



UNIVERSITY OF ALBERTA
FACILITIES AND OPERATIONS

Contractor's Safety Manual



Working with Contractors to provide a healthy, safe and environmentally conscious environment for all students, staff, visitors and workers

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1.0 PREFACE

Welcome to the University of Alberta and thank you for taking the time to read through the Contractor Safety Manual. The entire Contractor Safety Program may not be represented within this manual. Please be in contact with your University Representative for all updated information concerning the University of Alberta Contractor Safety Program.

1.1 Overview

The University of Alberta Contractor Safety Manual refers to the Facilities and Operations Standing Order/Direct Order Contractors. Please refer to other departments referring to Capital Projects and other contractor related work. This Manual will outline the general health and safety requirements that contractors are expected to follow while working on the University property.

1.2 Introduction

The University of Alberta along with key departments strives to ensure the outmost health and safety of all effected students, staff, visitors and contractors. The main objectives of this program are to minimize the likelihood of any accident, incident, equipment/property damage and environmental impact that is produced by contracted work. Working with contractors the University of Alberta endures to eliminate all potential hazards both on and off the worksites.

1.3 Manual Revisions and distributions

Information within this manual may change as we strive to pursue the best in occupational health and safety legislation, safe work procedures, guidelines and best safety practices. Revisions may occur depending on the frequency of information, or changes to both legislation and University policy and procedures. Please ensure that all Contractor Safety Manuals are the current edition. For further information on the current edition for the Contractor Safety Manual, please contact Facilities and Operations Safety Division.

The Safety Division will distribute manuals to all respective units, divisions, departments and contractors. For a copy of the Contractor Safety Manual, please complete a manual request form (Appendix II). This will allow the Safety Division to keep track of all copies sent to departments and notify them of any revisions.

1.4 Facilities and Operations Health and Safety Policy

 UNIVERSITY OF ALBERTA
FACILITIES AND OPERATIONS

HEALTH AND SAFETY POLICY STATEMENT

Facilities and Operations (F&O) is committed to providing a healthy and safe environment for students, employees, the public and contractors. We all have a key part to play and a joint responsibility to health and safety. This is a priority for the University of Alberta, as outlined in Objective 19 of the *Institutional Strategic Plan: For the Public Good*.

Accountability for ensuring that an effective health and safety program is functioning in the workplace lies with the senior leaders reporting to the Vice-President Facilities and Operations.

The Health and Safety Program will be coordinated through the F&O Safety Division, working actively with the University's Environmental Health and Safety Office.

Managers and supervisors are responsible for ensuring that employees are trained in safe work practices and follow all applicable health and safety procedures. They are also responsible for implementing and ensuring compliance with all elements of the Health and Safety Program.

Employees are responsible for observing and following safe work practices and reporting incidents, injuries, near misses and unsafe conditions.



Andrew Sharman, MSc, CMILT
Vice-President (Facilities and Operations)
University of Alberta

Date: March 2017

1.5 Freedom of Information and Protection of Privacy Act

As part of the scope of work, contractors may be privy to sensitive information. All blueprints and project related documents shall be locked up in a secure area when not in use.

Contractors are also obligated by the FOIPP Act not to share any information that may be in violation of the Act or University policies and procedures.

2.0 ROLES AND RESPONSIBILITIES

The University of Alberta commitment to health and safety is throughout all departments and divisions. In section 2.8 a health and safety responsibility matrix has been developed to determine the key departments in the contractor safety program.

It is the responsibility of everyone involved in project and contracted work to shut down or stop any work that is an immediate danger to life and health.

2.1 Directors/Senior Management

Senior Management for the Facilities and Operations along with the University of Alberta is representative as the owner and as such has a responsibility to the overall Contractor Safety Program. In order to have a successful program, Senior Management is accountable for the following responsibilities:

- Implement the necessary resources to provide sufficient health and safety initiatives
- Support the Safety Division in providing these initiatives through staffing, education and program development
- Allow for revisions to University policies and procedures to reflect current occupational health and safety legislative requirements
- Support prevention of all occupational incidents, injuries, near misses or illnesses

2.2 Safety Division

The role Safety Division acts as a resource to the Facilities and Operations Department and the University of Alberta by administering the Contractor Safety Program. In order to maintaining this program, the Safety Division is committed to the following responsibilities:

- Developing the Contractor Safety Program Manual, documentation and orientations relevant to the program;
- Maintaining and updating the Contractor Safety Manual and relevant documentation;
- Working with key departments and divisions within the University of Alberta community to effectively administer the program;
- Act as a resource to University Representatives, Project Managers/Coordinators and Contractors;
- Review site specific safety plans during the tendering process, for applicability to the work being conducted;
- Develop and Maintain pertinent training (a slight charge if warranted, to support maintenance and availability of this training i.e. asbestos awareness, fire extinguisher training, fall arrest, confined space, etc.); and
- Audit and Inspect worksites on a periodical basis to ensure compliance with Alberta Occupational Health and Safety legislation.

