

Vendor Health, Safety and Environmental Requirements

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Bureau de la dirigeante principale de la gestion des risques
Office of the Chief Risk Officer

uOttawa.ca



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Contents

PART 1	INTRODUCTION AND OBJECTIVES	4
	Definitions	5
	Acronyms	6
	Appendices	7
PART 2	EMERGENCY RESPONSE.....	8
	Contact Numbers	8
	Accident/Incident/Hazard Response	8
	Response	8
	Reporting.....	8
	Investigation	8
	Emergency Evacuation	9
PART 3	HSE DOCUMENTATION/NOTICE REQUIREMENTS	9
	Pre-start HSE Documents	9
	Coordination and Notice Requirements	10
PART 4	PRE-ONSITE WORK PREPARATION	11
	Training, Licenses, and Certification Requirements.....	11
	Pre-start Hazard Assessment	11
	Environmental Management and Planning	11
	Pre-start Communication	12
PART 5	ON-SITE WORK REQUIREMENTS.....	12
	Authorized Work Areas and Access	12
	Accessing Laboratories	12
	Accessing Residences	13
	Access (Keys, Cards, Fobs)	13
	Work Area Security and Signage	14
	Site Security	14
	Work Area Signage	14
	Building occupants and community impacts	14
	Drones.....	15
	Drone Exclusion Zones: Alta Vista Campus	15
	Fire and Life Safety	16
	Fire/life safety devices and equipment disruption	16
	Hot Work	16
	Fire Watch	16
	Impacts to emergency exits/routes	17
	Hazardous Materials/Designated Substances	17
	WHMIS	17
	Asbestos/Designated Substances/Mould	17
	Loading Zones.....	18
	Locating utility infrastructure	18

Material Movement and Storage	18
Mobile heavy equipment, cranes, hoists, lifting equipment	18
Overhead work	19
Parking	19
Personal Conduct.....	19
Rope Access.....	20
Shutdowns, Bypasses, and Lockout/Tag-out.....	20
Smoking.....	20
Tools and Equipment	21
Traffic Control.....	21
Turf and Tree Protection	21
Washroom/Clean-up Facilities	21
Waste Management.....	21
Appendix A: Vendor Acknowledgement Form	23
Appendix B: Vendor Health and Safety Information.....	25
Appendix C: Vendor Environmental Management Plan (VEMP)	28
Appendix D: Code of Conduct for Service Providers Entering Residences	31
Appendix E: Example Construction Signage	33

IN CASE OF DISAGREEMENT BETWEEN THE FRENCH AND ENGLISH VERSIONS OF THIS DOCUMENT, THE ENGLISH VERSION SHALL PREVAIL.

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PART 1 INTRODUCTION AND OBJECTIVES

The University of Ottawa (uOttawa) is committed to providing a healthy and safe learning, teaching, research, and work environment for all members of the University community. All retained vendors and their subcontractors are expected to work in a manner that prioritizes safety and shall meet or exceed legislative requirements. Environmental considerations are integral to all University activities and operations. While performing services and operations on behalf of the University of Ottawa, all vendors must recognize and uphold their health, safety, and environmental responsibilities.

The University expects that vendors will provide training, supervision, and direction to their employees. The vendor is expected to ensure that the work is performed in compliance with all applicable legislative requirements, minimizing the potential for harm to individuals, property, adjacent areas, and the environment. The vendor must implement effective mechanisms for recognizing and assessing hazards associated with both work activities and locations. Effective controls must be established to eliminate hazards or mitigate their associated risks.

This document offers a general overview of uOttawa's protocols and is to be used in conjunction with the vendor's own Health, Safety, and Environment (HSE) policies, procedures, and programs. Any exceptions to the requirements detailed in this document must be coordinated with the vendor's uOttawa contact.

All vendors shall communicate the requirements of this document to all employees and subcontractors, ensuring its contents are fully understood.

This document is not intended to replace requirements set forth in legislation (either Federal, Provincial or Municipal), regulations, codes, standards, guidelines, directives, tender documents, contracts, or any other legal reference – it is solely intended to serve as a supplement to the aforementioned materials. The information contained within this document is not exhaustive – if you have questions concerning safety or environmental impacts of an operation or activity, please contact your employer or your uOttawa contact.

Safety cannot be compromised; safe work is everyone's responsibility.

Vendors are required to read and understand all relevant uOttawa policies and procedures specific to the type of work and the area in which they will be performing their tasks. These policies include, but are not limited to:

- a) [Policy 58 – Smoking Policy](#)
- b) [Policy 66 – Violence Prevention](#)
- c) [Policy 67a – Prevention of Harassment and Discrimination](#)
- d) [Policy 67b – Prevention of Sexual Violence](#)
- e) [Policy 72 – Environmental Management and Sustainability](#)
- f) [Policy 77 – Occupational Health and Safety](#)

Definitions

Construction Project

As defined in the OHSA, a construction project includes the erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavation, trenching, digging, boring, drilling, blasting, concreting, installation of any machinery or plant, and any work or undertaking in connection with:

- The construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, water main, service connection, telegraph, telephone or electrical cable, pipeline, duct, or well, or any combination thereof,
- The moving of a building or structure, and
- Any work or undertaking, or any lands or appurtenances used in connection with construction.

Constructor

The role of the constructor within a construction project includes having total control of all aspects of the work, and particularly as they relate to occupational health and safety. The constructor shall provide effective direct supervision of the work to ensure conformity with the contract documents and legislative requirements.

The constructor shall have the sole responsibility for oversight of all construction means, methods, techniques sequences and procedures, occupational health and safety, and the overall coordination of the work.

It is the responsibility of the constructor to submit [all required notices](#), depending on the scope of work, to the Ministry of Labour, Immigration, Training, and Skills Development (MLITSD).

Drone

A remotely piloted system that is designed to operate without a human operator on board. This includes, but is not limited to, unmanned aircraft, quad copters, model aircraft land vehicles, and vessels.

Employer

The OHSA defines the employer as a person who employs one or more workers or contracts for the services of one or more workers who performs work or supplies services.

MLITSD Director's Designation of separation of projects

If the owner (uOttawa) adequately demonstrates to the MLITSD the separation of the construction projects being carried out by multiple contractors at one address hired by uOttawa, the MLITSD may designate these projects as separate construction projects having their own constructor.

To ensure the ongoing approval of separate projects by the MLITSD Director, the following conditions must be met:

- Constructors must comply with the requirements outlined in the MLITSD Director's letter approving the designation of separate projects.
- Onsite and designated projects circumstances must align with what is stated in the request for designation. Vendors are required to notify their uOttawa contact of any upcoming changes to

these circumstances before implementation. Changes must not take effect until receiving authorization from the uOttawa contact and uOttawa notifies the MLITSD.

Owner

The OHSA defines the owner to include a trustee, receiver, mortgage in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.

Subcontractor

An individual or organization who performs work on behalf of a vendor who hires them for their services.

uOttawa contact

The main contact person at uOttawa for the vendor.

Vendor

Those (including individuals, organizations, and contractors) who supply services to uOttawa.

