Contractor Health and Safety Orientation

An Orientation Guide for Contractors Working at uOttawa

Facilities
Office of Risk Management

uOttawa.ca
Please note: legislation, policies, guidelines, directives and other documents change with time. While every effort will be made to keep this guideline updated, uOttawa cannot guarantee complete and total accuracy of, nor assume liability for, the information presented within this document.

For any additional information required, or clarification required, please contact the uOttawa Project Leader and/or the appropriate authority on the matter.

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INTRODUCTION AND OBJECTIVES

Welcome to the University of Ottawa.

This short, general document is meant to serve as an informative and brief orientation for construction contractors performing work at uOttawa sites to potential hazards that may be encountered during the project as well as specific uOttawa policies, procedures and guides. 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 guideline is not exhaustive – additional information may be required from uOttawa Project Leaders, Managers, Facility Managers, Supervisors, or other persons. Please ensure that all members of your team are fully aware of all applicable requirements prior to commencing any work activities.

Each contractor and subcontractor must be familiar with all current legislation pertaining to the work tendered and will be responsible to follow and enforce such legislation on the worksite. Additionally, this guide is also not meant to replace required safety training. Each contractor / subcontractor must ensure that their workers receive the specific training and supervision to handle any hazards particular to the work.

The University strives to ensure the safety of its community and requires active participation by all involved in the project in creating the healthiest and safest possible working conditions for all members of the University Community – including those not directly implicated in the project, for example uOttawa employees and students.

Please read this orientation guide carefully. Please distribute this guide to persons working on your project, including subcontractors involved in the project.

If you have any questions or suggestions concerning this document or other suggestions for the University community, please feel free to discuss them with your supervisor, your employer or your Facilities Project Leader for the project.

Please note that unsafe and/or unhealthy working conditions, including those affecting persons not directly related to the project (for example, employees of the University, students, etc.), will not be accepted at uOttawa.

By working together, we can deliver the safest project possible.
DEFINITIONS

Employer
The Occupational Health and Safety Act defines the Employer as a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractors who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner, constructor, or subcontractor to perform work or supply services. Depending on the project type, the employer can be the University of Ottawa, the contractor, the subcontractor or the constructor.

Owner
According to the Occupational Health and Safety Act, an owner includes a trustee, receiver, mortgagee 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. In most cases, the owner will be the University of Ottawa.

Constructor
The Occupational Health and Safety Act defines a constructor as a person who undertakes a project for an owner, and includes an owner who undertakes all or part of a project by himself, or by more than one employer. By managing the construction project, the constructor has specific duties under the Occupational Health and Safety Act and is responsible for protecting the health and safety of the workers. The contract awarded will specify the constructor for the project.

Project
As defined in the Occupational Health and Safety Act, a project means a construction project, whether public or private including,

- 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, pipe line, 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.

Construction
As defined in the Occupational Health and Safety Act, construction includes erection, alternation, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project, but does not include any work or undertaking underground in a mine.

In other words, to meet the definition of a construction project, both definitions of “project” and “construction” must be met. At this point, the regulation on Construction Projects (Regulation 213/91) applies. If this regulation does not apply, another regulation (for example, Regulation 851 (Industrial Establishment)) would be applicable.
Contractor / Subcontractor
Contractors are those (including individuals and / or organizations) who supply services to the University. A subcontractor is an individual or organization who is performing work on behalf of a parent contractor.

EMERGENCY REPORTING

Emergency Services
In addition to civic emergency services such as police, fire and ambulance, the University of Ottawa’s Protection Services team is available to assist in emergency situations on campus. Protection Services exists to enhance security, develop alternative modes of transportation, ensure respect for the rights of the university community and protect the assets of the University and its community. Protection Services is available 24 hours a day / 7 days per week and can be reached in an emergency in the following fashions:

Emergency Phones
There are more than 140 emergency phones on the University of Ottawa’s campuses. Get to know their locations and how to use them.

![Figure 1](image1.png)

*Figure 1 – Examples of emergency phone (often referred to as “blue phones”) across campus*

Public Phones (Payphone)
You can contact Protection Services free of charge in an emergency by using a pay telephone on any of the campuses.

![Figure 2](image2.png)

*Figure 2 – Examples of emergency buttons on payphones located on campus; calls are free of charge to Protection Services.*

Panic Buttons
Panic buttons are located in a number of areas on the University campus, such as women’s washrooms, laboratories, isolated areas, etc.
By Phone
It is important to contact emergency services when required; time counts! You can reach Protection Services in the event of an emergency on campus at ext. 5411. All phones have an emergency button pre-programmed on the phone. If calling by cell phone, the number is 613-562-5411.

In Person
Alert a Protection Services member on patrol or visit the Protection Services offices.

Emergency Devices
Throughout the campus there are also emergency devices, such as emergency showers and emergency eyewashes. Many of these units are located in public hallways and are alarmed to Protection Services, if activated, to provide a more expedient response to an injured person.

Accident / Incident Reporting
All accidents, incidents, near misses and close calls occurring on the project site are expected to be reported to the supervisor responsible for the work site forthwith. All reported accidents, incidents, and near misses must be addressed by the supervisor(s) responsible for the project site.
Situations involving the University of Ottawa, including potential exposures to members of the University Community, damages to University property, or any other impact (actual or potential) affecting the University of Ottawa are expected to be reported in at least one of the following fashions:

1. Via the University Project Leader;
2. Via Protection Services;
3. Via the online accident, incident, and occupational illness report form.

Situations where an individual has sustained a “critical injury” must be immediately reported to Protection Services and your Project Leader.

Building Evacuation Plans

All building emergency egress plans and designated alternate routes are prominently displayed in all buildings; notably at exit points and near stairways. If work is being conducted that will obstruct an occupant exit, or limit access to another part of the building, this must be assessed, in conjunction with the Project Leader, prior to the execution of any work. Contractors must ensure that all persons working on the project are aware of the nearest exit and the appropriate staging location in the event of a building evacuation. An example of a plan is seen below.

Figure 5 – an example of building evacuation routes posted within buildings.

It is the contractor / subcontractor’s responsibility to maintain a current list of their employees, contractors, and subcontractors on site at all times. The contractor must be able to account for their personnel at their pre-determined evacuation point in the event of a building evacuation.