2.3 University Representative

The University Representative will act as the primary contact for contractors during project work. This may be either one or more, but not limited to the following positions:

- Member of the Safety Division;
- Project Managers;
- Project Coordinators;
- Supervisors;
- Foremen ; and
- Consultants

To assist contractors in providing a safe working environment, the University Representative shall abide by the following responsibilities:

- Ensure that the site specific safety plan is implemented by the contractor prior to work being conducted;
- Clearly identify the roles and responsibilities as defined in the Alberta Occupational Health and Safety Act. Such roles as Owner, Prime Contractor and Contractor (Please refer to the definition section);
- Ensure that contractors and subcontractors have completed orientation, site tours and conduct regular safety meetings;
- Inspect the worksites when warranted and follow up with any safety infractions or noncompliance;
- Provide contractors with relevant health and safety information; and
 - Hazardous Materials i.e. asbestos, lead, mold, etc.
 - Radiation Safety
 - Biological Safety
 - Construction in Laboratory
- Act as a constant resource for contractors on behalf of the University.

The University Representative must be mindful of not directing any activities regarding construction and project work and must maintain diligence when administering responsibilities unless the University Representative is Prime Contractor.

2.4 Environmental Health and Safety (EHS)

Environmental Health and Safety (EHS) mandate is to "*support the University's mission through services, partnership, guidance and education to promote health, safety, protection of the environment, and regulatory compliance.*"

EHS offers the following services:

- timely and expert advice on all aspects of environmental health & safety;
- the most current and comprehensive information from provincial and federal regulatory agencies; and
- consulting services on best practices and information on all University health, safety & environmental requirements

EHS acts as resource to the Safety Division and other related departments in assisting in eliminating or controlling existing hazards during contracted work.

For additional information on EHS and their roles and responsibilities please following this link to their website: <http://www.ehs.ualberta.ca>

2.5 Prime Contractor

For the purpose of this document Prime Contractor refers to the section 3 of the Alberta Occupational Health and Safety Act.

2.5.1 Assignment of Prime Contractor

The University of Alberta, as the owner of the worksite, may assign prime contractor designation and associated responsibilities to a contractor by written contractual agreement. The status of prime contractor must be determined prior to work commencing.

All worksites must be clearly defined and physical barriers must be implemented. This will allow for any potential vehicle or foot traffic between contractor and University worksites. It is the expectation of the University of Alberta that all contractors have a site specific safety plan that meets all occupational health and safety legislation prior to commencing work.

2.5.2 University of Alberta as Prime Contractor

At times the University of Alberta may designate itself the Prime Contractor. When this occurs as defined in Section 3 of the OHS Act, Prime contractor will be responsible for the health and safety at the worksite. Unless otherwise documented through a contractual agreement the University is designated Prime Contractor.

In order to mitigate any health and safety concerns, the following responsibilities will be administered through the University Representative and related divisions and departments:

- Monitor health and safety practices of the contractor via inspections, investigations and audits of worksites;
- Address noncompliance issues with contractor representative;
- Ensure prudent documentation is completed throughout the project work i.e. Contractor Hazard Assessments, Contractor Safety Checklist, Contractor Evaluation Forms; and
- Follow up with all Safety infractions and concerns with relevant departments and divisions i.e. Operations and Maintenance, Safety Division.

2.6 Contractors

For the purpose of this document, Contractors are responsible for all workers and subcontractors under their direction.

2.6.1 General Safety Requirements

Contracts shall abide by general safety requirements.

These are only general safety requirements and are not limited to what is outlined below:

- Abide by all Occupational Health and Safety Legislative Act, Regulations and Codes;
- Attend and actively participate in all safety meetings and audits;
- Perform a hazard assessment prior to starting work and ensure control measures are implemented to mitigate risks to an acceptable level (Contractor Health and Safety Form). If work conditions change, another hazard assessment shall be conducted;
- Ensure all U of A Health and Safety Policies, Safe Work Practices, Safe Work Procedures are followed;
- Wear appropriate safety equipment, personal protective devices and clothing as identified in the Hazard Assessment;
- Report all accidents and injuries to their University Representative;
- Smoking is not permitted within any University building or within 5 meters of any air intake, entrance or exit;
- Firearms, illegal drugs, alcohol, violence (amongst contractors, staff, visitors or students) or willful damage are not permitted at the University;
- Through the 'General Faculties Council Policy Manual' section 44 'Discrimination and Harassment Policy and Procedures and the University of Alberta Reasonable Accommodation Policy' It is the policy of the University of Alberta that acts of discrimination or harassment committed by any member of, visitor to, or group within the University community are strictly prohibited and will not be tolerated;
- Illegal dumping, handling, or disposal of hazardous materials is strictly prohibited;
- Destruction or removal, without written permission, of any property belonging to the U of A, the property owner, employee or other contractors or employees;
- Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign, fall protection, hoarding, or other warning devices intended to protect U of A students, faculty, employees, residents, neighbors or property is not permitted;
- Ensure all equipment is operating in proper order according to manufacture specifications and instructions; and
- Validate that all employees, subcontractors and workers have the appropriate training and certifications to perform tasks safely.

2.7 Subcontractors/Contracted Trades and Workers

Any subcontractor hired by a general contractor or contractor must comply with the OH&S Act, Regulation and Code, and applicable University policies and procedures.

