

Contractor Safety & Orientation Manual 2019

Campus Planning
and Facilities
Management

Reference Guide



www.ufv.ca/facilities

1. Introduction

Welcome to the University of the Fraser Valley (UFV). UFV is committed to providing a safe and healthy workplace and learning environment for all faculty, staff, students, and visitors. All of UFV's Occupational Health & Safety programs are in compliance with requirements of the BC Workers' Compensation Act, WorkSafeBC Occupational Health and Safety Regulations and all other applicable legislation relating to the promotion of safety and health, and the prevention of injuries, accidents and occupational diseases.

It is the responsibility of contractors to ensure that project work is performed in a safe manner, and is in compliance with British Columbia Occupational and Safety Regulations, any other applicable provincial and/or federal laws and/or regulations, and any UFV policies, procedures and requirement that may apply.

UFV expects that contractors will be responsible for their own training, supervision, and direction of employees. Actions of contractors and their employees need to be considerate of the safety of UFV students, employees, faculty, neighbours, and property when working on UFV premises. This manual does not address, and is not intended to abrogate or assume responsibility for, the contractor's duty to its employees. Nor does this manual provide an exhaustive outline of laws, ordinances or regulations governing environmental, health, and safety compliance. Rather it is provided to identify specific responsibilities, communicate the availability of hazard information for university properties, and to outline UFV health and safety procedures.

Each contractor must be familiar with all current legislation pertaining to the work, and will be responsible to follow and enforce such legislation. Work being performed in an unsafe or hazardous manner is unacceptable. Each person, regardless of their position, must accept his or her responsibilities, and be held directly responsible and accountable for accidents, injuries, and near misses. Violations may result in temporary or permanent removal of the contractor from UFV. Please read the information in this manual carefully. If you have any questions, safety suggestions, or concerns, please contact Facilities Management or OH&S office.

2. UFV Policy on Health & Safety

The following principles guide UFV in managing its Occupational Health & Safety programs as they relate to the role of Prime Contractor:

- Protect the safety of all faculty, staff, students, and visitors against unsafe conditions and occupational hazards;
- Comply with all WorkSafeBC Occupational Health and Safety Regulation, and all other relevant statutes, regulations, and standards of regulatory authorities representing occupational health and safety;
- Ensure that appropriate resources and support are available to give priority to safe working conditions and job safety practices in the planning, budgeting, direction and implementation of UFV activities;
- Provide information, instruction, training, and supervision necessary to ensure the health and safety of employees in carrying out their work;
- Ensure that core Health & Safety responsibilities are clearly outlined and understood by the completion of Health & Safety Orientation; and

- Formulate and carry out continuing, effective, Health and Safety programs appropriate to UFV operations.

Compliance with the Workers Compensation Act, WHMIS, and related legislation is the minimum acceptable standard for all construction activities. All persons are encouraged to strive to exceed the minimum legal standards and to eliminate unnecessary risk.

3. General University Site Rules

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

- Contractors shall comply with all Federal, Provincial, Regional and WorkSafeBC rules, regulations, policies and procedures while working on a UFV site.
- All work, including building equipment and system shutdown, may not begin until the proper authorization and/or work permits have been obtained.
- Smoking on campus is restricted.
- UFV has a Scent Free Program on campus. Scented personal products contain chemicals that can cause health problems for many people, especially those with asthma, allergies, or environmental illnesses. For more information visit www.ufv.ca
- Firearms, illegal drugs, alcohol, violence, unlawful acts or wilful damage are not permitted at UFV.
- Contractors shall comply with UFV's Harassment Prevention Policy <https://www.ufv.ca/hrcro/harassment-prevention-policy/>
- Contractors should provide their own tools and equipment unless otherwise specified by the UFV Project Manager. Applicable certification, tickets, and insurance documents will be required (i.e., lift training, hot work, electrical, etc).
- All contractor equipment, brought on site, must be maintained in safe operating condition. To comply with Provincial electrical regulations, all electrical equipment must be CSA approved. UFV reserves the right to remove or prohibit the use of faulty and unsafe equipment, or equipment not complying with the regulatory requirements.
- Illegal dumping, handling, or disposal of hazardous materials must be in accordance with provincial and institutional regulations.
- Destruction for removal, without written consent, of any property belonging to UFV, the property owner, employee, or other contractors or employees.
- Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign. Fall protection, or other warning devices intended to protect UFV students, faculty, employees, resident, neighbours, or property.