Acronyms

AQDCMP	Air Quality and Dust Control Management Plan
CHEO	Children Hospital of Eastern Ontario
CSE	Confined Space Entry
CSMP	Contaminated Site Management Plan
DSR	Designated Substances Report
FM	Facility Manager
FCMSHMP	Fuels, Chemicals, and Materials Storage and Handling Management Plan
H&S	Health & Safety
HSE	Health, Safety, and Environment
HSRM	Health, Safety, and Risk Manager
ID	Identification
IRATA	Industrial Rope Access Trade Association
JHSC	Joint Health, and Safety Committee
LOTO	Lockout/Tag-out
MLITSD	Ministry of Labour, Immigration, Training, Skills Development
NVMP	Noise and Vibration Management Plan
OCRO	Office of the Chief Risk Officer
OCRO-EM	Office of the Chief Risk Officer – Emergency Management
OHSA	Occupational Health and Safety Act
PAI	uOttawa's Hot work Permit Authorizing Individual
PPE	Personal Protective Equipment
RGN	Roger Guindon Hall
RPAS	Remotely Piloted Aircraft System
SEPCP	Surface Erosion Prevention and Sediment Control Plan
SDP	Site Dewatering Plan
SLWMP	Solid and Liquid Waste Management Plan
SPERP	Spill Prevention and Emergency Response Plan
SOW	Scope of Work

SPRAT	Society of Professional Rope Access Technicians
uOttawa	University of Ottawa
VEMP	Vendor Environmental Management Plan

Appendices

- Appendix A: Vendor Acknowledgement
- Appendix B: Vendor Contract Specific H&S Information
- Appendix C: Vendor Environmental Management Plan (VEMP)
- Appendix D: Code of Conduct for Service Providers Entering Residences
- Appendix E: Example Construction Signage

PART 2 EMERGENCY RESPONSE

Contact Numbers

Police/Fire/Medical emergency services:	911
uOttawa Protection Services (emergency):	613-562-5411
uOttawa Spill Response	613-562-5411
uOttawa Protection Services (non-emergency):	613-562-5499

Given the complex layout of campus buildings and civic addresses, uOttawa recommends involving our Protection Services to provide assistance during emergency situations **on campus**.

The [SecurUO app](#) can be downloaded to receive quick alerts of any emergencies affecting uOttawa campuses and to contact uOttawa's Protection Services directly. This app also provides access to uOttawa's emergency procedures.

Accident/Incident/Hazard Response

Response

All vendors are responsible to ensure that first aid, emergency medical services, and transportation are provided to their employees. Vendors are required to have available certified first aid personnel, supplies, and equipment as applicable.

The vendor must immediately notify their uOttawa contact of:

- Any hazardous substance release or condition affecting University property, which may lead to contamination of infrastructure, sewer, land, water, or air issues.
- Any claims or actions related to contaminant release.
- Any potential fines, penalties, investigations, or proceedings under Occupational Health and Safety (OHS) or Environmental Laws.
- Uncovered contamination during the project that was not previously disclosed.
- Incidents resulting in potential exposure to University community members, damage to uOttawa property, or any other actual or potential impacts affecting uOttawa.

Reporting

The vendor is expected to report all incidents which meet reporting requirements under Occupational Health and Safety and Environmental Legislation to the proper authority as prescribed. It is the responsibility of the employer to report any work-related injuries sustained by their employees to the Worker's Compensation Board .

Additionally, the vendor must notify their uOttawa contact about all accidents or incidents that occur on uOttawa property, unless the event occurred on a construction project site without impact to uOttawa and was within the control and responsibility of the General Contractor.

Investigation

The vendor is responsible to ensure that an investigation appropriate in the circumstances is conducted as soon as practicable after the immediate actions of controlling the scene and treating any injuries. Wherever possible, the vendor is expected to preserve the scene until released by the

authority having jurisdiction, particularly for events which will be investigated by the prevailing regulatory authority or police. An investigation report is intended to identify the immediate circumstances of the event and any immediate actions taken to prevent re-occurrence and inform others of potential risks which may need to be addressed. Copies of the report are to be sent to relevant parties for review and action as appropriate. Identified corrective actions should be implemented as soon as reasonably practical and affected personnel briefed on any changes to work procedures or processes because of the findings of the investigation. uOttawa reserves the right to conduct its own investigations if deemed necessary in the circumstances.

Emergency Evacuation

All building emergency egress plans and designated alternate routes are prominently displayed in all buildings, notably at exit points and near stairways. Vendors are expected to familiarize themselves with the emergency evacuation procedures corresponding to their work location(s) and develop project-specific emergency protocols. In the event of an emergency, the vendor is responsible for the evacuation of their staff.

PART 3 HSE DOCUMENTATION/NOTICE REQUIREMENTS

Prior to the vendor performing work at uOttawa, the uOttawa contact must verify that the following documents are provided to uOttawa and are on file. These documents must be current and relevant to the work activities or conditions.

Pre-start HSE Documents

- *Vendor Acknowledgement* (Appendix A).
- *Vendor H&S Information* (Appendix B).
- Depending on the circumstances, *Vendor Environmental Management Plan* (VEMP) (Appendix C).
- Depending on the circumstances, signed *Code of Conduct for Service Providers for Entering Residences* (Appendix D).
- Depending on the circumstances, written confirmation of receipt of the designated substance list for the site where the work will be conducted and knowledge of where to find [uOttawa's building designated substances reports](#).
- A copy of the submission of all required notices to the MLITSD, depending on the scope of work.
- Worker's Compensation Board Clearance Certificate.
- Any environmental approvals and permits or amendments to any existing approvals required for the project that were obtained by the vendor.

Prior to any construction project activities to be performed by vendor

- Project Specific HSE Plan as per legislative requirements.

When applicable, the vendor must ensure that they receive and have available the following information from their uOttawa contact:

- For the use of the building fixed supports, such as roof anchors
 - A copy of the roof plan indicating the position of all fixed supports on the building or structure.

- Record of the inspection, maintenance, and testing of the fixed support.
 - In cases where the roof plan indicates that the fixed supports are not adequate, structural drawings for the building or structure must be provided.
- A list of designated and hazardous substances present at the work site and its current condition.
- If there is a MLITSD Director's Designation approval of separation of projects, the documentation associated with this.

Coordination and Notice Requirements

Before commencing work at uOttawa, the vendor shall coordinate with their uOttawa contact to establish the advance notice requirements for planning work activities or potential impacts.

Examples of required coordination, notices, and documentation:

- Authorization for work/storage areas
- Installation of waste container
- Extensions of approved timeline or areas for work, storage, waste container
- Access to restricted areas (ex: rooftops, labs, art studios, high profile locations, IT rooms, etc.)
- High-impact work (ex: noise, vibration, odours, service/utility disruptions, etc.)
- On-site use of heavy or lifting equipment
- Traffic control plans
- Road and sidewalk closures on uOttawa campus
- Building entrance closures
- Permits (ex: hot work, CSE, etc.)
- LOTO isolation requests
- Shutdown/bypasses
- Impacts to security infrastructure (ex: cameras)
- Key access
- Special parking arrangements (ex: parking in areas not designated for public parking or blocking parking spots)
- Use of drones on University property
- Notification of any circumstances that may require uOttawa to provide notice to federal, provincial, or municipal authorities, including regional conservation authorities, in accordance with regulatory requirements.