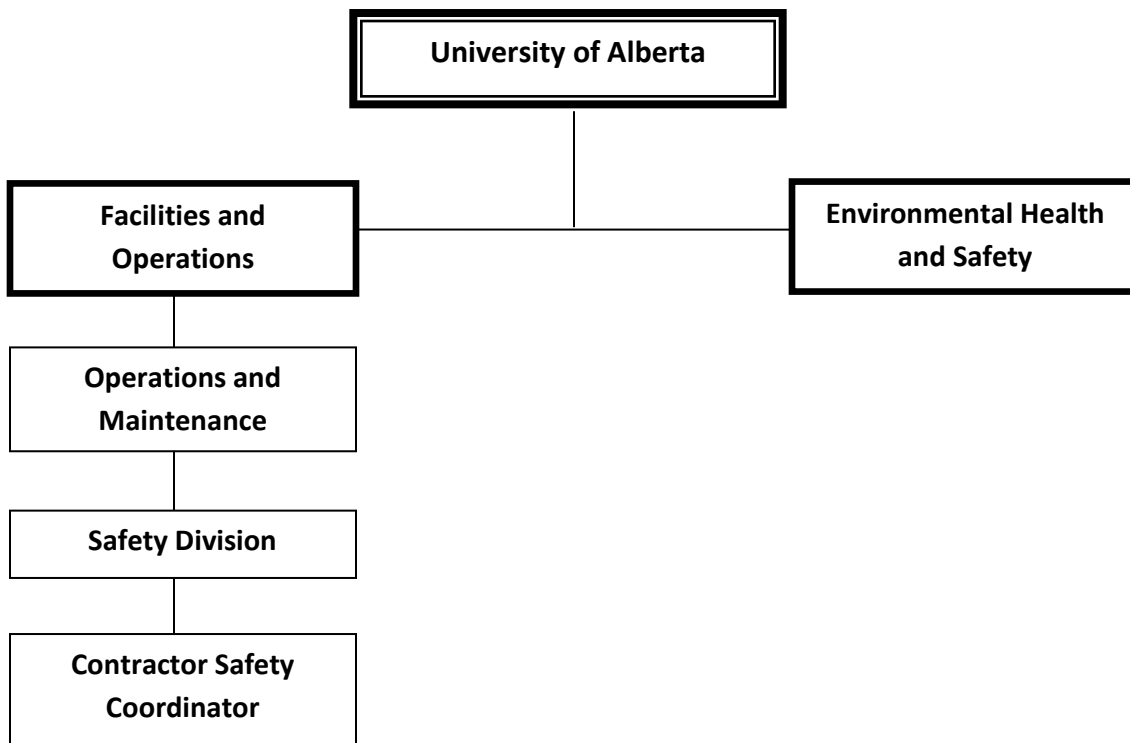
All workers are obligated by the Alberta Occupational Health and Safety Act Section 2 Duties of Workers to provide a safe work environment for themselves and the workers around them.

Subcontractors/Contracted Trades and Workers must notify the superintendent, supervisor or other related officials of any unsafe act that may result in harm.

Subcontractors/Contracted Trades and Workers are responsible but not limited to the following:

- Report all unsafe conditions and practices;
- Report all accidents and injuries to their superintendent or supervisor as soon as possible, and should not leave the site due to injury without notifying the supervisor on the job;
- Report any property or equipment damage;
- Ensure the required guards are in place and that the equipment is safe to use prior to operating;
- Complete a Contractor Safety Orientation(provided by U of A);
- Do not perform tasks that will cause danger or harm to yourself or others;
- Know and comply with all rules, practices, guidelines or procedures applicable to the work being conducted;
- Participate in Hazard Assessments;
- Have the applicable training and be competent in the work being conducted; and
- Submit safety manual for review by Facilities and Operations safety division.
- Attend Facilities and Operations contractor safety orientation.

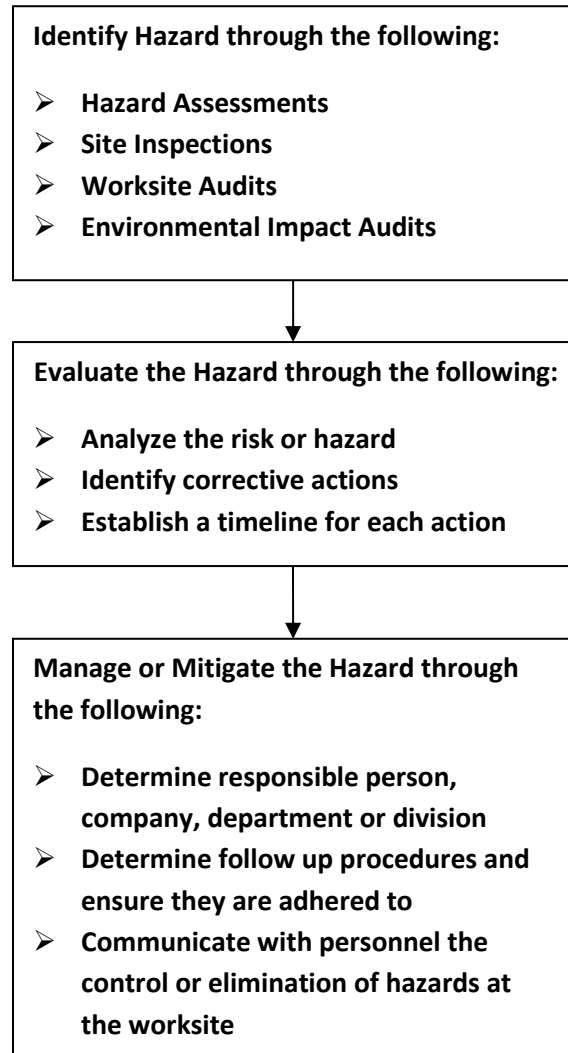
2.8 U of A Departmental and Divisional Responsibility Matrix



2.9 Hazard Elimination or Control Matrix

It is the responsibility of all participants involved in the Contractor Safety Program to assist in eliminating or controlling a hazard as per Part 2 of the Alberta Occupational Health and Safety Code.