Healthcare

The University of Ottawa has an on-site medical clinic located at 100 Marie-Curie Pvt. The clinic is equipped to provide basic medical assistance in the event that medical care is required. If subsequent or additional healthcare is required, the staff will direct an individual to the nearest hospital. Transportation to a hospital is neither provided nor paid for, however may be arranged via ambulance or taxi.

Nearest Hospitals

The University of Ottawa is located within a reasonable distance to three (3) hospitals – these are:

- Ottawa Hospital – General Campus (5.1 kms)
- Hôpital Montfort (5.5 kms)
University First Aiders
First Aiders are located throughout campus and are trained to deal with minor incidents requiring first aid. Contractors may not rely on University staff to meet their legislated requirements for first aiders. For any assistance requiring further care, it is recommended to call Protection Services (ext. 5411) and / or 911 to obtain the requisite care.

First Aider locations are denoted in two fashions:
1. Via green signage in the form of an door bracket, posted over top of a door, depicting a bandaged hand and white cross;

2. Via signage posted within the building. Signage normally appears in public areas, main entrances, staff kitchens, etc.
Automated External Defibrillators (AEDs)
The University of Ottawa is equipped with AEDs at key areas across campus; most notably, with Protection Services vehicles. Areas involving high physical demands are similarly equipped; these areas would include spaces such as gymnasiums (Montpetit, 200 Lees, Sports Complex).

Hazard-Specific Emergency Procedures
The University of Ottawa has developed specific procedures for Hazard-Specific Emergencies; it is highly recommended that all contractors / subcontractors familiarize themselves with the procedures detailed in the event of an emergency. Some examples of such procedures include:

- Fire, smoke or gas;
- Hazardous materials;
- Medical emergencies;
- Suspected public health issue;
- Criminal activity;
- Alarming behaviour or suspicious persons;
- Suspicious package;
- Severe weather;
- Earthquake;
- Flooding and significant water leaks;
- Power failure;
- Emergencies abroad.

Further information on emergency preparedness at uOttawa can be found online at www.readiness.uottawa.ca. Any questions related to emergency management at uOttawa may be directed to the uOttawa Project Leader or the Emergency Management Coordinator (ext. 2873) at Protection Services.
TRAINING
Orientation training for contractors at uOttawa is hosted on a public website. Successful completion requires that the user complete a knowledge assessment. In order to do so, the end-user must obtain a Centre for Organizational Development and Learning (CODL) training profile. All uOttawa personnel already have an account. To obtain an account:

- Navigate to CODL registration page.
- Click on “Fill the registration form”. Prospective users will be required to submit basic identifying information and reasons for the account request prior to account activation. The project number and Project Leader must be identified in the “Why do you want an account” field when submitting the request.
- The request will be actioned within 1 business day and a password emailed to the email address entered at time of request.

Requests for multiple accounts (i.e. greater than 10) may be directed to the Project Leader. Proof of completion for all requisite training for all individuals on the project must be submitted to the Project Leader prior to the commencement of the project. An additional project site orientation may be required.

ENVIRONMENTAL MANAGEMENT
The University of Ottawa takes pride in its record of environmental management; construction projects are expected to be no different. Under no circumstances shall hazardous substances be discharged to the environment.

Contractors / subcontractors performing work must ensure that any pollution and / or emission from equipment and any air emissions from construction activities, such as dust, are minimized and/or controlled to such an extent that contaminants are not carried beyond the University campus(es). Contractors are also expected to implement sufficient controls that would ensure public safety within campus limits. As an example, mitigation controls would need to be applied when work that may contaminate indoor air quality is to be performed near fresh air intakes. Similarly, noise controls may also have to be applied if noise levels exceed prescribed (either provincial or municipal) limits.

Where required, contractors will be informed by the Project Leader of special requirements pertaining to Certificates of Approval (CofA) and/or Environmental Compliance Approval Reviews (ECAs) from the Ministry of the Environment. The list of equipment types as well as existing equipment with CofAs / ECAs can be obtained from the Office of Risk Management. Each new installation or modification to existing equipment may require architectural plans or construction drawings; speak with your Project Leader for details. All trees and plants on and adjacent to the project site are to be protected.

Waste Materials
The contractor is expected to collect all waste (including hazardous wastes) and rubbish in suitable containers, remove it from the project site and legally dispose of the refuse in accordance with municipal, provincial and federal guidelines (as applicable); uOttawa refuse bins are not to be used for project waste disposal. Burning, burying or otherwise concealing the waste on University property is strictly forbidden. Any hazardous wastes generated at the project site are expected to be safely and properly transported back to, and disposed of from the contractor’s principle place of business.
Water or other substances containing suspended materials, prohibited waste or volatile materials, such as mineral spirits, oil or paint thinner must not be disposed of into the University’s storm or sanitary sewers, drainage systems or other waterways. All relevant Regulations with respect to waste reduction programs for construction and demolition projects and with respect to source separation programs must be complied with.

Spills

Preventing Spills
Contractor / subcontractors must make every reasonable effort to prevent spills of hazardous substances (related to the project) on uOttawa properties. The contractor is expected to develop a plan to minimize (and control, where necessary) spills of hazardous substances.

Reporting Spills
In the event of an accidental release (solid, liquid, gaseous or other), Protection Services must be immediately contacted at ext. 5411. State your name, organization’s name, name of the project leader, estimated quantity of product released, its concentration (if applicable), properties of the substances, your location, the substance’s migration pattern, any loss of material(s), as well as any other pertinent information related to the product or situation. Where safe and possible to do so, contain the spill location. Remain on scene, in a safe location. Protection Services will dispatch a Protection Services member to the incident scene (or safe location) to meet the caller. Contractors / Subcontractors must produce the product MSDS (as applicable) of the product and provide it to Protection Services members. The generator of the spill is responsible to safely recoup and dispose of the spilled materials, as well as the restoration of the incident scene to its pre-spill state.

The contractor may be required to report the spill to the City of Ottawa and/or the Ontario Ministry of the Environment (MOE); uOttawa reserves the right to be provided with pertinent information related to reports made to the City of Ottawa, Ontario Ministry of the Environment or other regulatory bodies.