Examples of documents required post-work activities, depending on the circumstances:

- Fire Watch logs
- Completed permits (ex: hot work, CSE)
- Letter of abatement completion
- Incident response, investigation, and report
- Reporting and mitigation of hazardous conditions
- All environmental documents, reports, plans, figures, analytical data sets, inspections, emission results, procedures, and any other relevant records, including approvals,

authorizations, and permits related to the work, along with environmental management reports summarizing issues, mitigation efforts, and inspections

- For construction projects, H&S in owner/vendor coordination meeting minutes

PART 4 PRE-ONSITE WORK PREPARATION

Training, Licenses, and Certification Requirements

Vendors are required to possess all necessary professional training, licenses, and certifications relevant for the work to be performed. Records of training and copies of licenses or certifications must be made available upon request. The vendor must ensure all workers and subcontractors have received comprehensive training, including, but not limited to, the work procedures to be used to undertake the work, ensuring their competence as defined by Ontario's OHSA and regulations.

Pre-start Hazard Assessment

The vendor has a responsibility to ensure that they have reviewed the proposed work they will be performing on campus to identify any safety risks and evaluate the potential for adverse impact on adjacent or surrounding areas. This includes recognizing hazards and mitigating risks for the vendor's workers, their subcontractors, and uOttawa's community arising from the work location, vendor's activities, and uOttawa's activities.

The vendor is required to understand all potential dangers and hazards associated with the impending work and its environment and proactively eliminate or control these hazards before commencing work. Any observed potential or existing hazards within uOttawa-controlled areas or equipment must be promptly reported to the vendor's uOttawa contact.

In instances of changing worksite conditions or the emergence of new hazards, a hazard assessment must be conducted promptly.

Environmental Management and Planning

The vendor, in coordination with their uOttawa contact, is responsible for managing all environmental aspects of their work that could potentially impact the University's environmental compliance.

When planning work with potential environmental impacts or environmental compliance requirements the uOttawa contact must consult with the uOttawa OCRO Health, Safety and Environment Office when the work involves:

- Excavations greater than 5m² and 15 cm deep
- Demolition
- Laboratory and workshop renovations, upgrades, relocation, or decommissioning
- Wastewater discharge and disposal
- Hazardous waste management
- Installation, modification, replacement, and decommissioning (or any other work outside regular maintenance), parts or in whole for:
 - HVAC systems
 - Boilers
 - Chillers

- Scrubbers
- Fume hoods
- Canopy hoods
- Paint booths
- Exhaust fans (rooftop and wall mounted)
- Stacks
- Generators and associated fuel systems
- Plumbing systems
- Storm, sanitary, and combined sewers

When required, the vendor must develop and implement a Vendor Environmental Management Plan (VEMP) and specific environmental work plans, as outlined in Appendix C.

Pre-start Communication

Before commencing work, the vendor must inform their uOttawa contact about the timing, duration, and potential impacts of their activities, providing advance notice within the agreed-upon timeframes. The uOttawa contact will convey this information to building occupants and stakeholders. Examples of potential impacts may include noise, dust, vibrations, and service disruptions.

PART 5 ON-SITE WORK REQUIREMENTS

Authorized Work Areas and Access

To access restricted areas at uOttawa (ex: rooftops, labs, art studios, high profile locations, IT rooms, etc.) Vendors must obtain prior authorization from their uOttawa contact.

Vendors/subcontractors are only permitted to perform work in areas where they have received prior authorization from their uOttawa contact. If additional work areas or access to another construction project site is required, the vendor must submit their request to their uOttawa contact in accordance with the agreed-upon timeframes for advance notice. Under no circumstances should work be conducted in such areas without prior authorization.

Vendors must promptly report to their uOttawa contact any observations of contractors working in a space where they did not receive authorization to work in and, when applicable, if contractors are not following the requirements detailed in an approved MLITSD Director's designation of separation of projects.

The vendor must maintain the work site/area in a neat and safe fashion. Upon completion of the work, the vendor must remove all their equipment, supplies, debris, etc. from University property.

Accessing Laboratories

Access to labs is strictly prohibited without prior authorization. Before entry, the uOttawa contact must consult with the Facility Manager(s). The Facility Manager (FM) is responsible for coordinating with the Laboratory Principal Investigator(s) and Lab Manager(s). This consultation is essential to discuss work activities, identify safety requirements, and assess potential conflicts between work activities and ongoing laboratory research or teaching.

Labs must only be accessed during authorized timeframes. If an escort is required, entry into the lab is not permitted without the escort. The vendor is responsible for ensuring that all their workers and subcontractors adhere to the required protocols of the lab when accessing it.

Prior to performing any work in a lab all vendor workers and subcontractors must participate in uOttawa's lab safety orientation.

When working in a lab:

- Follow required shutdown procedures for laboratory equipment or related utilities (e.g., power, steam, water, etc.)
- Never climb or step on any equipment.
- Never unplug or turn off equipment without authorization.
- Never move equipment without authorization.
- Never take pictures of samples or research documents.
- Ask permission before opening a ceiling tile.
- Follow the lab requirements for performing any work that can cause dust, noise, or vibrations.

Accessing Residences

The vendor shall abide by the *Code of Conduct for Service Providers* (Appendix D) when entering any occupied residences.

Access (Keys, Cards, Fobs)

Vendors must coordinate access to keys, cards, and fobs through their uOttawa contact. The following information is to be provided by the vendor to their uOttawa contact:

- Reason for request
- Timelines
- Company Name
- Authorized employee(s)
- Building/room specifics
- On-site emergency contact phone number

Once authorized, the designated key/card/fob holder must visit the location for pickup as indicated in this document and present a valid government ID. This individual is responsible for access control and must ensure that safety and security are not compromised. This includes, but is not limited to, not leaving doors or barriers unattended, not lending or sharing the keys/card/fob, and always keeping keys/card/fob on their person.

Keys/fobs provided to the vendor shall never leave the campus and must be returned daily to the same location they were picked up; failure to do so will result in a call to the provided personal number, requiring the immediate return of keys at the vendor's expense. The vendor is responsible for any costs incurred due to the loss of any fobs, keys or key sets.

Repeated issues with keys/card/fob may lead to suspension of key/card/fob borrowing privileges.

Work Area Security and Signage

Site Security

The vendor is expected to control access and protect the health and safety of all those accessing their work site including the vendor's workers, subcontractors, consultants, visitors, and uOttawa workers. For any work that uOttawa workers or contractors need to carry out on the vendor's work site, there must be clear documentation, agreements, and coordination involving the uOttawa contact, the vendor, and the respective workers or contractors ensuring that the work is conducted under the vendor's health and safety supervision and direction.

The vendor is expected to secure all their work areas to prevent unauthorized access and must ensure all travel ways near their work area are adequately protected from all potential hazards. This may include providing and setting up signs, cones, privacy/dust control screens, plastic sheets, guardrails, fencing, covered walkways, temporary walkways, footbridges, vehicle ramps, and other materials to create an effective barricade to isolate the work environment. Temporary walkways, footbridges, and vehicle ramps must be certified by an engineer prior to being utilized.