4. UFV Emergency Procedures

Visit <http://www.ufv.ca/media/assets/emergency-management/UFV-Emergency-Procedures-Guide.pdf> for information on emergency procedures at UFV. Contractors must understand and follow all relevant UFV emergency procedures. In the event of a significant campus emergency that places contractors at risk, the Project Manager would be contacted by UFV. It is the responsibility of the Project Manager to ensure that a communication system is in place to ensure that all affected contractors are notified, in a timely manner, of actions to be taken. UFV uses <http://www.ufv.ca/> as a main site for publishing emergency information that is critical to

protecting faculty, staff, students, and contractors, as well as providing information to the community.

A. General Emergency Procedures

Ambulance, Fire, Police and Hazardous Material Incidents

- Dial 9-1-1
- Specify the type of response you need: Ambulance, Fire, Police, Hazardous Materials
- Have the following information available:
 - a. Building name
 - b. Building address
 - c. Floor and room number
 - d. Specify best possible entrance
 - e. If possible, meet the emergency service requested at the building entrance
- Contact Security at 1-855-239-7654 and give details provided above.

B. Fire, Explosion

In case of fire:

- Activate the fire alarm.
- If possible, and without placing yourself or others in danger, control the fire with the appropriate fire extinguisher.
- Follow the Emergency/Fire Plan and evacuate the building, closing the doors as you leave. Meet at the gathering site.
- Call 9-1-1 and report the location of the fire/explosion.
- Have the following information available:
 - a. Building name
 - b. Building address
 - c. Floor and room number
 - d. Specify best possible entrance
 - e. If possible, meet the emergency service requested at the building entrance
- Contact Security at 1-855-239-7654 and give details provided above.
- Wait for emergency personnel, outside, and provide them with information regarding location of fire/explosion, hazardous material present, SDS etc.
- Do not re-enter the building until the fire department gives permission to do so.

If you hear a fire alarm:

- Evacuate the building immediately and proceed to your emergency meeting location. Use the stairway to evacuate. Never use the elevator if a fire is suspected.
- Do not re-enter the building until the fire department gives permission to do so.

C. Chemical/Radiation Emergencies

Any uncontrolled release of hazardous materials is considered a spill and the following procedures should be followed:

- Evacuate the area immediately.
- Shut down equipment.
- Isolate area and prevent re-entry.
- Call 9-1-1
- Have the following information available:
 - a. Building name
 - b. Building address
 - c. Floor and room number
 - d. Specify best possible entrance
 - e. If possible, meet the emergency service requested at the building entrance
- Wait for the emergency personnel, outside, and provide them with information regarding location, hazardous materials involved, SDS etc.
- Report the spill. See Spill Reporting (page#?)
- Inform Facilities Management, Security and EHS (Risk & Safety) immediately.

D. Bomb Threats

Bomb threats can be received by telephone, note, letter, email. Most bomb threats are made by persons who want to create an atmosphere of general anxiety and panic. All such threats must be taken seriously.

If you receive a bomb threat:

Gather as much information as possible. If the threat comes by phone, ask a lot of questions but allow the caller to say as much as possible without interruption.

- Questions:
 - a. Where is the bomb?
 - b. When is it going to go off?
 - c. What kind is it?
 - d. What does it look like?
- Take notes on everything said, observations about the caller, voice characteristics, language, background noise, the time, etc.
- Contact RCMP or Abbotsford Police Department depending on which campus - 911 - immediately. You will be advised if evacuation is necessary.
- Call Security at 1855-239-7654.

Visit <http://www.ufv.ca/media/assets/emergency-management/UFV-Emergency-Procedures-Guide.pdf> for additional information on emergency procedures at UFV.

E. Other Emergency & Non-Emergency Numbers

Emergency Numbers

BC Gas Leaks & Odours: 1-800-663-9911

Emergency First Aid/Security: 1-855-282-7770 (First Aid) 1-855-239-7654 (Security)

Hazardous Material Response: 9-1-1

Poison Control Centre: 1-800-663-3456

Non-Emergency Numbers

Security (Non-Emergency): 1-855-239-7654

Manager, Environmental Health & Safety: 604-557-5272

Assistant, Risk & Safety: 604-504-7441 ext. 4880

Director, Risk & Safety: 604-854-4588

Manager, Security: 604-854-4520

Main Office, Facilities: 604-854-4542

Director, Facilities Management: 604-556-6648

Associate Director, Building Systems & Project Management: 604-768-6016

UFV Project Manager: 604-854-4517

Manager, Operations: 778-808-3115

Manager, Janitorial: 604-302-0363

Abbotsford Police (Non-Emergency): 604-859-5225

Chilliwack RCMP (Non-Emergency): 604-792-4611

Abbotsford Fire Department (Non-Emergency): 604-853-3566

Chilliwack Fire Department (Non-Emergency): 604-792-8713

Abbotsford Hospital Emergency Department: 604-851-4700

Chilliwack Hospital Emergency Department: 604-795-4141

5. UFV Parking & Safety & Security Services

A. Security

UFV's Security Service team is committed to maintaining a safe and secure environment for all those who enter and use UFV premises. The Security team continuously strives to be firm, honest, and fair in its pursuit to safeguard life, property, and information at UFV. This includes enforcing regulations, preserving lawful and peaceful activities, and promoting safety.