UNIVERSITY OF OTTAWA POLICIES

Occupational Health and Safety Policy (Policy 77)
The University of Ottawa regards the Ontario Occupational Health and Safety Act and Regulations (notably, Ontario Regulation 213/91 – Construction Projects) as a minimum standard of performance.
The University is steadfastly committed to the health and safety of the University community and to the protection of University property and the environment. The University strongly believes that injuries are preventable, that safety is everyone’s responsibility, and that it requires awareness, involvement and commitment by the entire University Community.

In its commitment to health and safety, the University strives to ensure that contractors and subcontractors are aware of their responsibilities, including 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.
The University of Ottawa Occupational Health and Safety Policy (Policy 77) states that:
It is the University’s policy to maintain a safe work and study environment, to comply with health and safety legislation, regulations and direction. The University promotes and seeks to protect the health, safety and well-being of all members of the University community. The University is committed to:

- Continually seeking to better provide a safe and healthy work and study environment and to prevent occupational injuries and illnesses;
• Addressing the health and safety issues of those University employees or students whose place of work or study is located at an another organization or beyond the geographical location of the University's premises, by continuing to take reasonable steps to ensure such organizations have health and safety policies and procedures in place; and
• Maintaining a learning and work environment that is free from violence and harassment, as required by the Occupational Health and Safety Act.

Policy 77 may be read in full online in the Administrative Policies section of the University of Ottawa website.

Violence Prevention (Policy 66)
The University will not tolerate acts or threats of workplace violence.

The University is committed to protecting the University community and will take every precaution reasonable in the circumstances for the protection of a worker and to prevent workplace violence. While students, volunteers and visitors are not subject to the provincial legislation on occupational health and safety, the University abides by the policy statements made in this Policy in the case of students, volunteers and visitors.

The University will assess, and reassess as necessary, the risks of workplace violence that may arise from, among other factors, the nature of the work or activity, the associated functions and the risk reduction measures in place.

Situations involving the potential for workplace violence must be immediately reported to Protection Services.

Prevention of Harassment and Discrimination (Policy 67a)
The University recognizes its obligations under the legal framework set out in the Ontario Human Rights Code with respect to harassment and discrimination and under the Occupational Health and Safety Act with respect to workplace harassment.

The University is committed to maintaining an environment that promotes the understanding and respect for dignity of the person as part of the University community and one that is free from harassment and discrimination.

The University will provide and maintain a fair and timely process for reporting, investigating complaints of harassment and/or discrimination and determining consequences through collective agreement provisions or University procedures developed under this Policy.

The University will take appropriate preventative and corrective action where harassment or discrimination occurs and will, where warranted, hold individuals responsible in accordance with applicable collective agreement provisions, terms of employment or other University policies or regulations.

Situations involving the potential for workplace harassment must be reported to the Human Rights Office, located at 1 Stewart St.

Tobacco Use at the University of Ottawa (Policy 58)
Smoking is prohibited in all University buildings, covered locations and other areas, including tunnels, parking garages, lobbies, stairways, patios and sports fields, as is bringing lit tobacco products, except as stated under in articles 10 and 11 of the Policy.
Smoking is prohibited within nine metres (30 feet) of a building entrance, ventilation shaft, loading zone or any other designated area (including “smoke-free zones”).

Smoking is prohibited in any vehicle, including, but not limited to, school buses, patrol cars and vans operated by the University.

The University Occupational Health and Safety Committee can recommend that other outside (i.e. exterior) areas be designated as non-smoking, if it sees a need to do so.

Signage is posted in no-smoking zones, at entrances and near many air-intakes; example signage is below:

Noted contraventions to this Policy are to be reported to Protection Services.

Other Relevant Policies
The University of Ottawa also has several other specific policies, notably the following:

- Enterprise Risk Management (Policy 54)
- Environmental Management (Policy 91)
- Environmental Policy (Policy 72)
- Sexual Harassment (Policy 67)

All uOttawa policies can be found online in the Administrative Policies section of the University of Ottawa website.

**CONTRACTOR / SUBCONTRACTOR RESPONSIBILITIES**

Contractors and subcontractors must ensure that all of their workers and employees are adequately trained and competent to carry out the work assigned to them under the project. 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, minimize and/or mitigate these hazards.
Contractors and subcontractors must ensure that their workers are working safely and are taking all necessary actions and precautions to protect themselves and the University Community while they are conducting work at the University of Ottawa. All workers on the project are recommended to have received, at minimum, a site-specific safety orientation course for the site, a WHMIS training course, training on the prevention of harassment and violence, a worker health and safety awareness course as well as any other applicable training for the project which may include courses in (but is not limited to) fall prevention, asbestos, confined space, lifting devices, hot work, lockout, etc. The University of Ottawa is not responsible for providing training to contractors/subcontractors.

The University of Ottawa encourages all contractors and subcontractors to provide regular safety reminders and safety refresher courses for their employees and subcontractors under their authority. The University of Ottawa will furnish requisite information related to facilities to the contractor(s) prior to that start of the project. Information contained therein must be communicated to all persons, including subcontractors, involved with the project. This communication of information must be documented (for example, via an email to relevant individuals, official meeting minutes, etc.) and provided to the University of Ottawa Project Leader.

The University of Ottawa Project Leader will maintain and forward all relevant correspondence pertaining to the notification of actual or potential hazards (such as designated substances) to the Health, Safety and Risk Manager at Facilities.

HEALTH AND SAFETY REPRESENTATIVE FOR THE PROJECT

The contractor and/or subcontractor’s Project Manager and/or Superintendent shall appoint a project health and safety representative and is to be referred to (for the purposes of this document) as the Project Health and Safety Coordinator (PHSC). The contractor or subcontractor will post a project notice, provided by Facilities, at the project site entrance(s) for the duration of the work which states the:

- Name and direct telephone number of the Facilities Project Leader or delegated contact on the project;
- Name and direct telephone number of the contractor/subcontractor’s project manager and of the Project Specific Health and Safety Coordinator; in some cases, the project manager and the health and safety contact may be the same person.
If, for any reason, there is an unsafe or emergency situation that presents an immediate hazard to the University Community (including potential impact for University Community health and safety, property damages, release to the environment, or other hazard) the uOttawa Project Leader in addition to the Project Health and Safety Coordinator shall be immediately notified and requested to attend the scene and resolve the concern or situation.