At a minimum, the following requirements must be adhered to for public way protection:

- O. Reg 213 s. 64-66: Public Way Protection
- City of Ottawa By-Law No. 2014-220 Part XIII

Work Area Signage

Vendors must provide and display warning signs based on the nature of the work and potential risk. Signage must be appropriately sized for the project and placed where they are clearly visible. All signage must be French first/English second, legible, large enough to be clear, and durable.

For construction projects, signage must be posted at all entrances and in sufficient quantity to ensure visibility and provide adequate hazard warnings. Signs must include the vendor's name and a 24-hour emergency contact and comply with all applicable legislative requirements. See Appendix E: *Example Construction Signage*.

Signage must not include references or markings related to the University of Ottawa, as construction sites are under the vendor's liability and ownership until the site is handed back to the University.

Vendors must ensure wayfinding signs are posted in collaboration with their uOttawa representative, to assist the public in navigating around the site.

The vendor is responsible for removing all warning signs posted in their work area once the work is completed and all hazards associated with the work are eliminated.

Building occupants and community impacts

uOttawa's standard business hours are 08:00 to 16:30. However, when planning for work after-hours considerations must include residences, sports, research activities, and classes that are provided on evenings and weekends.

High-impact work involving factors such as significant noise, dust, fumes, strong-odours, notable disruptions, or shutdowns must be scheduled during non-standard business hours whenever possible.

Vendors must be mindful of after-hour activities at uOttawa and plan to minimize any potential impacts.

The vendor is required to give their uOttawa contact minimum advance notice according to the agreed-upon timeframes before conducting high-impact work.

Control measures must be established to minimize impacts to building occupants from fume, dust, or odour infiltration through air intake louvers or operable windows.

Any temporary barriers or changes to access routes must be proactively planned with emergency egress and accessibility in mind, ensuring they do not impede the movement of individuals requiring accessible considerations or create hazards.

Drones

All drone operations must adhere to Transport Canada Aviation Safety Standards, Canadian Aviation Regulations by Nav Canada, and all other applicable legislative requirements.

Requests for drone usage must be submitted using the [Piloting a Drone on Campus form](#) in accordance with the agreed-upon advance notice timeframe.

Drone operators must possess an advanced operations pilot licence to fly a drone on uOttawa property.

During flight operations, Drone Operators must ensure:

- Bilingual flight notifications are posted in the general area.
- Operations are according to approved flight plan.
- An altitude of 120 metres above ground level is not exceeded.
- Continuous unaided visual contact of the drone is maintained by the Drone Operator.
- The drone is not flown over crowds or workers.
- Drone operations cease if flight conditions change.

In the event of a flyaway drone (a drone that has lost communication with the operator and is flying uncontrollably), the operator must immediately notify the appropriate authorities ([NAV CANADA How to Report a Flyaway Drone](#)) and take all necessary measure to minimize the risk of injury or damage.

Drone Exclusion Zones: Alta Vista Campus

The University of Ottawa, Alta Vista Campus is in direct proximity to the Children Hospital of Eastern Ontario (CHEO) Heliport. CHEO manages all heliport flight operations of both CHEO and the Ottawa Hospital. Transport Canada rules do not permit basic drone operations of any type in proximity within 1 nautical mile of a heliport, regardless of the size of the drone.

Any drone flight within the airspace of the Alta Vista Campus are considered Advance Operations subject to Transport Canada regulations including [NAV Canada Drone Flight Planning](#) which requires RPAS Flight Authorization from NAV Canada. Penalties for breaking Transport Canada rules include fines and/or jail time.

The University of Ottawa reserves the right to reject any drone flight request unless approved by CHEO Heliport Manager in addition to Transport Canada flight authorization.

Fire and Life Safety

Vendors are to provide their own fire protection equipment as required for their work. Use and storage of flammable and combustible materials must be conducted in accordance with all codes and regulations.

Fire/life safety devices and equipment disruption

Vendors must submit requests to their uOttawa contact before performing work that could impact fire protection systems (e.g., activities generating heat, flame, dust, or paint fumes) within the agreed-upon advance notice timeframe. A fire watch must be maintained at all times while the fire protection system is out of service. If a fire watch cannot be maintained, the fire protection system must be promptly reinstated.

Hot Work

Vendors are responsible for submitting a hot work permit request to their uOttawa contact, within the agreed-upon advance notice timeframe, before commencing any hot work activities on uOttawa's premises. The uOttawa contact must coordinate any necessary fire alarm bypasses and submit the hot work permit request to uOttawa's Permit Authorizing Individual (PAI).

The hot work permit is valid only for the authorized date and for 24 hours. Vendors must complete the on-site Pre-Hot Work Safety Inspection Checklist specified on the hot work permit, establish a fire watch, and return the completed hot work permit form and fire watch log to their uOttawa contact.

[uOttawa Hot Work Procedure](#)

[uOttawa Hot Work Permit](#)

Fire Watch

Vendors are expected to establish a Fire Watch in areas where fire and life safety systems are out of service or during hot work activities. If the affected area surpasses the vendor's capacity to provide a Fire Watch, they must notify their uOttawa contact. The uOttawa contact will consult with uOttawa's OCRO-EM to assess Fire Watch requirements and determine if additional measures are necessary.

All costs associated to implementing a Fire Watch are the vendor's responsibility.

The Fire Watch shall have no other duties than to maintain a constant presence with the affected areas, conducting regular rounds at least hourly through all required areas to identify any indications of smoke, fire, or unusual conditions. These rounds must be documented in a Fire Watch patrol log, which is to be returned to the uOttawa contact after completed. A fire watch must be maintained for at least one hour after hot work operations to monitor for smoldering fires.

In the event of identifying a situation that threatens life or property, the Fire Watch must immediately contact uOttawa Protection services (613-562-5411) and take appropriate action to initiate a response to the situation.

[uOttawa Fire Watch Procedure](#)

Impacts to emergency exits/routes

If the vendor's work is going to cause any modification or alteration to means of building egress, fire routes, or fire protection systems, or if the work area will block access to any emergency routes or fire extinguishing equipment (ex: fire hydrants, standpipes), the vendor must notify their uOttawa contact in advance. The uOttawa contact will consult with uOttawa's Office of the Chief Risk Officer - Emergency Management (OCRO-EM) to assess requirements and the need for supplementary measures.

As per City Bylaws and legislative requirements minimum requirements for fire routes and emergency exits are as follows:

- **Fire Routes:** Four metres clearance.
- **Emergency exits:** At least two means of egress or more in opposing directions on every floor – depending on the area.

Hazardous Materials/Designated Substances

WHMIS

Vendors shall not bring onto University property any product controlled under WHMIS unless the product is appropriately labeled, and the employees are fully trained in the safe transportation, use, storage, disposal, and spill response for the material being used. The vendor must ensure that a current safety data sheet for the product is readily available in case of an emergency.

Asbestos/Designated Substances/Mould

Prior to performing any work at uOttawa that may involve or be affected by designated substances or hazardous materials, vendors must review the uOttawa Designated Substance Report (DSR) available on uOttawa's website to be knowledgeable on the materials present and its condition to plan work: [Designated substances reports and hazardous materials surveys](#).

