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The University of Ottawa acknowledges the contributions of Rose Technology Group Ltd. in the preparation of this Guide.
INTRODUCTION AND OBJECTIVES

Welcome to the University of Ottawa’s Physical Resources Service (PRS) project.

This guide is meant to be informative and is not intended to replace the construction safety laws, regulations, codes and standards or any other legislation governing safety matters on the project. Each contractor/subcontractor must be familiar with all current legislation pertaining to the work and will be responsible to follow and enforce such legislation. He/she shall also ensure that copies of all relevant construction safety laws, regulations, codes and standards are available on the site at all times.

This guide is also not meant to replace the safety training and direction required to handle the specific safety requirements particular to the work involved on the project. Each contractor/subcontractor must ensure that his/her workers receive the specific training and supervision to handle any hazards particular to the work.

The University wants to ensure the safety of its community and to require active participation by all involved in the project in creating the safest possible working conditions. It also wants to make sure that all of those working on the project site at the University of Ottawa are aware of their responsibility in ensuring the safest possible working conditions.

Please read this informative guide carefully. If you have any questions or safety suggestions concerning the University’s community, please discuss them with your supervisor, your employer or PRS’s authorized contact on the project.

Unsafe working conditions will not be tolerated. If we all work together, we can make this the safest project possible.

UNIVERSITY OF OTTAWA'S SAFETY POLICY

We regard the Occupational Health and Safety Act and Regulations for Construction Projects, which governs the activities on construction projects, as industry practice and as a minimum standard of performance.

PRS is committed to the safety of the University community and to the protection of University property. It strongly believes that injuries are preventable; safety is everyone’s responsibility;
and good health and safety requires awareness, involvement and commitment by all.

In its commitment to safety, PRS wants to make contractors/subcontractors aware of their responsibility for the training and supervision of all their workers; and motivate all those working on the project to understand the importance of health and safety at the site.

**CONTRACTORS/SUBCONTRACTORS RESPONSIBILITIES**

Contractors/subcontractors must ensure that all of their workers and employees are adequately trained and competent to carry out the work assigned to them. They must also ensure that their workers and employees are made aware of any known hazards likely to occur in the course of their work and to ensure that they are instructed in the safety procedures to be followed to avoid these hazards. They must ensure that their workers are working safely and are taking all necessary actions and precautions to protect themselves and the University community.

All workers shall have received a safety orientation course and a WHMIS training course. The University encourages all contractors/subcontractors to provide regular safety reminders and safety refresher courses for their employees and subcontractors.

**Safety Representatives and Safety Committees**

The contractor/subcontractor’s project manager and/or superintendent oversees project safety and is known as the safety coordinator. The contractor/subcontractor posts a notice, provided by PRS at the project site for the duration of the work which gives the name, address and telephone number of the PRS contact on the project; and the name, address and telephone number of the contractor/subcontractor’s project manager and of the safety coordinator. If there is an unsafe or emergency situation, workers shall notify his/her safety coordinator, supervisor or employer immediately. In case of a critical injury or a fatality, they must immediately communicate with Protection Services and with the Ministry of Labour.

**Parking and Traffic**

A site map is provided to contractors/subcontractors at the beginning of the project. All traffic enters the project site as indicated on the site map. The speed limit on site is 25 km/hour maximum, unless posted as lower. Everyone must drive carefully, particularly at intersections and entrances/exits to parking areas. A designated parking area on University grounds is not available. Those working on the project may pay for parking in nearby University parking lots on a daily or monthly basis. The University will not be responsible for any damage occurring to
any vehicles parked on University property. No vehicles are to be left parked on site outside of the normal working hours, without specific permission from PRS's authorized contact on the project.

**Personal Safety**

Contractors/subcontractors must ensure that their workers and employees wear the appropriate clothing and personal safety gear depending on the type of work being performed. They must also ensure that their workers and employees do not use alcoholic beverages or illegal drugs while working at the University of Ottawa and that they do not smoke in any University buildings, including the building(s) under construction and any portable site office complex, as per Internal Policy 58 and Smoking in the Workplace Act.