Security Services and the Security Operations Centre (SOC) monitor all emergency and non-emergency telephone calls for the University of the Fraser Valley - 24 hours/365 days a year.

The SOC will provide a "911" service delivery model by taking calls for assistance and dispatching them to either the On-Site Security personnel of UFV Security coordinators or Security Manager. This is a service that will be available at all UFV campuses (with the exception of the Aerospace Centre and Hope campus).

For all emergencies dial 9-1-1; for any non-urgent (routine) requests, dial 1-855-293-7654. We encourage employees to familiarize themselves with these two numbers and utilize them accordingly.

B. General Security for Contractors

- Contractors must assume all responsibility for the security of the area, within the hoarding of a construction project, or the area being renovated.
- The contractor must ensure that all windows, doors and gates are secure at the end of the day. The contractor must also safeguard the rest of the building from access through possible open construction areas. This applies to all sub-trades as well.
- The contractor is responsible for any cost arising when UFV Security is called to attend a construction site for security matters.

C. Parking

- Pay parking is in effect 24 hours a day, 7 days a week at the Abbotsford King Road campus, Canada Education Park Caen Road campus, and off campus in Abbotsford on some neighbouring city streets. Parking is available to faculty, staff, students and visitors to UFV.

D. Contractor Parking

- All contractors, their employees and sub-contractors must abide by the UFV Parking Regulations.
- All parking within the contractor's hoarding must first be registered with the Facilities Management Office and a permit obtained. THERE IS NO FREE PARKING ON CAMPUS. No parking is allowed on grass areas, boulevards, sidewalks, or any area not designated for parking etc.
- NO VEHICLES MAY ENTER THE "EMERGENCY ZONES" at any time without receiving clearance from Facilities Management, and or UFV Security.

E. Parking Facilities Used As Laydown/Heavy Equipment Parking

- Projects that require the use of UFV parking facilities, or prevent access to parking facilities, require approval by the Director, Facilities Management and/or UFV Security. A minimum of three weeks' notice is required to allow for alternative parking arrangements.
- Heavy equipment parking overnight on roadway space requires special permission from Security Services.

F. Traffic Control

There is constant vehicular and pedestrian traffic on campus. The following traffic rules must be followed at all times:

- The posted speed limit for UFV roads is 30 KM/H.

G. Notification of Contractor Emergency Numbers

Every contractor must submit two (2) emergency contact names and phone numbers to Facilities Management on sign-in. The telephone numbers are to be kept in the contractor binder at the Facilities main desk.

H. Building Access

New buildings will initially have a construction lock or locking mechanisms installed in doors prior to the building being accepted. Following acceptance, UFV's Facilities Management will install permanent locks and cylinders.

- Renovation Projects - the responsibility for authorizing the issue of access keys rests with the Project Manager.

I. 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, who in turn will notify SOC at 1-855-239-7654.

6. Contractors' Safety Programs

UFV, as the prime contractor, shall have in place a safety program that meets regulatory requirement.

- The safety program is the responsibility of the Facilities Management Department and shall be monitored through regular safety meetings with the contractors and sub-contractors. Minutes of these meetings, if available, shall be posted on the UFV Project website for the public.
- The contractor shall report the following to the UFV Project Manager, Facilities Management and Risk & Safety office;
 - a. Immediate notification of incidents or near misses that could have resulted in injuries requiring medical care.
 - b. Results of any Incident Investigations;
 - c. Safety committee meetings held,
 - d. Inspections performed and
 - e. Issues which require coordination with UFV's maintenance forces, such as lock-out, power line contact control or tie in of services, shall also be included in these reports.

7. Contractor Site Safety Plan

A. General:

- The responsibility for safety in contractor controlled areas shall rest with the contractor.
- The requirements of the WorkSafeBC - Occupational Health & Safety regulations, the British Columbia Building Code and the British Columbia Fire Code apply as a minimum.
- All contractors and sub-contractors must be registered employers with WorkSafeBC.
- UFV will provide any information, known to the owner that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.

The UFV Project Manager will deal with issues of non-compliance and apply any consequences directly to the contractor or sub-contractor.