When applicable a designated substances report (DSR) will be included in the tender for work. The vendor who is awarded the contract is to sign a document confirming their receipt of the designated substance list pertinent to the site where their work will be conducted.

For construction projects, it is the responsibility of the constructor to ensure that each prospective contractor and subcontractor for the project receives a copy of the designated substance list prior to formalizing any contractual commitments for work on the project.

If asbestos, other designated substances, or additional contaminants such as mould are uncovered during the course of work, the vendor is to immediately stop work in that area and notify their uOttawa contact.

Authorization is required from the uOttawa contact before initiating any work that involves disturbance of any designated substance. Any disturbance, transportation, and disposal of designated substances is to be conducted following legislative requirements and be executed with the appropriate safety precautions. Additionally, compliance with all site-specific requirements is essential, which may include oversight by a qualified hazardous materials consultant, as well as air clearance testing.

Following the completion of remediation, a letter of remediation completion detailing the work must be submitted to the uOttawa contact.

Loading Zones

uOttawa loading zones must remain accessible for University business purposes as required. Use of the loading docks must be coordinated with the uOttawa contact prior to the vendor's use.

The driver is responsible for securing the vehicle with wheel chocks and promptly removing the vehicle from the loading dock after use.

No smoking, idling, staging, or parking is permitted in a loading dock area.

Locating utility infrastructure

Vendors must identify, locate, and mark all utilities that may be impacted by their work, including gas, electrical, water, and other services. This requirement also applies to work involving walls, ceilings, or floors to identify hidden wires or pipes. Documentation of these locates must be readily available onsite throughout the work.

In instances where a utility service presents a potential hazard, it must be isolated by the utility service owner to ensure energy sources are controlled and no residual energy remains before the work activity begins. All workers are to apply their own personal locks controlling isolation points.

Material Movement and Storage

The vendor is required to establish and implement a safety plan ensuring safe movement of their materials and equipment in public areas outside of their designated work and storage areas.

The vendor must receive authorization from their uOttawa contact prior to storing anything on-site. Vendors are responsible for managing the storage areas, including setting up sufficient hoarding/delineation, securing against unauthorized access, and installing signage with vendor's name and 24hr emergency contact. Signage must be French first and English second.

The storage of hazardous materials must meet all applicable regulatory requirements for safety and environmental protection. Emergency procedures appropriate to the type, quantity, and location of material being stored are to be in place.

Mobile heavy equipment, cranes, hoists, lifting equipment

Prior to bringing any large, specialized, or heavy equipment on-site (ex: mobile cranes, excavators, tractor-trailers), vendors are required to obtain authorization from their uOttawa contact. The request must be submitted within the agreed-upon advance notice timeframes.

At uOttawa's RGN/Alta Vista campus there are additional requirements for coordination with NAV Canada due to CHEO's helipad.

The vendor must provide their uOttawa contact with details about:

- Transporting equipment on campus plan
- Usage location
- Expected duration on-site

- The type of equipment
- The lifting plans

The vendor is responsible for securing the equipment operation area and installing bilingual warning signs. To prevent unauthorized access, exclusion zones surrounding work areas are mandatory, with consideration for the swing radius of cranes and mobile equipment.

Should the equipment remain on-site, it must be parked within authorized and designated areas. Vendors are accountable for ensuring that equipment utilization and storage pose no safety risk to the uOttawa community.

Overhead work

For all overhead work, the area is to be properly barricaded below and have signage to prevent access to the work area. The barricaded area is to be large enough to protect those in the immediate area from any potential falling debris or tools. The signage shall conform to requirements listed herein and indicate the reason for the barricade, contain the words "Danger - Work Overhead / Danger - Travaux en hauteur," and a contact name and phone number.

Parking

All vehicles are to be parked in authorized areas only. Only permits issued by Parking Services are valid on University property. All fees associated with parking arrangements are the vendor's responsibility. uOttawa will not be responsible for any damage occurring to any vehicles (including trailers, rented equipment, and other vehicles or vehicle accessories) parked on uOttawa property.

Vehicles are illegally parked if:

- Without a valid permit.
- In a loading dock, on grass, a no parking zone, fire route, sidewalk, bike lane, pedestrian street crossing, blocking an emergency exit, etc.

When a vehicle is parked illegally on University property a parking violation ticket may be issued or the vehicle may be towed away on the authority of the Director, Protection Services, at the expense and risk of its owner, in which case City of Ottawa authorities will be advised.

All special parking arrangements requests must be made to Parking Services a minimum of one week in advance. Vehicle details, date, and time must be provided.

Personal Conduct

uOttawa promotes a welcoming atmosphere emphasizing professionalism and respect. The University is committed to maintaining an environment that values the dignity of every individual, ensuring a workplace and campus free from harassment and discrimination. Vendors must abstain from using offensive language, engaging in disruptive actions, or risky behaviours. Acts such as, but not limited to, harassment, theft, intentional property damage, workplace violence, entering restricted areas, are strictly prohibited. In line with uOttawa's commitment to maintaining a welcoming and respectful environment, the display of logos, stickers, or any other items with political affiliations or messages that could be construed as divisive or controversial is discouraged.

The vendor is responsible for ensuring that all their employees and subcontractors are fit for duty. Any impairment resulting from alcohol, drugs (including cannabis and related products), negative effects of medications or other substances, or overfatigue that could lead to a safety risk, will not be tolerated. All vendors are required to proactively prevent, report, and investigate such incidents.

Rope Access

It is preferable that workers and supervisors involved in a rope access operation be either IRATA or SPRAT certified. Rope access technicians are to work in teams of two, at minimum. An exclusion zone must be established for protection of the technicians and the public. An exclusion zone may be necessary on several levels (above anchor, at anchor, at any intermediate areas, and at ground level). Signage conforming to requirements herein and containing the words “Danger – Work Overhead” in legible letters must be posted in prominent locations and in sufficient numbers. The vendor is responsible for providing a site-specific work plan as per the requirements of O. Reg 859/90. Additionally, prior to commencing work, a site-specific emergency rescue plan, and the necessary equipment for rapid rescue/retrieval must be in place.

Shutdowns, Bypasses, and Lockout/Tag-out

If a vendor’s work requires the control of hazardous energy, prior to starting work on campus, the vendor must:

- Demonstrate that they have their own Lockout/tag-out (LOTO) program.
- Submit a schedule detailing the required shutdowns and bypasses required for their work.
- Submit written isolation requests to their uOttawa contact for approval by the relevant work group supervisor, unless the isolation pertains to a construction project site without impact beyond project boundaries.

Vendors are to submit their shutdown and bypass requests within the agreed-upon advance notice timeframe. Careful planning is essential to ensure adequate notice and coordination. The uOttawa contact will be responsible for entering the corresponding work order tickets in Archibus. The shutdown/bypass schedule is to be reviewed during coordination meetings to assess the need for adjustments to shutdowns, bypasses, or Archibus tickets.

During approved shutdowns, bypasses, and isolations only authorized uOttawa personnel may perform the procedures. Vendors may observe these procedures and must affix their personal locks and tags to designated points, removing them after the work is completed and deemed safe.

If a vendor’s task involves locked equipment, the lock owner must be contacted, and an assessment of the lock's removal impact must be completed. The lock owner will remove it if safe to do so.