Use the matrix below to assist in eliminating or mitigating hazards:



3.0 DEFINITIONS

Assessment – the systematic evaluation of a location, product, process or service to determine the extent to which complies with specified requirements

Audit – an examination and evaluation of everyone's performance in establishing, maintaining and using any relevant Health and Safety Programs

Company – Any company or constructor/contractor that is outside the scope of the University of Alberta Departments and Divisions

Competent – in relation to a worker or person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only minimal degree of supervision

Consultant – an expert who is competent and has direct and meaningful involvement in the work being conducted

Contaminant – a chemical, biological or radiological material in a concentration that will likely endanger the health and safety of a worker if it is inhaled, ingested or absorbed

Contractor – a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in work at a work site

Contractor Safety Coordinator – an employee of the University of Alberta reporting to the Facilities and Operations Safety Division the Contractor Safety Coordinator along with members of the Safety Division develops, implements, inspects and audits the Facilities and Operations Contractor Safety Program

Demolition – the tearing down, destruction, breaking up or razing of the whole or part of a building or structure.

Direct Supervision – means under the supervision of a competent worker who

- Is personally and visually supervising the worker who is not competent, and
- Is able to communicate readily and clearly with the worker who is not competent

Employer – means the following:

- A person who is self-employed in an occupation
- A person who employs one or more workers
- A person designated by an employer as the employer's representative, or
- A director or officer of a corporation who oversees the occupational health and safety by the corporation

Environmental Impact – any change to the environment, whether adverse or beneficial, or partially resulting from an organizations activities, products or services

Equipment – any man-made device or anything used to equip workers at a worksite, and includes machinery and sanitary facilities

Fall arresting device – a part of a worker's personal protective equipment that stops the worker's fall and does not allow the worker to fall further

Fall protection system – means

- A personal fall arrest system
- A travel restraint system
- Fabric or netting panels intended for leading edge protection
- A safety net
- A control zone
- Use of procedures in place of fall protection equipment; or
- Another system approved by a Director of Inspection

First aid - the immediate and temporary care given to an injured or ill person at a work site using available equipment, supplies, facilities or services, including treatment to sustain life, to prevent a condition from becoming worse or to promote recovery;

Flammable liquid - means a liquid with

- a flash point below 37.8OC, and
- a vapour pressure of not more than 275.8 kilopascals (absolute), as determined by ASTM Standard D323-06, *Standard Test Method for Vapour Pressure of Petroleum Products (Reid Method)*;

Flammable substance - means

- a flammable gas or liquid,
- the vapour of a flammable or combustible liquid,
- dust that can create an explosive atmosphere when suspended in air in
- ignitable concentrations, or
- ignitable fibres;

Harmful substance - a substance that, because of its properties, application or presence, creates or could create, a danger, including a chemical or biological hazard, to the health and safety of a worker exposed to it;

Hazard - a situation, condition or thing that may be dangerous to the safety or health of workers;

Hazard assessment - an assessment made in accordance with section 2 of the Alberta Occupational Health and Safety Code

Hazardous energy - electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, gravitational, or any other form of energy that could cause injury due to the unintended motion, energizing, start-up or release of such stored or residual energy in machinery, equipment, piping, pipelines or process systems.

Hazardous location - means a place where fire or explosion hazards may exist due to flammable gases or vapours, flammable or combustible liquids, combustible dust or ignitable fibres or flyings, as described in the *Canadian Electrical Code*.

Hazardous waste - means a controlled product that is intended for disposal, or is sold for recycling or recovery.

Hot work - means work in which a flame is used or sparks or other sources of ignition may be produced, including

- cutting, welding, burning, air gouging, riveting, drilling, grinding and chipping,
- using electrical equipment not classified for use in a hazardous location
- introducing a combustion engine to a work process

Incident – any unplanned and unwanted event which results or likely to result in, harm to an individual's health, safety, property or environment.

Near Miss – any unplanned or unwanted event which could result in harm to an individual's health, safety, property or environment

Occupation – every occupation, employment, business, calling or pursuit over which the Alberta Occupational Health and Safety Legislation has jurisdiction.

Owner - in respect of a work site means the person in legal possession of the work site or, if the person in legal possession does not request the work, the person with an ownership interest in the work site who requests that the work is done.

Personal Protective Equipment (PPE) - equipment or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site

Practice – a written description of what is required in order to meet legislative requirements

Procedure – a step by step description of how to conduct a job or task from start to finish

Prime contractor

The prime contractor for a work site is:

- the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or
- if no agreement has been made or if no agreement is in force, the owner of the work site.