- As a minimum, contractors must:
 - a. Provide any safety documentation necessary to meet University requirements.
 - b. Be experienced in all phases of work to be done.
 - c. Ensure their workers on the project are adequately trained in the work procedures to be used.
 - d. Exercise good site safety management.

B. Specifics:

- 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 the WorkSafeBC.
- The Site Safety Plan will be presented to the UFV Project Manager at the first Project Meeting.
- Each contractor will complete a hazard identification and risk assessment of the project and work requirements prior to the start of work. The results of this assessment must be communicated to all project workers and posted at the worksite.
- Each contractor must submit a written plan prior to the commencement of work, which will:
 - a. Identify the Prime Contractor and sub-contractor.
 - b. Describe how safety will be managed throughout the project.
 - c. Identify the designated contact person, from the prime contractor, who will be on site at all times to coordinate safety between the sub-contractors.
 - d. Control hazards identified in the hazard identification and risk assessment.
- The primary contractor shall prepare a Site Safety Plan that will include the names and emergency telephone numbers of:
 - a. The Prime Contractor,
 - b. The UFV Project Manager,
 - c. The Consultant,
 - d. The Construction Safety Officer,
 - e. All sub-trades,

- f. UFV Security,
 - g. Other relevant UFV contacts.
- The Plan shall also show the details of the construction procedures relating to:
 - a. Location of all fencing/hoarding around the construction site, site access, barricades, site exits, street and sidewalk closings.
 - b. Maintenance of any required exits.
 - c. All contractor temporary buildings, construction shacks, sidewalk sheds and material storage sheds.
 - d. Barricades, excavation guardrails, snow fences.
 - e. Covered ways, temporary walkways, footbridges, and vehicle ramps.
 - f. Traffic control.
 - g. Scaffolding and swing stages.
 - h. Material and personnel hoists, loading areas, waste material chutes and containers, temporary elevators.
 - i. Hoisting equipment and their loading areas.
 - j. Fire protection facilities.
 - k. Location of fire protection systems, standpipes, Siamese connections, fire extinguishers.
 - l. Emergency shut-off locations for power, natural gas and water.
 - m. Material storage.
 - n. Waste material.
 - o. Control of dust and debris.
 - p. Safety measures for perimeter guard rails on open floors.
 - q. Location of first aid room, SDS station, combustible storage area, smoking restrictions.
 - r. Any other items required by the Chief Building Inspector.
 - The Site Safety Plan shall be adjusted regularly to reflect the current stage of construction activities.
 - The Site Safety Plan shall be posted on the job site on a 600mm by 600mm piece of plywood protected from the weather and staked into the ground so as to be visible from the street. Alternatively it may be posted and protected from the weather on the principal construction site entrance or shelter provided for workers or equipment.
 - A separate Fire Safety Plan for the construction site shall also be submitted in accordance with the BC Fire Code.

The UFV Project Manager will respond to issues of non-compliance directly with the Prime Contractor.

8. Contractor Site Conditions Responsibilities

Temporary Barriers and Enclosures

The following are safety instructions and dust control measures for general contractors working within existing buildings at UFV.

- UFV departments and classrooms remain open and active throughout the year including the summer season.
- The following terms must be taken into account for renovation work within or adjacent to occupied spaces to ensure public and work place safety for UFV employees, students, the general public, and contractors.
- The general contractor is to develop a debris and dust control plan prior to start work. The contractor shall discuss this plan with the UFV representative responsible for approval, and must post a written plan at the project site. The general contractor is to communicate this plan to all sub-trades.
- The general contractor is responsible to implement the following safety and security strategies:
 - The contractor must provide a negative air pressure hepa filter fan(s) exhausted to the outdoors for each renovation area.
 - The contractor is responsible to take precautions to prevent dust from being tracked to adjacent areas and through the corridors.
 - The placement of sticky mats is required at exit points from the work area.
 - Drywall dust, etc. must be vacuumed up in a timely manner (at the end of each work day as a minimum).
 - 6 mil poly dust hoarding walls, ie. "zip-walls", must be maintained in place and kept sealed to prevent dust migration or drift to adjacent areas at all times.
 - "Tuck" tape is to be used in combination with painters tape to seal poly to the walls. Poly seals must be maintained and braced to withstand air movement created by handling systems.
 - Construct steel stud and plywood or gypsum board hoarding walls as indicated on the plans, and as deemed necessary during site informational meetings.
- Hoarding walls shall be fitted with a swing door and a door knob with locking hardware keyed to a contractor controlled key. In the case where temporary walls are not shown on the floor plans, the requirement for hoarding walls can be confirmed with UFV representative prior to start work.
- Transporting debris or new construction materials, within the building, must be done in a safe and tidy manner. Alert UFV's representative of large or bulky shipments. Use caution cones and caution tape to keep the public at a safe distance from the delivery path. Existing furniture and equipment in areas adjacent to the work area must be protected from damage and dust by way of dust cloth coverings supplied by the contractor.