In the event of a critical injury\(^1\) or fatality, the incident must be immediately reported to the University of Ottawa’s Protection Services at extension 5411 and the constructor must immediately notify the Ontario Ministry of Labour. The scene of the incident shall be secured and work shall stop\(^2\) until the scene is released

\(^1\) Note section 1 of Regulation 834, made under the Ontario Occupational Health and Safety Act - For the purposes of the Act and the Regulations, "critically injured" means an injury of a serious nature that,

(a) places life in jeopardy;
(b) produces unconsciousness;
(c) results in substantial loss of blood;
(d) involves the fracture of a leg or arm but not a finger or toe;
(e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
(f) consists of burns to a major portion of the body, or
(g) causes the loss of sight in an eye.

\(^2\) Note section 51(2) of the Ontario Occupational Health and Safety Act - Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of,

(a) saving life or relieving human suffering;
(b) maintaining an essential public utility service or a public transportation system; or
(c) preventing unnecessary damage to equipment or other property,
interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector.
by the Ontario Ministry of Labour. The University of Ottawa reserves the right to be provided with information relating to the incident, including reports made to the Ontario Ministry of Labour and subsequent investigation reports, for incidents occurring on the University’s owned or leased properties. The constructor is solely responsible to implement a health and safety committee or have a worker representative (when necessary) as per the Ontario Occupational Health and Safety Act.

It is highly recommended that the pre-construction safety meeting occur (with applicable personnel) to address the project’s scope of work and expected outcomes. Invitees may include, but are not limited to, consultants for the project, contractors, major subcontractors, designed work areas, work procedures and methods, responsibilities of personnel, etc.

**PARKING AND TRAFFIC**

A site map is available to contractors via Facilities at the beginning of the project. All traffic is to enter the project site as indicated on the site map. The speed limit on campus is 25 km/hour maximum; unless otherwise stated.

All personnel are expected to observe traffic rules and drive carefully, particularly at intersections and entrances / exits to parking areas and garages. The University of Ottawa features several pedestrian malls as well as restricted vehicle roadways and one-way vehicle circulation. Contractors are expected to familiarize themselves with proper circulation routes and not drive or park in restricted areas.

A designated contractor parking area on University of Ottawa grounds is not available. Vehicles parked on campus are subject to the same rules and regulations as the University Community. Those working on a project may pay for parking in nearby University of Ottawa parking lots on a daily basis. For longer periods, contractors are encouraged to present themselves to the Parking Division of Protection Services, located at 139 Louis-Pasteur.

The University of Ottawa will not be responsible for any damage occurring to any vehicles (including trailers, rented equipment and other vehicles or vehicle accessories) parked on University property. No vehicles are to be parked on site outside of the normal working hours, without prior, written authorization from the uOttawa Project Leader and permission from the Parking Division of Protection Services.

**Reversing Vehicles on Campus**

Due to the volume of people on campus at a given time, including students and visitors to the University, it is highly recommended that vehicles operating in reverse (i.e. a backing-up vehicle to a loading zone or delivery point) be equipped with a noticeable, audible signal. Additionally, the use of a signal person is highly recommended for all vehicles, including delivery drivers. In some cases, use of a signal person is mandatory.

**Loading Zones**

Most large buildings at uOttawa have dedicated loading zones. There is no smoking, idling of vehicles, staging, or parking when in a loading area; this is denoted by signage posted in the area. These zones serve as ports for incoming and outgoing materials and are used by several internal and external clients. Loading zones are not limited to physical materials, and in some buildings are meant for the delivery / pick-up of hazardous materials.

Frequently accessed loading areas include (among others):

- 141 Louis-Pasteur (Facilities)
- D’Iorio (Science)
• University Centre (Food Services)
• Roger Guindon (Medicine)
• Morisset (Library)
• 90 University (Housing)
• Macdonald (Science)

Delivery of project materials must be properly coordinated; uOttawa loading zones must remain accessible for business purposes.

Special / Heavy Equipment
For projects involving large, specialized or heavy equipment (i.e. mobile cranes, excavators, tractor-trailers etc.), road closures, or other special vehicular / parking requirements for the project, Parking Services must be notified a minimum of 7 days prior to the start of the work. This can be arranged via the uOttawa Project Leader. If required, Parking Services can assist in traffic management.

While the specialized equipment is in operation, the zone around the equipment must be secured with a physical barrier.

Overpasses
It is noteworthy that vehicular circulation may pass underneath pedestrian overpasses that span the roadways over top of Louis-Pasteur Pvt., Jean-Jacques Lussier Pvt., and University Pvt. The clearance height markings are clearly posted on the overpasses. The overpass heights are not uniform; therefore prior to navigating the campus routes with large equipment, please verify clearance heights to avoid damage to equipment and/or the building.

Figure 7 – photo of the overpass located at Fauteux Hall

GENERAL PROJECT SITE HEALTH AND SAFETY
Everyone working at the project site, including contractors, subcontractors, and any pre-approved visitors must ensure that the area is kept safe, clean and free from obstruction(s). This includes areas such as:
• Walkways;
• Hallways;
• Stairs;
• Access routes;
• Emergency egress routes;
• Etc.

Some common hazards that may occur involve:
• Tripping hazards;
• Generation of airborne particulate (i.e. dust);
• Noise;
• Odours;
• Falling objects;
• Etc.

These lists are not exhaustive. It is the responsibility of the contractor and / or subcontractor to keep the project site safe for all persons.
If work requires entry by the contractor / subcontractor to an occupied area of the University premises, such access must be coordinated with the uOttawa Project Leader and be scheduled in advance. Under no circumstances is work to be conducted in occupied areas until authorized by the uOttawa Project Leader.

Keys and Access to the Project Site
Contractors and subcontractors are permitted to use the appropriate master key(s) to facilitate access to the project site. The keys may be obtained from Protection Services Reception, located at 141 Louis-Pasteur.

The Project Leader must provide Protection Services with advance, written authorization for the contractor to sign-out keys. If written authorization is not provided, keys will not be provided. Any problem or concerns must be addressed with the Project Leader. Exceptions to this policy will not be made under any circumstances.

Contractors must provide the following information at each sign-out:
• Name
• Organization (employer) name
• Alternate (home) phone number provided
• Photo identification produced

By requesting and accepting use of master keys, the requester agrees to fully comply with the University’s security policy. Keys shall be returned at the end of each day. If keys are not returned, the key requester will be called at the end of the day (via the provided home phone number) and will be asked to return the keys immediately, at the individual / contractor’s expense, to the Protection Services main office located at 141 Louis-Pasteur Pvt.