If a work site is required to have a prime contractor under subsection (1) of the Alberta Occupational Health and Safety Act the prime contractor shall ensure, as far as it is reasonably practicable to do so, that this Act and the regulations are complied with in respect of the work site.

Project – means:

- the construction, demolition, repair, alteration or removal of a structure, building, complex, street, road or highway, pipeline, sewage system or electric, telecommunication or transmission line,
- the digging of, working in or filling of a trench, excavation, shaft or tunnel
- the installation, modification, repair or removal of any equipment, machinery or plant,
- the operation of a manufacturing, industrial or other process

Safety Division – is the Facilities and Operations Health and Safety Division who is responsible for the Facilities and Operations Health and Safety Program and subsequently the Facilities and Operations Contractor Safety Program

Senior Management – represents the University of Alberta in roles such as Associate Director, Director, Executive Director, Associate Vice-President, and Vice-President

Site Safety Plan – a plan that has been developed by the contractor and submitted for review during the tendering process. The safety plan is reflective of the work being conducted and includes all relevant codes of practice, safe work procedures, guidelines, best practices and legislation.

The site safety plan must be developed prior to commencing work.

Spill – a discharge into the air, water or earth that could cause harm to an individual's health, safety, property or environment

University of Alberta – the entire institution of the University of Alberta and all its units, divisions, departments, faculties and campuses

University Representative – an employee of the University of Alberta who acts as the owner or employer on behalf of the University

Work Area - a place at a work site where a worker is, or may be, during work or during a work break

Worker - a person engaged in an occupation

Work Site - a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation

Working Alone- a worker or employee who is not in close proximity to any other member of the same company

4.0 U of A EMERGENCY PROCEDURES

For up to date emergency numbers contact your University Representative

4.1 Emergency and Non-Emergency Numbers

North Campus and South Campus

Fire/Police/Ambulance: 911

Protective Services: 780.492.5050

Building Emergency (flood, outage, etc.): 780.492.5555

Edmonton Police Service (non-emergency): 780.423.4567

Campus Saint-Jean

Fire/Police/Ambulance: 911

Protective Services: 780.492.5050

Building Emergency (flood, outage, etc.): 780.492.5555

Edmonton Police Service (non-emergency): 780.423.4567

Augustana Campus

Fire/Police/Ambulance: 911

Maintenance: 780.679.1523

Camrose Police Service (non-emergency): 780.672.4444

Enterprise Square

Fire/Police/Ambulance: 911

Building Security: 780.428.1541 or 780.428.2385

Maintenance: 1.866.254.5349 Edmonton Police Service: 780.423.4567

From *any* University of Alberta campus, the 24-hour Police/Fire/Ambulance number is:

911

There is no need to prefix an additional "9" on a University phone to get an outside line when calling this number.

Works Safe Alberta

Occupational Health and Safety Contact Centre: (780) 415-8690

Workers' Compensation Board

Edmonton: 780-498-3999 or Calgary: 403-517-6000

Toll free in Alberta: 1-866-922-9221

Edmonton General Emergency Services

Telephone: 780-496-3800

Fax: 780-496-1518

Email: erdinfo@edmonton.ca

Poison Control Centre

Toll Free: 1-800-332-1414

Alberta Health link

Anyone in Alberta with a health concern can call:

Toll-free: 1-866-408-5465 (LINK)

Edmonton: 780-408-5465 (LINK)

Calgary: 403-943-5465 (LINK)

4.2 General Emergency Procedures**4.2.1 For Ambulance, Fire, Police and Hazardous Materials Incidents**

- Dial 911
- Specify whether you need Ambulance, Fire, Police or Hazardous Materials Response
- Have the following information available:
 - Building Name
 - Building Address
 - Floor and room number
 - Specify best entrance if applicable
 - If possible, meet the emergency personnel and protective services at the building entrance

4.2.2 Contact with High Voltage Lines, Rupture or Gas or Waterline, Serious Accident

Incident notifies Work Safe Alberta.

Immediately report and call University Control Centre at 780-492-5555

4.3 Specific Emergency Procedures

For Security-related emergencies, UAPS may be reached at 780-492- 5050.

For building maintenance emergencies, contact the University Control Centre at 780-492-5555.

Contractors are required to have a site-specific Emergency Response Plan

For current information during a major emergency, go to the University's home page at www.ualberta.ca

4.4 FIRE EMERGENCIES

4.4.1 WHAT TO KNOW

- Know how to activate the fire alarm
 - Familiarize yourself with the location of the nearest pull stations and how they work
- If in smoke or heat – stay LOW
- Close the door in the fire area
 - But do not lock it
- Get out quickly
 - Find out where your TWO EMERGENCY EXITS are located
 - Learn how doors swing and where stairs lead
 - Avoid “dead-end” corridors
- Do NOT use elevators
 - Use the stairs instead
- If you cannot completely escape, seek an area of refuge
 - Enclosed exit stairways are surrounded by solid walls
 - Certain floors or portions thereof may also be refuge areas (check your building in advance)

4.4.2 WHAT TO DO

- Be aware of the evacuation plan and reporting procedures
- If you sound off an alarm DO NOT leave the University campus. Find an evacuation assembly point (muster point) and when it is safe to do so - notify Building Warden and or Floor Warden (wearing either a red vest or white Warden Hat and red vest) or Protective Services where, when and how the alarm was activated.