- Ensure that forced air and return air systems are sufficiently isolated from non-construction areas to prevent contamination within the duct systems.
- Contractor is to do a general clean-up of the work area at the end of each work day.
- Work that is excessively noisy or situated in a noise sensitive zone on campus may be done before 8 am or after hours. Confirm with a UFV representative the scheduling of excessively noisy work.

9. Hoarding & Protection at Excavations

- All barricades on construction sites shall conform to all safety practices required by regulations and good practices.
- Barriers for work outside the construction site must be visible both day and night.
- All walkways in close proximity to job, protection where overhead work is being performed.
- In pedestrian areas adequate warning must be provided for visually impaired pedestrians. Chain link fencing or hoarding is preferred as it allows blind persons to feel the base of the barricades with their canes. Audible or tactile warning devices may also be required.
- Before setting up barricades in pedestrian areas, the Project Manager shall be notified at least 48 hours in advance in order that the Facilities and the Disability Resource Centre can be notified and visually impaired people made aware.
- In vehicular areas, barriers shall conform to the requirements of Part 8 of the B.C. Building Code.

10. Project Management

Construction activity is to be restricted to the following time periods:

- Weekdays from 7:30 a.m. to 4:00 p.m.
- Saturdays from 7:30 a.m. to 3:00 p.m.
- Sundays/Statutory Holidays: no construction activity.

These arrangements are subject to UFV properties giving specific relief, upon specific application, for time-critical construction situations. Institutional projects where the noise would not impact on residents may be allowed earlier start time, permission to be obtained through the Facilities department. Trucks are not to arrive on site before construction start time.

WorkSafeBC Notice of Project

Where required by regulations, at the start of a job, the Prime Contractor shall submit a notice of project to the WorkSafeBC, with copies to the UFV Project Manager.

A. Contractor Incident/Accident Reporting

The contractor shall report the following incidents/accidents to the UFV Project Manager and other specified agencies. If the site is a multiple employer site that includes the University as an employer, the UFV Project Manager will ensure that UFV Security and the Risk & Safety office are immediately notified of such incidents. Reportable incidents include:

- Immediate notification of incidents or near misses that resulted, or could have resulted, in injuries requiring medical care; fire.
- Accident/incident investigations shall be reviewed at the regular designated meetings with the UFV Project Manager.
- Spill of chemical, biohazards, radioactive material, or otherwise deleterious substances shall be reported. Accident/incident reports will be conveyed to the UFV Project Manager.

B. First Aid

Provisions for First Aid (contractors) assigned to the project is the responsibility of the contractor. These provisions must comply with BCOHSR.

C. Indoor Environmental

Quality Guidelines apply to indoor or enclosed areas when occupied by faculty, staff, and students except when clearly impracticable, such as during some construction or renovation projects. For multiple employer worksites that include UFV, projects that will not follow UFV Indoor Environmental Criteria must be assessed on an individual basis by Facilities Management, and Risk & Safety.

The purpose of the assessment by UFV Project Manager is to ensure that occupant health and safety is not compromised during the course of the project. UFV may choose to relocate occupants or require additional provisions (i.e. addition of local exhaust fans) as a stipulation of the project. UFV Indoor Environmental Quality Guidelines are available through the UFV Project Manager.

D. Staging Areas

Any area on UFV property that will be utilized for the purpose of mobilization or storage (i.e. addition of storage containers) must have the approval of Facilities. The UFV Project Manager must submit a plan including layout to Facilities, a minimum of five (5) working days before acquiring space/land for the purposes of the project.

E. Fire System and False Alarms

Projects that require the disconnection of fire systems must have the written approval of Facilities Management. Application must be made a minimum of 24 hours in advance of the project. The application must include the duration of the interruption, details of the project, fire watch procedures, and a commitment to ensuring that the fire system can be brought into

service by 4:00 p.m. the same day. Once approved, Facilities Management will disconnect the fire system and verify with the contractor that the project can proceed.

UFV staff responds to all fire alarms. Projects that result in after hours "false" fire alarms due to construction will have the cost for employee response charged back to the responsible contractor through the UFV Project Manager. The rate of chargeback will be the rate specified by union contracts.

F. Damage to Infrastructure or Equipment

Any UFV infrastructure or equipment damaged as a result of contractor activity will be charged back to the responsible contractor for payment through the UFV Project Manager.

G. Service Shutdowns/Connections

A Service Shut-down is defined as a total stoppage of the distributed service to a particular area. Note that a minimum of ten (10) working days advanced notice is required in order to arrange a service shut down.