Contractors and subcontractors are responsible for the safeguarding of all keys provided to them and for any and all costs arising out of failure to properly safeguard master keys.
The provision of master keys shall not be construed as an invitation to access any other site on campus; keys furnished are for the exclusive purpose of accessing the project site(s) for the contracted work(s).
Unauthorized access to any other space may cause injury to the contractor or a member of the University Community.
Use of University of Ottawa keys is contingent on reading and understanding this document, participating in and completing the contractor orientation training, and fulfilling any other project specific requirements as deemed necessary by the University of Ottawa. Physical barriers to the site are to remain in effect at all times; this includes secured doors to prevent unauthorized access to the site.

**Tunnels and Other Secure Areas**
The University tunnel system houses pathways for electrical conduits, computer network cable, telephone services, chill water piping systems, potable water, and other essential services. Any contractor entering the tunnel system is to keep all areas secured by not leaving access doors open or otherwise accessible. If it is necessary to keep doorways open due to the nature of the work, the Project Leader is to be advised so arrangements with the Protection Services can be made (as required).

The tunnels also serve as a transportation circuit for small utility carts. These carts are electrically powered. The University has installed motion activated warning lights and mirrors to better assist in warning others of an oncoming utility cart.

Protective footwear is required at all times in the tunnels.

There are also areas of the University that are secured through electronic key card access or punch code locks. It is the responsibility of any person provided with electronic key access to ensure the area remains secured during, and at the conclusion of, their work.

**Expected Behaviours**

**Illicit Substances**
Under no circumstances are persons permitted on site who appear under the influence of drugs, alcohol or other cognitive impairing substances. Consumption of such substances on the site is strictly prohibited.

**Language**
The University of Ottawa strives to ensure a welcoming and accepting environment. All persons involved in a given project are expected to maintain a high level of professionalism and consideration. Aggressive language, behaviours or innuendos will not be tolerated. Inappropriate behaviours are expected to be reported to the appropriate authority.

**Personal Protective Equipment**
Due to the nature of most construction projects, work requiring the use of personal protective equipment is expected. Entrants to the site are expected to equip themselves with the proper personal protective equipment (PPE) and / or clothing appropriate in the circumstances. Personal protective equipment must be maintained in serviceable condition. Examples may include:

- Protective footwear;
- Hard hat;
- Gloves;
- Hearing protection;
- Fall arrest harness;
- Respirator;
- High visibility vest;
- Etc.
All personal protective equipment is expected to meet its appropriate minimum standard (where applicable). All users are expected to understand the equipment limitations and ensure that their protective equipment is fitted properly. Contractors may be required to produce proof of fit testing for certain projects.

**University of Ottawa Hours of Work**
While work occurs during all hours of the day, the University of Ottawa core hours of operation are 8:45 am to 5:00 pm during the months of September to May. During the months of June to August, core hours are reduced 1 hour to 4:00 pm.

It is strongly recommended that high impact work – such as work involving high noise levels, dust generation, painting, application of finishes / varnishes (i.e. high-odour substances) or other significant disruptions – be conducted during off-hours. This practice serves the following purposes:

1. Reduces impact on the University Community;
2. Reduces burden on contractor for coordinating work.

A plan for after-hours work is recommended to be jointly developed by the uOttawa Project Leader and the Contractor in order to minimize possible impacts on regular business at uOttawa.

**Alarms**
Several different types of alarms exist at the University of Ottawa which initiates different responses based on the type of alarm. Some example of alarms include fire alarms, intrusion alarms, door held alarms, motion / perimeter sensors, atmospheric monitoring alarms, etc.

If an alarm sounds or is otherwise known to have been activated, remove yourself from immediate threat and immediately notify Protection Services (ext. 5411) of the alarm. Provide your name, company name, contact information and await instructions. Remain on-site; however in a safe location. A Protection Services member will be sent to the location to provide assistance.

**Service Shutdowns**
If, when planning or during the work a shutdown of a University system is required, communicate the requirements with the uOttawa Project Leader. Examples of possible shutdowns include:

- Water;
- Mechanical;
- Electrical;
- Steam;
- Elevators;
- Etc.

Notices of the shutdown or augmentation will be provided to the appropriate uOttawa personnel, provided the information below is provided to the uOttawa Project Leader:

- Service(s) to be temporarily shut down or schedules augmented;
- Reason(s) for the required shutdown;
- Location(s) of required shutdown;
- Date and time of the required shutdown(s);
- Contact information for the person(s) requesting the shutdown;
- Any other applicable information.
Please note that advance notice is required for planned works; typically, a minimum of 72 hours. If the request is for emergency work, notify the uOttawa Project Leader immediately. If connection / use of University infrastructure is required (such as water, electricity, or other utilities), the contractor must obtain permission from the Project Leader before tapping into any potable water, chilled water, compressed air, sewer, or similar system. Contractors who do not obtain prior permission to tap into University services risk a written warning and work stoppage. The University will not tolerate the risk of cross contamination between systems by unfamiliar users.

Utility Locates
It is the responsibility of the contractor to make the necessary arrangements for utility locates for exterior grounds work. The contractor must call Ontario One Call to arrange for the work; the uOttawa Grounds Department at Facilities may be reached at ext. 3702 for clarification and / or assistance.

Laboratory Projects
All work involving access to specialized laboratory areas, especially (however not limited to) laboratories in the Faculties of Science, Medicine, Engineering, etc., requires thorough planning, communication and coordination prior to site access. It is highly recommended that contractors (via the Project Leader) are oriented to the actual and potential hazards that may exist in the proposed work site. Hazards may include:
- Chemical hazards – such as chemical products, etc.
- Biological hazards – such as viruses, moulds, fungi, etc.
- Physical hazards – such as noise, radiation, temperature extremes, etc.

For example –
- Work involving intermittent access to the lab – a basic understanding of laboratory safety is recommended in addition to a thorough site orientation.
- Work involving continuous access to the lab, where the lab is not decommissioned – an advanced understanding of laboratory safety is recommended in addition to a thorough site orientation.
- Work involving a completely decommissioned laboratory type setting (i.e. decommissioned prior to contractor access) does not require further laboratory introduction.