**Keys and Access to Project Site**

Contractors/subcontractors are permitted to use the appropriate master key(s) to facilitate access to the project site. They must comply fully with the University's security policy regarding the daily “sign-out” of keys. Master keys are required to be returned to the University’s Protection Services at the end of each working day. Protection Services is located at 141 Louis Pasteur. Contractors/subcontractors are responsible for the safekeeping of all keys and for any costs arising out of failure to properly safeguard them.

**General Project Site Safety**

Everyone working at the project site must ensure that it is kept safe and clean. The University’s trees and plants on and adjacent to the project site are to be protected. Roads, walkways, stairs and emergency exits must be kept clear and that cords, cables and hoses shall not be left in roads or walkways to prevent tripping or damage to equipment.

**Waste and Environmental Concerns**: All waste from the project is the property of the contractor/subcontractor and he/she is responsible for its proper removal from the University property and disposal. Waste must be collected in suitable containers and not placed in the University’s garbage bins and that all trash and scrap are disposed of in designated containers. Burning or burying the waste on University property is strictly forbidden.

Any hazardous or liquid industrial waste generated at the project site must be appropriately transported back and disposed of by the contractor/subcontractor. Regulations with respect to waste reduction programs for construction and demolition projects and with respect to source separation programs must be complied with.
Water containing suspended materials, prohibited waste or volatile materials, such as mineral spirits, oil or paint thinner must not be pumped or disposed of into the University’s storm or sanitary sewers or drainage systems.

Contractors/subcontractors must ensure that pollution and emissions from equipment and any air emissions from construction activities, such as dust, is controlled to such an extent that contaminants are not carried beyond the University’s campus and implement sufficient controls that would ensure public safety within its campus limits.

**Equipment and Materials:** Contractors/subcontractors must ensure that all equipment is in good working condition, properly maintained and certified if required by regulations. Only those who have been properly trained and skilled in the operation of this equipment can operate it. Contractors/subcontractors shall keep manufacturer’s operating manual for all the equipment and tools brought on the site.

All materials, whether temporary or permanent, shall be suitable for the intended use and be safely installed in strict conformance with the manufacturer's instructions. All materials must be accompanied by WHMIS Material Safety Data Sheets (MSDS's) when they are delivered to the site.

**Electrical and other energy sources:** All electrical equipment must be CSA or Ontario Hydro approved and in good condition. Extension cords shall not be overloaded and shall only be used for the purpose of providing temporary power to portable electric tools and lights. Cords shall be placed in a way that will avoid other workers or members of the University’s community from tripping over them. When not in use, electrical extension cords shall be recoiled and stored in a dry environment. Ground fault interrupts shall be used when using any electrical equipment outdoors or in wet environments. Contractors/subcontractors must ensure that their workers and employees use the required specialized personal protective equipment required when working with electrical equipment.

**Lock-out procedure** must be in place for all projects where workers could come into contact with energy sources. Energy sources include electricity, steam, heat and pneumatic or hydraulic pressure. The energy source shall be neutralized, redirected or stopped before the work begins. In the case of electricity, the power supply to electrical installations, equipment or conductors must be disconnected. Only competent and qualified workers shall be used to identify all sources of energy that affect the work to be performed. PRS shall be notified prior to any shutdown.

**Confined Space Entry Policy** must be used for any employee who must enter a confined
space environment, to perform any work or for any inspection. A confined space means an enclosed or partially enclosed space that is not designed for human occupancy, has a restricted means of access and egress and may become hazardous to an employee entering it. A Confined Space Hazard Assessment Survey and an Entry Permit are required to safely enter a confined space. Only properly trained, equipped and supervised workers shall enter confined spaces.

**Welding and Cutting Equipment:** Oxygen and acetylene bottles shall be stored in an upright position, secured to a stable support and not be left free standing; the empty bottles shall be marked and separated from the full bottles. All bottles shall be stored away from any potentially hazardous situations, such as fire or areas where they may be exposed to mechanical damage. Compressed gas bottles shall not be stored in areas which contain petroleum products. Any leaking compressed gas bottles shall be removed immediately from building structures and arrangements made to remove them from the project site as soon as possible. The fire alarm shall be pulled in case of leakage of flammable, explosive or other dangerous gases.