- Send request for shutdown to facilities servicedesk@ufv.ca
- Include details such as:
 - a. Type of Service interruption
 - b. Requested start date and time
 - c. Duration of interruption
- Expect a minimum of two (2) days for a response indicating whether the proposed shutdown has been approved.

H. Overhead Power Lines

Overhead power lines are under the management of the Facilities Management. Work that is conducted in close proximity to overhead power lines must be carried out in accordance with Part 19 of the Occupational Health & Safety Regulations. If the limits of approach cannot be maintained because of the circumstances of work, BC Hydro must be contacted. BC Hydro may choose to disconnect the power to the overhead line while work is conducted.

I. Permits and Inspections

A Building Permit is required for all projects to which the British Columbia Building Code applies as defined in Subsection 1.1.2 of the Code. A separate permit is required for demolition work and excavations. No construction, demolition, excavation works may be started without a Building Permit and the applicable Trade Permits. Permits can be obtained from local authority having jurisdiction.

Excavation and Backfill Permits Excavation permits are required for:

- Any machine excavation, no matter how deep.
- Any excavation deeper than 500mm.
- Any penetration or earth with drill, piles, augers, spikes etc.
- Any penetration of concrete deeper than 50mm.

J. Fume Hood and Biological Safety Cabinet Installations

When fume hood or biological safety cabinet ventilation systems are to be worked on, or shut down to facilitate other work, laboratory personnel responsible for the systems shall receive ten (10) days prior notice. A copy of the procedure should be obtained from the UFV Project Manager.

New fume hood designs must be reviewed by UFV Risk & Safety Office prior to installation. After installation Risk & Safety must be contacted for final inspection and approval before the hood can be placed in service.

11. General Hazard Requirements

A. Lock-outs

Lockout procedures will apply to any work being carried out on machinery or systems, including items that are powered, pressured or energized, or to all situations where a device is required to be put in place so that work can be carried out safely. Lockout procedures are mandatory and will be strictly enforced. Non-compliance with the procedures will be considered a breach of contract.

- Contractors' Equipment Isolation and Lockout procedures will conform to WorkSafeBC - BC Occupational Health and Safety Regulations.
- All contractors will supply their own locks.

Examples of systems that require the use of Lockout procedures include but may not be limited to:

- Machinery and equipment requiring repair.
- All electrical devices that will be worked on.
- Boilers or pressure vessels prior to entry.
- Any confined space where there may be any electrical hazard.

B. Personal Protective Equipment

The use of personal protective equipment (PPE) must conform to the WorkSafeBC OH&S regulations.

- All consultants and contractors must provide their own protective clothing and equipment, when required, for access to any restricted location on UFV campuses.

- Specialized PPE may be required for certain activities and/or when using specific equipment and/or materials. It is the responsibility of the contractor to ensure the required equipment is supplied and used.

C. Rooftop Access

Access to all rooftops of UFV buildings is restricted and controlled by Facilities Management. Roof Top Access procedures and application form, and key access form, can be obtained from the UFV Project Manager. Applications must be made to Facilities Management, a minimum of two (2) days prior to the commencement of the project. All contractors will provide their own safety equipment.

D. Road and Exit Closures

Information regarding work that requires partial or complete closure of a roadway, secondary road, access route, or building exit must be provided and approved by Facilities Management and Risk & Safety Office minimum of seven (7) days in advance of the project.

The length of the disruption, alternate routes, and brief project description must be provided as part of the application. This allows UFV to ensure critical emergency routes and/or locations including, but not limited to, emergency services routes, emergency egress, and muster stations are not compromised during the course of the project.

E. Hot Work and Dust

The purpose of the Hot Work and Dust Program is to protect personnel and property at UFV from a fire caused by hot work or dust production. Hot work refers to work that involves open flames or work that produces heat, sparks or dust that may affect the fire alarm system. Such operations include, but are not limited to, welding, soldering, brazing, cutting, coring, grinding, adhesive bonding, thermal spraying, riveting, chipping and thawing pipes.

The procedure defines the responsibilities and requirements for performing hot work and establishes controls through the use of a hot work permit and checklist which must be completed prior to the commencement of work, and submitted to Facilities Management and Risk & Safety Office. It establishes the means to assess the work area and the planned hot work activity to ensure sufficient and necessary controls are in place to prevent a fire. Hot work will only be performed in areas that are, or have been made, fire safe.

F. Confined Space Entry

All contractors and consultants must conform to the WorkSafeBC OH&S regulations with respect to entering confined spaces. Confined spaces on the UFV site include such areas as, but are not restricted to, manholes and service tunnels. Contractors and consultants will coordinate all work involving confined spaces with the UFV Project Manager and Facilities Management.