4.4.3 FIGHTING FIRES

- Do not attempt to fight a fire until you have first sounded the alarm and started the evacuation process
- Only attempt to fight a SMALL fire, and only if trained
- Do not attempt to fight a fire ALONE
- Always keep yourself positioned between the fire and your exit
- Select the proper type of fire extinguisher

CLASS A: for ordinary combustibles (e.g. wood, paper, upholstery)

CLASS B: for flammable liquids (e.g. solvents, oils, gasoline)

CLASS C: for electrical equipment (e.g. wiring, electrical panels)

CLASS D: for active metals (e.g. magnesium, sodium)

CLASS K: for kitchens (e.g. cooking oils)

- Use the extinguisher properly (for most extinguishers remember the acronym “PASS”, though foam and water extinguishers require slightly different actions):

Pull the pin;

Aim the nozzle at the base of the fire;

Squeeze or press the handle; and

Sweep from side to side at the base of the fire.

- Watch for reflash
- Discharge the entire contents of the extinguisher

4.4.4 False Alarms

False Alarms cause unnecessary disturbances to overall functionality of project related work. To avoid false alarms, contractors are encouraged to be in constant communication with the University Representative for their project. **Note: If a contractor activates the fire alarm as a result of not following the procedures layed out, the contractor may pay all incurred expenses**

- **To avoid false alarms, and ensure all response is warranted:**
 - Ensure all site specific safety plans are in place;
 - Ensure all equipment is in operating condition;
 - Ensure all proper permits are submitted i.e. hot work permits, electrical permits, etc; and
 - Ensure any work that may affect the University's internal control center systems is discussed with the University Representative in the pre planning stages.
- **When an alarm is activated:**
- ALWAYS evacuate when a fire alarm is activated and meet in your emergency assembly area (**muster point**); and
- (**DO NOT leave University campus**) and communicate any prudent information to the first responders (fire/police/ambulance or protective services).

4.5 Spill or Environmental Release

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

- If practicable, shut down equipment;
- Evacuate the area immediately;
- Isolate area and prevent re-entry;
- In addition, if the spill resulted in an **environmental release** or involved **radioactive material**, contact the University Control Centre immediately via 780-492-5555;
- If required, wait for emergency personnel outside and provide them with information regarding location, hazardous materials involved, MSDS, etc;
- Fax a copy of the incident report to the Contractors Safety Coordinator (780-492-9692) or email fosafety@ualberta.ca within 24 hours of the incident;
- Submit a copy of the form to your Departmental Spill Designate;
- Lastly, submit a copy to all contractor representatives;
- Inform University Representative of the spill immediately; and
- All contractors are responsibility for all hazardous materials clean-up and removal.

4.6 FIRST AID

4.6.1 Contractor First Aid Responsibility

All contractors are required to meet the first aid requirements in conformance with the Alberta Occupational Health and Safety Code and related tables and schedules.

4.6.2 First Aid Requirements

The Alberta Occupational Health and Safety part 11 and Schedule 2 Table 1,2,3,4,5,6 and 7 states that a number of workers at each worksite must be trained to provide first aid / CPR assistance and have adequate First Aid Supplies. This depends on a number of factors (severity of work hazards, number of workers and proximity to medical help).

5.0 REPORTING OF INCIDENTS/INJURIES/NEAR MISS

All incidents, injuries and near misses are to be reported to the site superintendent or supervisor as soon as possible, and contractors should not leave the site due to injury without notifying the supervisor or the University Representative on the job.

5.1 General Reporting Requirements

Contractors shall report the following incidents/accidents to the University Representative:

- Immediate notification of incidents or near misses that resulted or could have resulted in injuries requiring medical care/ Property damage;
- Accident/Incident investigations shall be reviewed at the regular designated meetings with the University Representative;
- Spills of chemical, biohazards, radioactive material or otherwise deleterious substances shall be reported; and
- Complete an incident Report and submit to the respective parties.

5.2 First Aid Logs and Reporting

All Contractors are to conform to the Alberta Occupational Health and Safety Code, schedules and tables.

Contractors shall submit an Incident Report to the Safety Division via fax (780-492-9692) or e-mail to fosafety@ualberta.ca within 24 hours of the incident.

Contractors also shall submit an incident report to their company representative and abide by the project site specific safety plan reporting process.

5.3 Workers' Compensation Board (WCB) Reporting

Contractors are obligated by the Workers' Compensation Act to report all WCB related incidents or injuries. Contractors must mitigate and regulate their own WCB programs.

WCB requires all injuries reported by the employer WITHIN 72 HOURS when notified of the incident; failure to do so may result in fines.

All contractors are required to be in good standing with the WCB.

5.4 Serious Injuries or Accidents

Section 18 of the Alberta Occupational Health and Safety Act requires that a Director of Inspection be notified as soon as possible whenever there is a serious accident or injury. The Act defines such an occurrence as

- an injury or accident that results in death,
- an injury or accident that results in a worker's being admitted to a hospital for more than 2 days,
- an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- the collapse or upset of a crane, derrick or hoist, or
- the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

If a serious accident or injury occurs immediately contact the Safety Division at (780) 248-1987 for assistance in investigating and preparing the reporting.