Given both the actual and potential hazards associated with laboratory work environments and the risk of impacts on research, it is highly recommended (via the Project Leader) to involve the Laboratory Principle Investigator(s), Lab Manager(s) or a delegate and the Facility Manager(s) to provide site specific information, guidance or special knowledge on equipment, work being conducted, unique hazards, etc.
Additional guidance may be obtained via the respective Faculty Health, Safety and Risk Manager.

Equipment and Materials

Equipment
Contractors / Subcontractors must ensure that all equipment brought onto the project site is in good working condition, is properly maintained and certified, as required. Only persons who have been properly trained and are suitably experienced in the operation of such equipment are expected to operate it. Contractors and / or subcontractors are recommended to keep copies of manufacturer operating manuals and standard operating procedures for all the equipment and tools brought on the site. It is the contractor’s responsibility to provide proof of training competency to the University Project Leader, where required. It is strongly recommended to have copies of any training certificates or licenses for all persons conducting work at the work site. This may include (but is not limited to):
- Fall arrest training;
• WHMIS;
• Confined space entry;
• Transportation of dangerous goods;
• First aid;
• Lifting device certification;
  o Forklift
  o Lift truck
  o Overhead cranes / hoists

**Materials**
All materials, whether temporary or permanent, must be suitable for the intended use and be safely installed or used in strict conformance with the manufacturer’s instructions.
All hazardous products must be accompanied by a Safety Data Sheets (SDSs) when they are delivered to the site.

**Staging areas**
Building materials, supplies, or other project related items must not encroach on publically accessible spaces. This includes hallways, stairways, aisles, or other general areas of public access.

**UNIVERSITY OF OTTAWA PROGRAMS**
The University of Ottawa features a number of programs that will require adherence by contractors while on site performing work. The programs may be consulted via [Facilities](#) as well as the [Office of Risk Management](#) website. A brief summary of some of the programs are listed below.

**University of Ottawa Hazard Signage**
The University of Ottawa has produced and implemented a University specific signage system to identify hazards and indicate appropriate personal protective equipment requirements. These signs are generally posted in conspicuous locations before the hazard is encountered (i.e. on the door to the lab – see Figures 8-10). The signage is based off of international symbols and is easily recognizable to persons having been trained in WHMIS or TDG. Signage examples can be found below.
Figure 8 – uOttawa hazard symbols

Figure 9 – uOttawa personal protective equipment signage
Figure 10 – Example of laboratory door signage. The sign denotes the name of person responsible, a small map indicating hazard zones, hazard symbols, required personal protective equipment as well as the number for Protection Services (5411) and 911.

Confined Space Program
The University of Ottawa has identified all known confined spaces\(^3\) on campus. This includes elevator pits, sewers, sump pits, pressure vessels, etc. Entry points are denoted by the following signage:

\(^3\) “confined space” means a fully or partially enclosed space, that is not both:
(a) designed and constructed for continuous human occupancy, and
(b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.
Figure 11 – uOttawa confined space signage; posted at entry points to confined spaces.

The white space at the top of the sign is reserved for the identification number of the confined space. This number is written in and denotes the corresponding hazard assessment and entry permit for the space. If entry into a confined space is required as part of the tendered work, contingencies must be accounted for and built into the project brief.

It is important to note that other areas on campus may become a confined space depending on the type of work being conducted. For example, spaces which are not designed and constructed for continuous human occupancy may become a confined space when a particular type of work is performed within, such as welding. It is of vital importance that each work area be thoroughly assessed prior to the initiation of work, including a documented risk assessment of the activity in the particular environment. Any confined space entry permit must be kept on the project site at all times.

Prior to conducting work in a given space, speak with the Project Leader about potentially hazardous spaces that may be involved; specialized training may be required. If there is no confined space permit or proof of training, then entry is not permitted.

For information on confined spaces at the University of Ottawa, speak with the Project Leader and consult the Confined Space Program. Any questions regarding confined spaces may be addressed to the Project Leader, or the Health, Safety and Risk Manager at Facilities.

Hazardous Rooms and Areas
In addition to defined confined spaces, there may be areas on campus that present inherent hazards due to the type of work being conducted within. Some examples of these areas may include laboratories, mechanical
rooms, roofs, penthouses, basements, tunnels, etc. It is of vital importance that each work area be thoroughly assessed prior to the initiation of work, including a documented risk assessment of the activity in the particular environment. Any questions regarding the assessment of risks may be directed to the Project Leader, or the Health, Safety and Risk Manager at Facilities.

Asbestos and Other Designated Substances
The University of Ottawa conducted a survey of existing campus buildings in 2007-2008 with individual reports produced for each building. These reports are intended as a base report for whether asbestos or other designated substances exist at the location. Each building (pre-2008) has a designated substances report detailing expected locations of designated substances, including asbestos. The initial surveys were non-destructive – meaning that there are possibly areas where material may have been added to a base layer (i.e. flooring on top of flooring or walls over top of walls). This means that the lower (or first) level may be asbestos containing. Therefore, before commencing work it is vital to ensure that the most updated information is obtained for the site location and that the University Asbestos Coordinator (ext. 6992) is implicated in the project prior to the commencement of work.

These reports, including all updates made since 2008, are available from Facilities and will be produced prior to the commencement of the project. These documents must be further formally distributed (including confirmations) to any subcontractor hired. These documents must be kept on site at all times throughout the project.

If asbestos, other designated substances or additional contaminants (such as mould) are discovered in the course of the work, the contractor is to immediately stop work and notify the uOttawa Project Leader without delay.

Figure 12 – An example of a uOttawa designated substance report.
Roof Access Procedure
A procedure has been developed for persons requiring access to rooftops at the University of Ottawa. For work requiring access to a roof, the persons requesting access are expected to:

- Be pre-approved via the University Project Leader;
- Possess current fall prevention / arrest training
- Present themselves to Protection Services for requisite access;
  - Persons not having been pre-approved will be denied access – no exceptions.
- Consult with uOttawa roofing consultant if installing / modifying roof systems.

Included in the procedure is the list of campus roof anchors (i.e. quantity by building) and their last load test. Formal results of the load tests can be obtained from Facilities, if required. The Roof Access Procedure can be obtained from Facilities.

The Roof Access Procedure is more than simply access to roofs on campus – it serves to provide information about potentially hazardous locations where laboratory fume hoods are exhausting. Certain roof tops may require additional precautions. Additional information can be found in the Roof Access Procedure as well as the Fumehood Maintenance Procedure; both documents are available via Facilities.