G. Locating Underground Utilities

Excavating outside of new building projects (sites not under the direct control of the prime contractor) must have pre-approval of Facilities Management. Once the applicable permits are approved and record drawings obtained, the contractor performing construction is responsible to locate all underground services as per B.C. Master Municipal Construction Documents (MMCD) standards, section 4.3.4. Before excavating or drilling with powered tools and equipment, the location of all underground utility services in the area must be accurately determined, and any danger to workers from the services must be controlled as required per WorkSafeBC Part 20, Section 20.79. As built drawings are not adequate determinants of utility location. Contractors shall employ direct surveying, metering and hand digging.

H. Environmental Protection

All contractors must be aware of their environmental responsibilities. All contractor activities must comply with all applicable Federal, Provincial and Regional environmental legislation and UFV environmental procedures, to ensure that the impacts of their activities are assessed, mitigated and minimized to the greatest extent possible. Risk & Safety Office reserves the right to conduct an environmental audit of the contractor's UFV campus work-site at any time to ensure that work activities are meeting regulatory requirements, and to ensure that the environmental impacts of a contractor's activities are being managed appropriately.

The contractor should immediately notify the UFV contact of any activity, occurrence, or incident that may have a potential damage to the environment and that is beyond the effective control of the contractor.

I. Hazardous Material Management

All hazardous materials brought on the UFV site must be handled in accordance with all Federal and Provincial Regulations. Contractors must ensure:

- No spills or leaks occur which could expose anyone to any airborne contaminants and/or have an impact on the environment.
- Work procedures are developed to ensure occupants, and any disruption of routine work, is minimized through supplementary ventilation, coordination of work activities and worksite isolation.
- Safety Data Sheets (SDS) are available for all controlled products on site.
- All containers are labelled in accordance with applicable regulations.
- All employees are provided the necessary training and provisions to ensure they are fully qualified and properly equipped to handle all hazardous materials being used on the site.
- All shipments of dangerous goods include proper documentation as required by the Transportation of Dangerous Goods (TDG) Regulations.
- Hazardous materials must not be left unattended in any areas accessible by faculty, staff, students and visitors.
- Hazardous materials stored in buildings that are occupied by UFV faculty, staff or students must have the approval from UFV contact prior to storage.

J. Spill Reporting

Contractors are responsible for reporting spills that result from activities performed on UFV premises. Reportable levels for certain substances are listed in the applicable schedule in the BC "Waste Management - Spill Reporting Regulations". Contractors should also contact UFV Security and the Risk & Safety Office.

Contact Authorities:

- Provincial Emergency Program (PEP): 1-800-663-3456
- Fire Department: 9-1-1
- UFV Security: 1-855-239-7654
- UFV Risk & Safety: 604-854-4534
- UFV Facilities Management: 604-854-4542

K. Hazardous Material Disposal

Hazardous waste materials are substances covered by Transportation of Dangerous Goods (TDG) Legislation that are intended for recycling, treatment or disposal. All hazardous waste materials should be temporarily stored, transported and/or disposed of off-site according to the handling labelling, record keeping and documentation requirements (i.e. waste manifests) of the British Columbia Waste Management Act, Special Waste Regulations, the British Columbia Occupational Health and Safety Regulations and the Federal TDG Regulations.

- All hazardous materials shall be removed from site on a regular basis. There shall be no undue delay in having waste material removed from the university site.
- Any disposal of hazardous materials through Facilities is strictly limited by prior arrangement.
- Hazardous waste materials, which are in temporary storage, shall be stored in a secure area provided with secondary containment. The area shall be secured and labels and placards identifying the hazards will be placed in strategic locations.
- Waste materials contaminated with solvents, oils, grease, paints, or flammable materials, shall be placed in covered metal containers and properly labelled.
- If hazardous waste materials are being held in temporary storage areas, fire extinguishers shall be strategically located near the temporary storage area and clearly identified.
- All shipments of dangerous goods must include proper documentation as required by the Transportation of Dangerous Goods Regulations.

L. Polychlorinated Biphenyls (PCB's)

- UFV is a PCB free campus.

M. Asbestos Management

- The Asbestos Management Program is managed by Building Operations on behalf of UFV.
- The mandate of the Asbestos Management Program is to control the potential hazards of exposure to airborne asbestos fibres by the identification and elimination, or the encapsulation of asbestos-containing materials.
- UFV has a few buildings constructed/renovated during decades when asbestos was a common addition to building materials. Reference our Asbestos Management Plan for locations of known asbestos materials on campus.
- Our services include:
 - Inspection, inventory and documentation of asbestos containing materials (ACM) in UFV facilities.
 - Providing support for University stakeholders during renovations and maintenance projects.
 - Implementation and maintenance of an on-site information system on asbestos materials through the placement of identification labels in every room on campus.
- Contact Facilities Management for any questions or concerns at 604.854.4542.