6.0 UAPS (campus security)

The University of Alberta campus security is referred to as UAPS. In many cases UAPS are the first responders to an incident and assist in the coordination of evacuation procedures and mitigation.

However; fire, police or ambulance services may be the first responders. Contractors are required to wait for first responders, so they may provide any prudent information concerning the incident.

6.1 Blue Phones

Blue phones are located throughout the campuses and act as direct link providing immediate two-way communication with UAPS. The steady blue light atop the phone pedestal will turn to a brilliant strobe when the phone emergency button is activated.

6.2 General Security Requirements for Contractors

- Ensure entrance of a building is always secure without preventing proper egress.
- Ensure that all windows, doors and gates are secure at the end of the work day. Contractors must also safeguard the rest of the building from access through possible open construction areas. This applies to all sub-trades as well.

- * Contractor ID/badge must be visible at all times while work is being conducted.
- * ID/badges can be acquired through Facilities and Operations. Badges are granted only after an orientation is completed.
- Additional security requirements may be required depending on the scope of the project. In order to prevent disruptions in work being conducted, consult with University Representative prior to commencing work for any additional security requirements.

7.0 BUILDING ACCESS

7.1 Hours of Operations

- * Hours of operations and after hour requirements need to be confirmed with U of A Representative.

7.2 Building Key/ Card Access

- All keys are to be signed out from the Facilities and Operations Reception desk only, 4th floor General Service Building (GSB)
- Keys may only be signed out for a maximum of 10 days and must be returned to the 4th floor GSB. Keys must be kept in the key press for 24 hours before resigning them out.
- If the keys are required for a period of more than 10 days, contact your University Representative to have temporary issue keys cut
- An authorization form to obtain keys will be required listing all employees and providing acceptable means of identification (i.e. Driver's License) for each employee and company contact
- It is the responsibility of the contractor to keep the employee inventory current
- Special keys i.e. corridor, tunnel keys, electrical vault keys, fire gate keys, etc. require special authorization or other arrangements.

7.2.1 Lost Keys

- All lost key(s) must be reported to UAPS
- If a key(s) is lost by the contractor, the University Representative and Facilities and Operations must be notified

7.2.2 Failure to Return Keys

- Contractors could be responsible for the rekeying costs of the entire building(s) or area(s) involved
- Contractors may no longer be issued keys at the University of Alberta

8.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

As part of the general contractor responsibilities, contractors are required to have appropriate PPE for the work being conducted.

This PPE must be mentioned in the Contractor Hazard Assessment prior to work commencing and must be in good working condition.

An inspection process for PPE is required in the Contractor's site specific safety plan; identifying if any applicable PPE requires routine maintenance i.e. respirators, lanyards, etc.

Consultants along with Contractors shall provide their own PPE prior, this includes clothing and equipment.

9.0 CONFINED SPACE ENTRY

Contractors are required to have competent and trained personnel only in a confined or restricted space as per Part 5 of the Alberta OHS Code and OHS regulations.

All applicable Confined Space permits must be completed and posted in the confined space area(s).

Contractors are to ensure that all confined and restricted space activities are coordinated with the University Representative, and they are notified prior to entering a confined space.

Examples of Confined Space may include but are not limited to the following:

- Manholes, Certain sections of Service corridor, Sump Pump areas, ect.

10.0 Global Harmonized System (GHS)

GHS is to be intergraded into a site safety plan and shall include all the SDS contractors plan to bring on site. No chemicals found on University campuses will be accepted without an SDS.

To prevent fires, all flammable liquids or substances need to be stored appropriately and cannot be stored with oxidizers as the combination could be dangerous.

Acid and bases should also be stored separately along with water reactive and aqueous solutions.

For questions on storing chemicals on site, contact the University Representative or the Safety Division.

For a list of current SDS available at the University please follow the link below:

<https://www.hazchem.ualberta.ca/Chematix>

11.0 HAZARDOUS MATERIALS MANAGEMENT

Strict Provincial and Federal Legislation have been developed to safely and effectively manage and dispose of these hazardous materials. The University of Alberta has adopted this Legislation to all of

our processes and Standard Safe Work Procedures when dealing with hazardous materials on campus.

All hazardous materials on University of Alberta property are managed by Facilities and Operations in collaboration with the Department of Environmental Health and Safety through a Hazardous Material Management Program.

Contractors are required to implement controls in their site safety plan to mitigate the exposure of workers to hazardous materials.

Hazardous materials managed on campus include Asbestos, lead in paints and glazes and Ozone Depleting Substances (ODS), Poly Chlorinated Biphenyls (PCBs), Radioactive Components and Mercury within electrical and mechanical equipment.

11.1 Hazardous Waste Disposal

Contractors are responsible for their own disposal of Hazardous waste in accordance with all provincial and federal legislation.

Hazardous waste disposal at the University of Alberta is managed through a collaboration of divisions from Facilities and Operations and Environmental Health and Safety.

11.2 Hazardous Material Inventory

Contractors shall coordinate with the University Representative any abatement of hazardous materials.