Lockout / Electrical safety
uOttawa has developed a program for the lockout of hazardous energies; the program can be read in full on the Facilities website.

Furthermore, all electrical equipment on the project site is expected to be CSA compliant (or equivalent) and in good, safe functioning condition. Extension cords are not be overloaded and shall only be used for the purpose of providing temporary power to portable electric tools and lights – they are not expected to be used for permanent wiring. 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, extension cords shall be recoiled and properly stored. Ground fault interrupters shall be used when using any electrical equipment outdoors or in wet environments. Contractors and / or subcontractors must ensure that their workers and employees use the required specialized personal protective equipment required when working with electrical, mechanical, or otherwise energized equipment.

Fall Protection
Contractors / subcontractors must ensure that their personnel are trained in fall prevention and wear appropriate safety harnesses or use a fall protection system when there is a danger of falling more than 3 meters or other conditions described in Regulation 213 (26), Regulation 851 or other applicable standards.

Ladders
Contractors / subcontractors must ensure that ladders are in good condition and that they are used appropriately, in a safe manner according to prescribed regulations and best practices. Metal ladders or ladders with metal reinforcing shall not be used in connection with electrical work or near energized electrical conductors.

Scaffolding
All scaffolding shall be erected and dismantled by competent workers, under the supervision of a knowledgeable and experienced supervisor. It shall be securely fastened with all braces, pins, screw jacks, base plates and other fittings installed as required by the manufacturer. Scaffolds must follow a 3:1 ratio. Structures over 15 metres in height must be designed and approved by a professional engineer and constructed in accordance with their design.
Guardrails
Guardrails must consist of a top rail, a mid-rail, and a toe board. They must be provided around work platforms on all scaffolds, floor openings, ramps, roofs and open areas where a worker could fall from height. When guardrails or opening covers are temporarily removed, or where guardrails are not feasible, workers in the area must be protected by a full body harness connected to a fall-prevention system, with the harness and lanyard tied off to a secure, approved anchor point. Barricades, guardrails and covers must be replaced in a proper manner immediately after work is completed. Contractors performing work that requires fall prevention training are required to provide proof of training to the Project Leader.

Fire Prevention Measures (Hot Work)
Contractors / subcontractors must ensure that appropriate fire prevention measures are implemented while working at the project site. Contractors / subcontractors shall take all necessary precautions to prevent accidental activation of fire alarms. Costs associated with false alarms may be charged to the contractor. Combustible materials shall not be placed near heaters or sources of flame. Welding or cutting is 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. All hot work must follow the established hot work procedures.

Welding and Cutting Equipment
Oxygen and acetylene cylinders shall be stored in an upright position and secured to a stable support; they must not be left free standing. Empty cylinders shall be marked and separated from the full bottles. All cylinders shall be stored away from any potentially hazardous situations, such as fire or areas where they may be exposed to mechanical damage. Any leaking compressed gas cylinder shall be removed immediately from building structures and arrangements made to remove them from the project site as soon as possible. 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 shall be properly ventilated to exhaust welding fumes. A portable fire extinguisher of the “ABC” type approved by the Underwriters’ Laboratories of Canada must be kept in close proximity to the site. A guard or watchperson must be on site both during the operations and for a minimum of one hour after operations are finished. Contractors using welders requiring specialized welding certifications are to provide proof of certification to the University Project Leader.

SITE SPECIFIC PLANS
In addition to legislated requirements, there is a site specific risk management plan for the property at 200 Lees Ave., which must be adhered to at all times. A copy of this plan is available from the Project Leader. Additionally, the contractor may be required to develop a site (or project) specific health, safety and environment plan. Where required, these plans must be submitted to the Facilities Project Leader prior to the commencement of the project.

MONITORING
The University of Ottawa reserves the right to monitor for quality its construction sites or any other sites on its premises. The University will bring health and safety matters to the attention of the contact person
designated by the contractor with the expectation that the contractor remedy the situation without undue delay. The University reserves the right to notify pertinent regulatory authorities as necessary.

**Escalation Procedure**
The University of Ottawa will employ the “three strikes” methodology; warnings issued will remain on contractor’s files and may be considered prior to the awarding of future contracts.

1. **First warning** – a verbal warning to the worker and/or supervisor. This warning, despite that it is considered as a “verbal only”, will be logged in the contractor’s file.

2. **Second warning** – a written warning to the worker and/or supervisor. A copy of the written warning will be placed in the contractor’s file with copies provided to the relevant parties.

3. **Third warning** – a request from the Project Leader to stop work or the excusing of an individual or contractor from the site.

Depending on the severity of the infraction or risk to the uOttawa community, warnings may be given concurrently.

**FURTHER QUESTIONS**
If there are any further questions, clarifications, or suggestions to this document, please discuss with your Project Leader.
IMPORTANT CONTACT NUMBERS

**Bolded, enlarged numbers** may be called directly using a uOttawa campus phone. To reach uOttawa services or personnel via cell phone, please dial the main uOttawa number. You may enter an extension number (if known) or use the automated voice recognition service.

**Protection Services** – 613-562-5411 (emergency or to report a hazard)

City of Ottawa Emergency Services (Police, Fire, Ambulance) – 911

Poison Control – 1-800-268-9017

**Protection Services** – 613-562-5499 (general information)

**uOttawa main number** – 613-562-5800

**uOttawa Facilities** – ext. 2222 (request service)

**uOttawa Facilities** (Power Plant) – ext. 5447

**Health, Safety and Risk Manager, Facilities** – ext. 6992

**University of Ottawa Asbestos Coordinator** – ext. 6992

**uOttawa Office of Risk Management** – ext. 5892

uOttawa Project Leader ____________________________________________________ - ext. _____
APPENDIX 1 – CONTRACTOR CHECKLIST

Note that no checklist is ever complete. This checklist serves as items that may be relevant to the project. Speak with your Project Leader if additional clarification is required. The checklist must be signed off by the contractor as well as the Project Leader.
Project Health and Safety Checklist

Introduction
This checklist is meant to provide additional guidance to contractors and project managers prior to the initialization of a project. This document is meant to complement the uOttawa Contractor Orientation training. It is intended that this document be completed jointly by the contractor and uOttawa Project Manager. The document must be signed by both parties with copies provided to:

