manager or contact.

**Evacuation Assembly Areas:** These are the recommended locations for individuals to meet after leaving the building. They are far enough away from the buildings so people will not be in danger and will be out of the way of emergency vehicles. Discuss with your UFV Project Manager or contact the designated evacuation area that you will report to.

**Reporting Emergencies:** Review the sites emergency reporting procedure with your UFV Project Manager or contact prior to the start of work. The prompt and accurate reporting of an emergency is often a key factor in how well the emergency is handled. A delay in calling for help or providing insufficient or inaccurate information may have serious consequences.

For any emergency, whether it's here at work or in your own home, you should be prepared to provide the emergency operator with the following information:

1. Type of emergency (i.e., fire, medical, chemical, etc.)
2. Scope of emergency (i.e., number of people involved, size of fire, etc.)
3. Location of emergency (be as specific as possible)
4. Your name and the phone number you are calling from.
5. Any other details emergency response teams should be aware of.

#### Important Numbers:

**FIRE AMBULANCE POLICE**  
9 - 911

**SECURITY OPERATIONS CENTRE**  
1-855-282-7770 (First Aid)  
1-855-239-7654 (Security)



**WHEN IN DOUBT DIAL THE  
EMERGENCY NUMBER**  
Local 7770  
1-855-282-7770

## Environmental Requirements:

- **Environmental Requirements** — Contractors must review and comply with all applicable environmental permits and conditions, laws, regulations, and company requirements prior to the start and during all work.
- **Hazardous Waste** — Contractor is responsible for the prompt removal of any hazardous waste generated in the normal course of their work and for following all applicable laws for disposal. No hazardous waste shall be placed into any trash receptacle for disposal.
- **Wastewater Disposal** — No hazardous waste shall be disposed of into a sanitary sewage or storm water drain. Activities generating waste liquid must be pre-planned with a UFV Project Manager or designee.
- **Solid Waste Disposal & Recycling** — Contractors are responsible to sort, separate, and recycle recyclable materials.
- **Asbestos** — Contractors must inform all personnel of the presence of asbestos in the work area identified and avoid disturbing any asbestos materials. Activities that may disturb asbestos materials must be pre-planned and approved by a UFV Project Manager or designee.
- **Asbestos Management** — Products in UFV's workplace may contain asbestos. Observe all warning signs regarding ACM and do not drill, grind, sand, use compressed air, or remove any product without permission from a UFV employee or designee.
- **Indoor Air Quality** — Activities that may generate odors or dust inside occupied buildings or within close proximity to air intakes must be pre-planned and approved with the UFV Project Manager or designee.

## Health & Safety Requirements:

- **Construction and Renovation Hazards** — Contractor is responsible to ensure work area is cordoned off and access controlled.
- **Housekeeping** — Good housekeeping is mandatory. Job sites are to be kept neat and clean at all times.
- **Aisles, Exits and Walking Surfaces** — All exits and aisle ways shall be kept free and clear of obstructions at all times. Walking surfaces shall be kept free of debris, material and other tripping or slipping hazards.
- **Communications** — It is the Contractor's responsibility to ensure all workers under their employment comprehend and understand the information presented in this brochure.
- **Hazard Communication** — Exposure to certain materials may be hazardous. Ask to see the Safety Data Sheet (SDS) for any materials that may be hazardous. Provide SDS for any chemicals you bring on site.
- **Incidents** — All injuries and abnormal incidents must be reported to your supervisor and UFV's Point of Contact immediately.