Smoking

Smoking is prohibited in all University buildings, covered locations, tunnels, parking garages, lobbies, stairways, food service patios, sports fields/facilities/surfaces, residences, vehicles operated by the University, and the entire Alta Vista Campus which includes Roger Guindon, 600 and 850 Peter Morand.

Smoking is prohibited within 9 metres of any building entrance/exit, air intake, or patio.

Smoking is prohibited within 20 metres of, sports fields/facilities/surfaces, open communal areas including Tabaret lawn and patio and University Square, or childcare facilities.

Tools and Equipment

The vendor must not use uOttawa tools and equipment without prior written approval. Vendors are responsible for supplying all tools and equipment necessary for the completion of their work. All tools are only to be used for their intended purpose and must be in good working condition as per legislative and manufacturer requirements.

Traffic Control

Before impacting any traffic on campus, including vehicular, pedestrian, cyclists, and scooters, the vendor must prepare and submit traffic control plans to their uOttawa contact for review within the agreed-upon advance notice timeframe. On-site, the vendor must have the required traffic control plan, traffic control signs, and equipment conforming to Ontario Traffic Manual Book 7 and O. Reg. 213 s. 67-69.1.

Vendors are responsible for ensuring the competence of their workers and subcontractors in the traffic control plans, as well as in the setup of traffic control devices. When using traffic control persons (flag people), vendors must ensure their competence, provide clear instructions, and ensure proper high-visibility PPE is worn.

Turf and Tree Protection

The vendor is required to adhere to the turf and tree protection requirements detailed within [uOttawa's Construction Guidelines](#) when conducting work that may affect trees or turf at uOttawa.

Washroom/Clean-up Facilities

Prior arrangements for washrooms and eating facilities must be coordinated in advance with the uOttawa contact. If vendors are assigned specific washrooms, these facilities are to be used exclusively by those working under the authority of that specific vendor.

When using public washrooms, vendors must maintain strict good housekeeping practices, to avoid tracking dirt or construction materials into the facilities.

If for work related purposes a vendor requires access to a washroom not designated for their use, they must first verbally confirm that it is not occupied. Once vacant, they may proceed to enter. If temporary closure is necessary, vendors must obtain approval from their uOttawa contact and place appropriate signage to prevent access.

For work or projects requiring portable facilities, vendors must coordinate with the uOttawa contact to determine suitable locations. Vendors are responsible for ensuring accessible, well maintained, and adequately stocked hygiene facilities in compliance with O. Reg. 213/91.

As per the requirements of O. Reg 213/91 vendors are responsible to supply adequate amount of drinking water for employees if potable water is not available at the work area or facility.

Waste Management

Approval from the uOttawa contact is required before installing a waste container. This includes complying with designated placement conditions and paying any applicable fees. If there are any

changes to the approved timeline, the vendor must submit a request to the uOttawa contact within the agreed upon notification period to confirm the container's location availability.

Waste container placement must meet specified conditions, such as protective boards under the container or maintaining a safe distance from trees. The vendor is responsible for restoring the site to its original condition after the container is removed.

All waste containers must be enclosed with a sturdy fence at least 1.8 metres in height to prevent injuries and unauthorized use. The fence must include signage with the vendor's name and a 24hr emergency contact number. All signage must be French first and English second.

Following legislative requirements, waste materials and debris must not fall freely between levels; they must be lowered via a chute, container, crane, or hoist.

Vendors are responsible for managing and disposing of their waste. Under no circumstances may uOttawa's waste/recycling/composting streams be used without authorization by the uOttawa contact.

Appendix A: Vendor Acknowledgement Form

Before being awarded a contract with uOttawa, it must be verified that uOttawa possesses a current version of this form, completed by the vendor within the last three years. The vendor is responsible for notifying uOttawa of any updates or changes necessary to this document prior to commencing work.

If the most recent completed version of this document exceeds three years, the vendor must submit an updated version to uOttawa.

uOttawa reserves the right to require proof from the vendor to validate information provided in Appendix A: *Vendor Acknowledgement Form*. If any requirements are missing, uOttawa will review the gaps and determine whether to award the contract on a conditional basis.

Vendor Self-Assessment – To be completed by the vendor	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1. Does your company have a health and safety policy showing management's commitment to comply with applicable legislation and to prevent injuries/illnesses?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2. Does your company have a health and safety manual containing programs and procedures to control health and safety hazards relevant for the work to be performed at uOttawa?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3. Does your company ensure supervisors are "competent persons" as defined by the Occupational Health and Safety Act (OHSA)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	4. Does your company ensure that all workers and subcontractors possess all required, up-to-date professional training, licenses, certifications, and comprehensive training on work procedures relevant for the work to be performed at uOttawa and ensure their competence as defined by Ontario's OHSA and regulations? Does your company maintain records of this training and copies of licenses or certifications, readily available upon request.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5. Does your company ensure that all workers are informed of hazards associated with their work and the required mitigation controls?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6. Does your company perform formal, documented health and safety inspections appropriate for the duration of the work and as required by legislative requirements?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	7. Does your company have procedures for protecting uOttawa's community (ex: code of conduct, physical barriers, signs, etc.)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	8. Does your company ensure that workers are provided with all necessary personal protective equipment (PPE), tools, and equipment to safely perform their duties? Additionally, does your company ensure that all PPE, tools, and equipment are regularly inspected and maintained in accordance with safety standards?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	9. Does your company conduct incident investigations for all incidents, including, but not limited to near misses or when an occupational injury, illness, or property damage occurs?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10. Does your company report accidents to the appropriate authorities (ex: MLITSD, WSIB, etc.) when required and within the timelines given by the authorities?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	11. If hiring sub-contractors to work at uOttawa, does your company have a contractor safety program to ensure that legislative and uOttawa requirements are fulfilled. Does your company validate the sub-contractors' Worker's Compensation Board coverage, liability insurance coverage, and the training/qualifications of the workers?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	12. Does your company's management regularly review health and safety performance, at minimum annually?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	13. Does your company maintain good standing with the local compensation authority?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	14. Is your company in a rebate/neutral position according to the local workers compensation authority (latest 3 years)? If not, please explain why and what has the company done to improve worker compensation statistics: <hr/> <hr/> <hr/>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15. Is your company free of any health and safety charges or convictions within the past 36 months? If no, please explain: <hr/> <hr/> <hr/>

Vendor Representative	
Company: _____ Name: _____ Position: _____ <p>By signing below, I hereby confirm receipt of the University of Ottawa health, safety, and environmental requirements for vendors. I agree to follow all University requirements in addition to all legislative requirements. I understand that I am responsible to ensure that all individuals I assign to work under my contract with the University of Ottawa fully meet these expectations when on University of Ottawa premises.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> </div>	

Please note: Legislation, policies, guidelines, directives, and other documents change within time. While every effort will be made to keep this Vendor HSE Requirements document updated, uOttawa cannot guarantee complete and total accuracy, nor assume liability for, the information presented within this document. If a section is not valid or changes due to changes in law, then that provision becomes null/void, however, the remainder of the document remains in force and effect.

Appendix B: Vendor Health and Safety Information

This document must be submitted by the vendor to their uOttawa contact prior to commencing work activities at uOttawa. uOttawa's review of this document should not be considered as approval and does not reduce the vendor's overall responsibility for the health and safety for their work.