Contractors/subcontractors must ensure that their workers and employees use the required specialized personal protective equipment required when working with welding or cutting equipment. They must also ensure that welding curtains are used where possible to protect others near the project site from welding arcs and flash.

The immediate area encompassing the site of operations will be hosed down with water both prior to and after the operations. The immediate area shall be properly ventilated to exhaust welding fumes.

A portable fire extinguisher of the “ABC” type approved by the Underwriters’ Laboratories of Canada will be kept in close proximity to the site.

All combustible or inflammable materials within 40 feet of the site which can neither be hosed down with water nor moved away from the area shall be protected by a covering of non-combustible material at all times during the operations.

A guard or watchman will be on site both during the operations and for a minimum of one hour after operations are finished.

**Ladders, scaffolding and guardrails:** Contractors/subcontractors must ensure that ladders are in good condition and that they are used appropriately, in a safe manner according to regulations. Metal ladders or ladders with metal reinforcing shall not be used in connection with electrical work or near energized electrical conductors (securing ladders).

All scaffolding shall be erected and dismantled by competent workers, under the supervision of
knowledgeable and experienced workers. It shall be securely fastened with all braces, pins, screw jacks, base plates and other fittings installed as required by the manufacturer. Scaffolds over 15 metres in height must be designed and approved by a professional engineer and constructed in accordance with the design.

Guardrails consist of a top rail, a mid-rail and a toeboard. Guardrails must be provided around work platforms on all scaffolds, floor openings, ramps and open areas where a worker can fall from one level to another. When guardrails or opening covers are temporarily removed, workers in the area must be protected by a full body harness connected to a fall-arrest system, with the belt and lanyard tied of to a secure anchor. Barricades, guardrails and covers must be replaced in a proper manner immediately after work is completed.

**Trenches and Excavations**: Where personnel are required to enter a trench or excavating, it must be properly sloped or shored and trench boxes used where required. Also refer to Confined Spaces Procedures.

**Cranes, Hoisting and Rigging**: Contractors/subcontractors who are required to use cranes, hoisting procedures and/or rigging procedures must do so in accordance with the Construction Regulations. Contractors/subcontractors must have only competent and qualified workers available to operate a crane or similar hoisting device.

**Fire Prevention Measures**: Contractors/subcontractors must ensure that appropriate fire prevention measures are taken while working at the project site. Contractors/subcontractors shall take all necessary precautions to prevent accidental activation of fire alarms. Combustible material shall not be placed near heaters. Welding and cutting are only permitted within easy reach of a suitably rated and charged fire extinguisher. Care shall be taken to prevent sparks from falling on combustible material, workers or others near the site. Smoking is prohibited in all buildings, including buildings under construction and portable site offices. Contractors/subcontractors must ensure that matches and butts are properly extinguished when smoking in designated areas.

**EMERGENCIES**

A list of “Key Telephone Numbers” is located at the end of this document. Any emergency shall be reported immediately to the most senior person present, who in turn shall notify PRS’s authorized contact on the project.

Each person working on the project has the responsibility to know how to evacuate the project
site in the event of an emergency. It is the responsibility of each person to be aware of all the possible obstructions to entry and exit routes, to plan an escape path and to note the location of fire extinguishers before starting work. This will save time in the event of an emergency.

Contractors/subcontractors must have a current list of names of his/her employees and subcontractors at all times to be able to account for everyone.

CONCLUSION

We are committed to the safety of the University’s community. We cannot succeed without everyone's personal commitment and participation. Please make your personal commitment to help us make this project safe.

KEY TELEPHONE NUMBERS

General Emergency (Ambulance, Fire and Police)   911  
Protection Services - General information    562-5499  
Protection Services - Emergencies        562-5411  
Power Plant           562-5447  
Control Centre          562-5800 extension 2222  
Physical Resources Service  562-5712

_________________________________________
Date: ________________________________

Claudio Brun del Re
Director
Physical Resources Service