- **Near Misses** — "Near Misses" will be reported to a UFV representative.
- **Personal Protective Equipment** — All personnel shall wear appropriate personal protective equipment based upon job hazards including: hard hats, safety glasses and protective shoes.
- **Protective Clothing** — Long pants and shirts with sleeves are required. During certain tasks and in certain designated areas, Fire Resistant Clothing (FRC) is required. FRC is to be worn per the manufacturer's guidance.
- **Hand Protection** — The appropriate glove style is expected to be available and used when your hands are exposed to hazards. Approved electrical gloves are to be worn when performing electrical tasks. Chemical resistant neoprene or rubber gloves are to be worn when handling liquids.
- **Head Protection** — Hardhats meeting ANSI Z-89.Type 1 or 2, Class E or CSA Z94.1-92 standards must be worn properly as directed by UFV site specific orientation.
- **Hearing Conservation** — Hearing protection is required while working around any equipment that exceeds 85 db (whether operated by UFV personnel or a Contractor).
- **Foot Protection** — CSA-Z195-M92 or ANSI Z41-1991 approved safety footwear must be worn during certain tasks and in certain designated areas as determined by location management. Management may direct the need for special requirements (i.e., defined heel, leather, canvas, over the ankle, additional metatarsal protection, chemical resistant , etc.).
- **Eye/Face Protection** — Eye protection meeting the ANSI Z 87.1 standard must be worn unless you are in a break room or the cab of a vehicle.
- **Respiratory Protection** — Only trained and qualified individuals will be allowed to wear air-purifying respirators.
- **Tools** — All hand and power tools should be in good working order. All power tools equipped with guards shall not have the guards removed or modified.
- **Drugs and Alcohol** — It is prohibited to possess, sell or be under the influence of illegal drugs or alcohol while on UFV property or work sites.
- **Firearms** — Are not permitted on UFV property or facilities.
- **Smoking** — Is allowed only in designated areas.
- **Vehicle Rules** — Observe all speed limits and all occupants must keep their seat belt fastened. Unattended vehicles are to be turned off and locked. UFV has a number of idle-free zones for stationary vehicles.
- **Safety Permits** — UFV campuses have site specific procedures and permit requirements. Some examples include the following: Safe Work, Hot Work Permit, Excavation Check List, and Confined Space log. All site specific requirements must be met prior to any work being performed, and they must be defined during the pre-job meetings.

- **Confined Space** — UFV maintains an inventory and hazard analysis of all confined spaces to include proper labeling. Prior to entering any confined space, notify the UFV Project Manager or designee. All hazards (atmosphere, engulfment, oxygen deficiency) must be managed before entry is allowed. Under no circumstance will entry into a confined space be allowed if the confined space hazard cannot be made non-hazardous. Entry into a Permit Required Confined Space will be done by trained professionals with the proper safety devices.
- **Elevated Work / Overhead Work** — Proper fall protection controls or personal protective equipment shall be worn whenever working above unguarded 10-foot (1.8 meter) elevated surfaces. Overhead work will require a 10-foot (1.8 meter) radius exclusion zone with proper barricading and warning signs.
- **Fall Protection** — Employees must wear full body safety harnesses with lifelines attached and tied off to a secured point (5000 pounds dead weight) while working on any unguarded working surface above dangerous equipment or 10-feet (OHS Reg.11.2) or more above a surface below.
- **Scaffolding** — All scaffolding must be erected by a trained and competent person.
- **Ladders** — All ladder use must adhere to proper WorkSafe standards.
- **Electrical Safety** — Electrical work shall be performed on de-energized circuits only, unless a compelling reason exists. If energized work is performed, an Energized Electrical Work Permit with appropriate safe work practices and personal protective equipment will be required.
- **Lock-out / Tag-out** — Energy isolation for all hazardous energy sources that are energized, connected to any energy source, or contains residual or stored energy is required. Contractors are expected to implement their own lock-out/tag-out procedures and communicate to the UFV Project Manager when both UFV and contractor employees are involved.
- **Excavation & Trenching** — Excavations that are more than 4"/1.2m must have protective systems such as benching, sloping or shoring. Excavations more than 20"/6m in depth must have protective systems designed by a professional Engineer registered in the province of the excavation. Excavation may be treated as a confined space and will need egress and ingress of secured ladders or steps at least every 25 feet of lateral travel. The spoil pile, tools, and equipment must be at least 2"/60cm away from the edge of the excavation. Contractors are expected to provide all appliances (fencing, barricades, signs, etc.) necessary to make the ditch safe for the public as well as personnel.
- **Hot Work / Permitting** — Any work activity involving brazing, cutting, grinding, soldering, pipe thawing, welding, torch-applied roofing or open flame requires the use of a Hot Work Permit and be approved by the UFV Project Manager or designee. Hot Work Permits will be strategically posted at any area where the potential for fire exists from a hydrocarbon exposure. If a work area has been designated as a Hot Work site, monitoring for flammables, combustibles, and oxygen levels will be done with a calibrated personal gas monitor.