N. Construction in Laboratories

Contractors shall not handle hazardous materials or research equipment in laboratories unless the work is specifically included in the contract.

O. Radioisotopes

- All design and construction of facilities designed for radioisotope use shall be reviewed and approved in writing by UFV Risk & Safety Office.
- Where applicable, the UFV Project Manager shall contact Risk & Safety at least ten (10) working days prior to project start up to enable staff to perform a radiation risk assessment.
- Radiation warning signs are only to be removed by designated UFV staff.

P. Industrial Radiography (Non Destructive Testing)

Q. X-Ray or Gamma Radiation

- Non-destructive testing involving x-ray or gamma radiation sources or x-ray emitting devices shall be in accordance with the Canadian Nuclear Safety Commission and WorkSafeBC Regulations to minimize radiation exposure to workers, other building occupants and passers-by.
- All testing of this nature must have prior approval of UFV Risk & Safety Office.

R. Bio-Safety and Other Hazards

- Biohazard containment equipment, which cannot be moved, and presents a potential for injury, will be locked out and sealed.
- Biohazard warning signs are only to be removed by UFV Bio Safety Officer.
- Questions concerning Biohazards may be directed to the UFV Bio Safety Officer.

12. Contractor Sign-In Protocol

The following is UFV's sign-in protocol for contractors working within existing buildings. Contractors must sign-in at the Facilities Management office to obtain contractor ID badges and campus keys. You could be provided a temporary 4-digit access code upon completing the form outlined below for sign-out privileges. The 4-digit code will provide access to a secure key cabinet where contractor keys and ID badges may be signed out for work on UFV campuses. After reviewing the sign-out policy, undergoing a short safety training session, and a demonstration on the key cabinet and key holder responsibilities, you will be able to utilize the above materials in the course of your work here at UFV. Below is a sample of the sign-out form utilized by Facilities Management.

| | |
|-----------------------------|------------------------------|
| Sign Out Date & Time: _____ | Key Box Code: # _____ |
| Key Tag #: _____ | Contact Number: () _____ |
| Contractor ID#: _____ | Issued by: _____ |
| Parking Permit: _____ | Sign In Date & Time: _____ |

I, _____ a representative of _____
(print first name, last name) (company name)

acknowledge that I have read and understood the following UFV guidelines regarding the use of keys and access cards/codes on any university campus and will be responsible for all UFV property signed out under my name for the purpose of conducting Facilities-approved, contracted work, on all UFV campus sites, in accordance with WorkSafe BC OHS regulations and the university's own safe work guidelines.

A. Contractor Access

1. All contracted service workers are required to report to the Facilities office prior to starting any work on campus. At the time of report, contractors may be issued keys, access codes/cards, work orders, instructions, equipment or materials in order to assist them with the completion of their scheduled work.
2. All contracted service workers will be required to complete a "contractor access release form", as well as review sign-in and sign-out procedures with the front desk. This may also include a short safety orientation session.
3. All contracted service workers are responsible for the safe-keeping of keys, access cards, codes or other UFV items issued to them, and may be held responsible for any lost/stolen items. The contracted service company may also be held responsible for all associated repair/replacement costs for re-keying or access re-programming due to any property loss or theft when items are in the possession of their contracted employee or representative.
4. No company, contracted employee, representative or sub-contractor shall leave university property while still in possession of any access device(s) or other property that belongs to UFV. All items must be returned to Facilities before the contractor leaves the UFV site at the end of their work day.
5. While performing contracted work on any campus site, the contractor(s) will visibly wear a UFV-issued "contractor ID badge".
6. All contracted service workers should report issues to the facilities front desk if there are problems associated with the function of keys, cards, codes, ID tags, or permits so that they can be addressed in a timely manner.

B. Contractor Vehicles

1. Contractor parking permits will be issued to a contractor while working on UFV property free of charge.
2. Parking permits must be displayed on the rear view mirror preceding the commencement of any work on campus.
3. Contractor vehicles may be parked in any valid student, employee or contractor parking stall. Contractor vehicles may be subject to a violation and/or towing at the contractor's expense, if they are illegally parked on campus.
4. Parking permits must be returned at the end of the work day at the same time as returning other UFV property.

I also acknowledge that if this policy is misused, permission to request the above access equipment may be suspended or revoked, both personally and for the company which I represent.

Signature

Date