Original – uOttawa Project Manager
Copy 1 – Contractor
Copy 2 – Health, Safety and Risk Manager, Facilities
Copy X – Subcontractor(s)

This document is not an exhaustive checklist. Additional considerations are likely required due to complexity and uniqueness of each project. Any additional criteria must be appended to this document.
# PROJECT HEALTH AND SAFETY CHECKLIST

**uOttawa Project Reference Number** –

**Name of uOttawa Project Manager** –

**uOttawa Project Manager direct contact number** –

**Contractor name** –

**Contractor direct contact number** –

**Site supervisor** –

**Site supervisor direct contact** –

**All subcontractors included on this job** –

## Administrative

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<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1.</td>
<td>Emergency procedures posted on site and communicated to all on site personnel.</td>
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<tr>
<td>2.</td>
<td>Project duration and hours of work are clearly defined and communicated.</td>
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<tr>
<td>3.</td>
<td>Requisite project documents are available at the worksite. Examples include the Notice of Project, building permits, clearance certificates, <em>Occupational Health and Safety Act</em>, contractor health and safety policy, Safety Data Sheets (SDS) for hazardous products on site, designated substances reports, etc.</td>
<td>☐</td>
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<tr>
<td>4.</td>
<td>Personnel working on the project site are familiar with uOttawa policies (for example, smoking on campus, reporting harassment, etc.).</td>
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<td>5.</td>
<td>Communication of construction related activities to building occupants (via email/project notice) and visitors (via signage). Detours required? Accessibility issues for detour?</td>
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<td>6.</td>
<td>Administrative procedures, such as reporting accidents / incidents, critical injuries, emergency contacts, etc. have been reviewed and communicated to all persons working on the project site.</td>
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<td>7.</td>
<td>A competent site supervisor has been appointed for the project site and includes a process for absences / breaks.</td>
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<td>8.</td>
<td>Applicable drawings / as-builts have been provided for all services within the project scope.</td>
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<td>9.</td>
<td>Signage is posted at the project site entrance(s). Examples of signage may include required personal protective equipment, Facilities project notice, project contact information, etc.</td>
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<td>10.</td>
<td>Personnel working on the project site have received all necessary training. Examples may include legislated training (such as WHMIS, Worker Health and Safety Awareness, etc.) and job specific training (such as Confined Space training, Asbestos Awareness training, Working at Heights training, etc.).</td>
<td>☐</td>
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11. Records of such training are available on site. ☐ ☐ ☐
12. Site safety meetings and regular project meetings are regularly conducted. Minutes of these meetings are kept and distributed to the appropriate personnel. ☐ ☐ ☐
13. Arrangements for keys have been made for the Contractor. The contractor will abide by the uOttawa Security Policy. ☐ ☐ ☐
14. Kick-off meeting held with principle stakeholders of uOttawa, including end-users and surrounding users of the project site. ☐ ☐ ☐
15. Regular communication procedure has been established for this project. ☐ ☐ ☐

**Project Work Site**

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<tr>
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<th>YES</th>
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<tbody>
<tr>
<td>1.</td>
<td>Clear barriers or workplace delineations between construction activities and non-construction activities (including walls, overhead guards, etc.) have been established.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Material is stored in a fashion where it will not fall or create an additional hazard.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3.</td>
<td>Work areas and egress routes are free of obstructions and allow for unimpeded evacuation in the event of an emergency.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.</td>
<td>The work site is kept in a general state of cleanliness to reduce potential hazards.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5.</td>
<td>Approvals form third-party agencies required. Examples include the City of Ottawa, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority (ESA), etc.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6.</td>
<td>Utility locates have been completed and marked (either physically or via drawings).</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Project Hazard Considerations**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Control measures have been implemented for actual and/or potential hazards, including:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Noise</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3.</td>
<td>Chemical exposure(s)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.</td>
<td>Dust</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5.</td>
<td>Hazardous atmospheres (such as toxic, explosive, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6.</td>
<td>Odours (either hazardous or otherwise)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7.</td>
<td>Designated substances (such as asbestos, lead based paints, silica, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8.</td>
<td>Material handling / transportation of equipment from construction staging area to work site</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9.</td>
<td>Electrical (lock out / tag out program)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10.</td>
<td>Confined space (including permits, hazard assessments, rescue team, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11.</td>
<td>Thermal stress (hot / cold)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12.</td>
<td>Hot work (including permits, fire watch, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>13.</td>
<td>Tasks have been risk assessed and suitable controls are in place</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
14. Vehicle / delivery impacts

15. Traffic control (vehicular / pedestrian)

16. Compressed gas cylinders (welding, process gas, etc.)

17. Material lifting devices, hoists, chain blocks

### Personal Protective Equipment (PPE)

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mandatory personal protective equipment, such as protective footwear, headwear, high visibility clothing, fall arrest, etc. is available to personnel on site.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Personal protective equipment requirements, such as protective footwear, headwear, high visibility clothing, fall arrest, etc. are clearly stated prior to entering the work zone.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Material Handling

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A clear staging area has been defined for construction-related materials.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Working at Heights

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Guardrails and/or physical barriers have been installed to prevent falls.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>A fall prevention plan, possibly including travel restraint, fall arrest, etc., has been established and communicated to all personnel involved with the project.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3.</td>
<td>Ladders are appropriate for the tasks (proper size, type, condition, etc.).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.</td>
<td>Mechanical personnel lifting equipment, such as scissor lifts, boom lifts, elevating work platforms, etc., are used properly, certified, with personnel having been trained in their use.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5.</td>
<td>Scaffolds are properly installed with users having received instruction on safe use.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Emergency Equipment

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Fire extinguishers are on site and properly maintained (charged, properly located, accessible, etc.).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Where required, flushing fluid (i.e. temporary eyewash) is made available.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3.</td>
<td>First aid kits are on side and properly maintained (stocked, properly located, accessible, etc.).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.</td>
<td>Spill kits are on site and properly maintained (stocked, properly located, accessible, etc.).</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Additional Action Required Prior to the Initialization of Work

Action 1 –
Action 2 –
Action 3 –
Action 4 –
Action 5 –

Append any additional required action to the end of this document.

Acknowledgements:

Contractor Representative Signature: ______________________ Date: _____________________

Contractor Site Supervisor Signature: ______________________ Date: _____________________

uOttawa Project Manager Signature: ______________________ Date: _____________________