This document does not replace the requirement for a Project Specific HSE Plan for construction projects. The vendor must still develop a HSE plan specific for the project that meets, at minimum, legislative requirements.

If the most recent completed version of this document exceeds 12 months, the vendor must submit an updated version to their uOttawa contact.

General Information	
Description of work	
Vendor Company Name	
Supervisor contact information <i>name, phone #, and email address</i>	
Contact for health & safety <i>name, phone #, and email address</i>	
Name and title of person completing this form	
Date this form is completed	

HSE Information
The answers for the following sections below can be provided as an attachment to this document. If referencing information from a separate document (such as project specific HSE Plan), specify the location within that document for each respective question.
1. Hazard controls List potential hazards considering the scope of work and corresponding mitigation measures. <i>The HIRA template at the end of this document is an example of what can be used.</i>
2. Strategies to minimize impacts on building occupants Including, but not limited to, mitigation for high levels of noise, vibration, dust, fumes, etc.
3. Emergency response plan Please notify uOttawa's Protection Services, 613-562-5411
4. H&S inspections plan As per OHSA and Regulatory requirements
5. H&S concerns plan How the vendor will address any H&S concerns

6. Hoarding/security plan What will be installed for securing the work area to prevent unintentional or intentional trespassing.
7. Access control What the requirements are for workers, subs, visitors, consultants to access the vendor's worksite.
8. Signage plans What signage will be installed outside of the project site? Signage must include the vendor's name and a 24hr emergency contact #, French first and English second.
9. Material movement plan How materials will be moved safely in public areas outside of the vendor's work area. This can include, but is not limited to, hoisting and lifting plans, dock management plan, and traffic management routes.
10. Material storage plan Will there be a material storage / laydown area? How will this area be secured to prevent unauthorized access?
11. Waste management plan How will waste be managed? Will there be a waste bin or a chute?
12. Washroom and clean-up facilities What will the contractors be using for this? Will they have a portable washroom?
13. H&S documents What H&S document will be kept on site (ex: list of designated substances, H&S Board, Notice of project, WHMIS Safety Data Sheets, MLITSD Director's Designation approval, etc.)?

Hazard ID and Risk Assessment (HIRA) for Vendor's work at uOttawa

Example template the vendor can use to complete a HIRA for their work at uOttawa.

Hazard	Hazard location	Safety risk level	Risk control

Safety Risk Level calculations

Safety Risk Level Calculations

Severity	Likelihood					
		Remote possibility	Unlikely	Moderately likely	Likely	Almost certain
	Negligible Slightly or no damage, minor first aid, minor property damage not requiring repair.	1	2	3	4	5
	Low Minor injury with no lost time. Minor property damage, no removal from service required.	2	4	6	8	10
	Medium Significant injury or illness; permanent disability not anticipated. Property damage with less than 48 hours removal from service.	3	6	9	12	15
	High Serious injury or illness with significant lost time. Permanent disability not anticipated. Major property damage requiring more than 48 hours removal from service.	4	8	12	16	20
	Critical Fatality, critical injury, life-threatening situational exposure, serious permanent disability anticipated. Equipment/property destroyed.	5	10	15	20	25

Appendix C: Vendor Environmental Management Plan (VEMP)

In the following circumstances, the vendor is to submit to their uOttawa contact the VEMP for review prior to its implementation and submitting it to any relevant Environmental Authority or other stakeholder.

- Excavations greater than 5m² and 15 cm deep
- Demolition
- Laboratory and workshop renovations, upgrades, relocation, or decommissioning
- Wastewater discharge and disposal
- Hazardous waste management
- Installation, modification, replacement, and decommissioning (or any other work outside regular maintenance), parts or in whole for:
 - HVAC systems
 - Boilers
 - Chillers
 - Scrubbers
 - Fume hoods
 - Canopy hoods
 - Paint booths
 - Exhaust fans (rooftop and wall mounted)
 - Stacks
 - Generators and associated fuel systems
 - Plumbing systems
 - Storm, sanitary, and combined sewers

The VEMP must, at minimum:

- Comply with all applicable legislative and uOttawa requirements.
- Identify the roles and provide detailed descriptions of the responsibilities of the members of the vendor's environmental team.
- Identify the communication protocols between the members of the vendor's team and the University.
- Identify and provide detailed descriptions of monitoring and reporting requirements.
- Set out the initial list of the sensitive environmental issues and compliance requirements, in connection with which the vendor must prepare Environmental Work Plans
- Include the Component Plans as per the requirements detailed in this document.
- Comply with the vendor's and the University's environmental obligations, including those set out in uOttawa's Policy 72 and associated procedures.

Environmental Work Plans

When required, the vendor is required to prepare and submit to their uOttawa contact environmental work plans detailing all current and potential environmental concerns, as well as compliance

obligations related to their work. These plans must outline the specific measures the vendor will implement and oversee to protect the environment and ensure compliance with regulations.

Environmental work plans must include, at minimum:

- A description of the work area or relevant portion thereof, detailing the scope of work, schedule, and duration.
- An overview (including maps and drawings, as needed) of environmental issues or requirements affecting the work area or adjacent lands, along with proposed mitigation measures.
- Include a description (including maps and drawings, as appropriate) of the environmental issues or requirements at the work area or portion thereof, and adjacent lands, applicable to the work described in the environmental work plan and of the mitigation measures to be implemented.
- Specifications of relevant sections, terms, conditions, and commitments from the Vendor Environmental Management Plan (VEMP), Permits, Authorizations, and Approvals related to the work area, scope of work, and mitigation measures.
- Details of scheduled internal environmental inspections, including full-time, daily, and as-needed inspections.
- Emergency procedures and 24/7 vendor contact information, including personnel details, phone numbers, and email addresses, specific to the work area, scope of work, and mitigation measures.

Component Plans

The VEMP must consist, when applicable, of the following major components to address the various phases of the work:

- Communication Plan – Provides the detailed communication protocols, describing the approach for communicating and collaborating.
- Construction Schedule – Includes the timelines for obtaining environmental studies, permits, authorizations, and approvals, environmental tasks towards mitigation and compliance measures and, if required, work restrictions planned during the vendor's work.
- Contaminated Site Management Plan (CSMP) – Identify environmental studies requirements, areas of soil and groundwater contamination and extent of remediation requirements, mitigation options, on site soil and groundwater contamination management, and procedures for which the vendor is responsible. It describes the contingency plan for remediation and disposal procedure for known or new contamination encountered during the vendor's work. The CSMP must also include requirements for the prevention of off-site migration during the project, if applicable.
- Air Quality and Dust Control Management Plan (AQDCMP) – The AQDCMP describes the measures to be used to control dust during the vendor's work and the program that will be implemented to monitor nuisance dust concentrations, ambient particulate matter, and ambient air quality.
- Site Dewatering Plan (SDP) – The SDP identifies measures necessary to plan and manage dewatering operations in compliance with legislative requirements both prior to and during the vendor's activities. It must describe the general steps and roles and responsibilities with respect to assessment requirements, permits, authorizations and approvals, site dewatering and disposal procedures, management of site run-off, melt water run-off, and sediment control. It must also

include the measures that will be implemented to manage and remove snow from the site in a timely and efficient manner with considerations for contaminated sediments.

- Noise and Vibration Management Plan (NVMP) – The NVMP describes site-specific schedule pertaining to noise and vibration-generating activities, procedures, and best management practices to control noise emissions including target noise emission levels of equipment, equipment maintenance, management and education, University community communication, and noise monitoring.
- Fuels, Chemicals, and Materials Storage and Handling Management Plan (FCMSHMP) – The FCMSHMP describes procedures and best management practices for the transport, inventory, and storage of hazardous substances, servicing of equipment and equipment operations in environmentally sensitive areas, including but not limited to, near sewer manholes.
- Spill Prevention and Emergency Response Plan (SPERP) – The SPERP identifies potential spills, list the spill clean up materials and equipment to be stored on the site, responsible work personnel and external contacts, training procedures, recovery procedures including communications, containment, clean-up, debriefing, and follow-up reporting.
- Solid and Liquid Waste Management Plan (SLWMP) – The SLWMP describes measures that will be implemented to manage solid and liquid waste generated by the vendor's work and the disposal plan proposed. This includes, but is not limited to, wastewater generated from any activities such as process/industrial wastewater, rinse water, wastewater from pre-treatment of equipment, and boiler blowdown. It should include measures to reduce, reuse, recycle solid and liquid waste.
- Water Taking Plan and Discharge Plan – The Water Taking Plan must be produced by a qualified person, as per Ontario regulation 153/04 which estimates the dewatering efforts required, analyze potential impacts and, if required, identify where the water can be discharged. The qualified person will also need to develop a Discharge Plan if there is any discharge of water to occur.
- Excess Soil Management Plan– The excess soil management plan describes the soil screening requirements, professional oversight, tracking of soil shipments, and soil management at the receiving end.
- Backfill and Final Grade Plan – The backfill and final grade plan describes the management of uncontaminated soils and the supply, placement, and compaction of all materials necessary to reinstate site grades. It identifies the source(s) and the characteristics of imported material(s) and the strategy for sampling and analyzing all backfill materials for their environmental and geotechnical quality.

Appendix D: Code of Conduct for Service Providers Entering Residences

University of Ottawa Student Life | Residences



You must abide by this code of conduct while you work in rooms/units in residence or rental units of temporary occupants/residents. This code of conduct also specifies what you can expect from the University or residents/temporary occupants. Please note that residents/temporary occupants are invited to report to the University if the maintenance/housekeeping service providers and vendors do not respect the code of conduct. You must also abide by all codes and all applicable laws (municipal, provincial, and federal laws), be covered by the Worker's Compensation Board, and have an adequate insurance policy to provide the service in question.

1. General Procedures:

- a. Before entering the unit/bedroom/room, you must
 - i. Announce yourself (knock on the door, announce yourself, wait for a response) twice before opening the door. As you enter, you must announce yourself once more and wait for a response.
- b. You are prohibited from entering a unit/bedroom/room if
 - i. there is a person inside who does not give you permission
 - ii. The person would be inconvenienced by your presence.
- c. Cause the least disturbance possible.
- d. You must do the work during the hours stipulated by Housing Service. Any modification to the schedule must be approved by Housing Service Management.
- e. You must present a piece of ID and a copy of the work order if the resident/temporary occupant asks you for it.

2. Before Work Begins:

- a. The University will advise the student (note on the door and e-mail) at least 48 hours before the beginning of your services.
- b. The University will give you access to the unit on the day that work is scheduled.

3. On-site: You must:

- a. Avoid making excessive on-site visits to bring all required materials, tools, and equipment.
- b. You cannot accept specific tasks, or any work demands from the resident/temporary occupant if they ask you.
- c. Not displace the resident's items without permission.
- d. Obtain their permission touching any of their things.
- e. Do not take for yourself any article or object belonging to the resident, even if it is in the garbage.
- f. Do not throw out or take out of the unit/room any article, object, or product that does not belong to you, unless it has been specifically requested by a Student Life Residences' representative.
- g. Collect at the end of work all your things, including any resulting garbage.

- h. Not paralyze all elevators.

4. Uncompleted Work: If you do not finish work in a unit/room the same day, you must:

- a. Remove all your things from the unit/room.
- b. Ensure that no product that poses a health danger is left on location.
- c. Clean all the objects on which you applied cleaning products.
- d. Ensure that all public services function.
- e. If necessary, inform the University and the resident/ temporary occupant of possible risks.

5. Completion of Work, Deficiencies:

- a. Correct all deficiencies in less than 48 hours / 24 hours (for emergencies) after inspection or as specified on the contract.
- b. Once the work is completed, advise the University, and obtain in writing a confirmation of satisfactory service.

6. Always: To demonstrate respect to residents/ temporary occupants and for propriety, you must:

- a. Always wear proper work attire, not muscle shirts or shorts. The Service provider must supply the company uniform (the company logo is mandatory).
- b. Work in a safe fashion and never leave objects or products that present a health danger where they could be used by others.
- c. Keep your sharp-edged tools and cleaning products out of the hands of children.
- d. Keep confidential all information about the resident/ temporary occupant and his or her room.
- e. Do not smoke; Not be under the influence of alcohol or drugs.
- f. Not use radios, CD players, MP3 players, or other audio devices.
- g. Use appropriate language.
- h. Avoid all commentary or gestures that could be hurtful or unpleasant or have a racist or sexist implication.
- i. Do not wear clothing or show tattoos that could be considered hurtful or vulgar.

7. What You Can Expect from Residents/Temporary Occupants:

- a. To give you access or make arrangements to give you access.
- b. To vacate or empty the location to permit you to perform your work.
- c. To permit you to use the electricity and water as needed to complete the work.

8. Discrimination: The University enforces policies concerning workplace equality and harassment. The University expects service providers to respect the principles of workplace equality. Any racial, sexual, or other forms of harassment coming from vendors, agents, or third parties will not be tolerated.

9. Termination of Work: Vendor non-compliance process will be initiated for inability to comply.

Exceptions: No exception or modification can be made to these procedures without the consent of the Facilities and Contracts Manager.

By signing below, I hereby confirm I understand and will abide by the requirements stipulated in this document for accessing and working in residences.

Name	Signature	Date
------	-----------	------

Appendix E: Example Construction Signage

**CHANTIER DE CONSTRUCTION
PERSONNES AUTORISÉES SEULEMENT**

**CONSTRUCTION SITE
AUTHORIZED PERSONS ONLY**



**EXIGENCES EN MATIÈRE D'EPI
PPE REQUIREMENTS**

☐

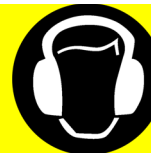
**Casque de protection
Hard Hat**

☐

**Bottes de Sécurité
Safety Boots**

☐

**Lunettes Protectrices
Eye Protection**

☐

**Protection Auditive
Hearing Protection**

☐

**Gilet de Sécurité
Safety Vest**

☐

**Gants de Protection
Hand Protection**

☐

Autres/Other:

Nom de l'entrepreneur / Name of Contractor

Coordonnées / Contact Information

Numéro de téléphone 24h / 24hr phone number