Below is a list of other known hazardous materials on campus:

Lead

- various industrial paints on building mechanical, structural and architectural systems;
- various glazes on ceramic tiles;
- lead pipe;
- lead-acid batteries in emergency lighting; and
- Bulk sheets of lead within wall cavities and ceiling spaces.

Ozone Depleting Substances (ODS)

- various refrigerants used in refrigeration and air conditioning equipment.

Poly Chlorinated Biphenyls (PCBs)

- contaminated oil in various types of capacitors in electrical equipment (i.e. fluorescent light ballasts) manufactured prior to 1980; and
- contaminated oil in transformers, elevator motors and various compressors and pumps manufactured prior to 1980.

Radioactive Components

- smoke and heat detectors (Americium-241).

Mercury

- bulk mercury in various electrical equipment (i.e. thermostats); and
- mercury vapours in fluorescent light tubes.

11.3 Asbestos Management

The University of Alberta has a comprehensive Asbestos Management Program. This program identifies current locations of asbestos and is always being updated to identify all exposure areas i.e. in mechanical rooms or additional spaces within building(s) and area(s).

For more information concerning asbestos please refer to the appropriate documentation and follow this link below:

http://www.facilities.ualberta.ca/Planning_Project_Delivery/Hazardous_Materials/Asbestos_Mgmt.aspx

11.4 General Waste Disposals

General waste is unwanted or unusable - items, remains, garbage or by-products of materials from projects. Contractors are responsible for the proper disposal of general waste and are not allowed to use University of Alberta storage or disposal bins. Proper planning is necessary to accommodate predetermined location for disposal bins. Contractors are required to confer with their University Representative prior to commencing any disposal work.

12.0 FALL PROTECTION

Fall protection will depend on where and what activity is being performed on university's campuses. A fall protection plan shall be included in your site safety plan.

Key points to keep in mind when developing a fall protection plan:

- Fall protection system used at the work site i.e. travel restraint system, safety net, control zones, guardrails, etc.
- Anchors used during the work being commenced i.e. permanent, non-permanent – list equipment
- Confirmation of clearance distance i.e. establishing control zones (2 meters from any edge without a 3 feet/ 1 meter parapet)

12.1 Rooftop Access

All safety equipment must be addressed and controls in place prior to entering any roof top on campus. Contractors shall contact the University Representative prior to commencing work on a rooftop to ensure all controls are in place and have completed the roof top orientation.

Access to the rooftop shall be coordinated and addressed in/or during pre-job/project meetings.

13.0 PARKING OFFICE

All contractors, their employees and sub-contractors must abide by the U of A Parking Regulations.

- No parking is allowed on grass areas, boulevards, sidewalks, or any area not designated for parking – * unless written permission granted.
- Blocking Emergency Access is strictly prohibited. Contractors are not to park in “Emergency Zones” * unless written permission is granted.
- * All hoarding, barricades and lay-down area(s) that affect parking services must be reported to the University Representative or subsequently the Parking Office

14.0 PERMITS

All safety permits are required to be completed prior to work commencing.

14.1 Hot Work Permits/Shutdowns

Hot work permits can be issued the day the hot work is being performed. **Fire alarm isolation shut down requires to be scheduled 5 days in advance through Facilities and Operations – Life Safety Systems**

To request a Hot Work Permit contact Life Safety Systems via telephone: 780.492.0303

For Utilities please contact plant supervisor for Hot Work Permit.

14.2 Confined Space Entry Permits

If subjected to a confined space, contractors are required to have a Confined Space Entry program in place.

For more information refer to section 9 of this document or consult with the University Representative.

14.3 Installation Permit and Telecommunication Cables

Installing telecommunication cables on University owned and operated property requires a permit to be completed and submitted. Contractors are to ensure this form gets completed prior to any installation of telecommunication cables.

14.4 Traffic Disruption Permit

Any use of University roads, sidewalks or grass areas for construction laydown, temporary trailers, temporary sidewalk or roadway closures, construction fence installation, etc. Will require a site occupancy permit use attached link and click on maintenance:

<http://www.facilities.ualberta.ca/FormsAndDocuments/Contractors/Permits.aspx>

14.5 Excavation Permits

Any digging, excavation, trenching, installation impacting underground services requires a excavation request form. Use attached link and click on excavation permit:

<http://www.facilities.ualberta.ca/FO Forms.aspx>

15.0 INSPECTIONS

All contractors are required to perform regular worksite inspections. The written inspection form should document the following:

- Corrective actions;
- Who is responsible for completion of corrective actions;
- Timelines indicated to ensure actions are completed on a timely manner; and
- Follow up requirements on safety concerns and corrective actions.

*All inspection reports are to be submitted upon request of the University Representative

A University Representative may conduct an inspection of the work site.

16.0 LOCK OUT/TAG OUT

Facilities and Operations must be notified prior to and during any lock out and tag out, or isolation of hazardous energy in accordance with Part 15 of the Alberta OHS Code as a minimum requirement:

- Any isolation of energy systems: mechanical, electrical, process, hydraulic and others, cannot proceed unless;
- The method of isolation and discharge of stored energy are agreed and executed by a competent person(s);
- Any stored energy is discharged;
- A system of locks and tags is utilized at isolation points;
- A test is conducted to ensure the isolation is effective; and
- Isolation effectiveness is periodically monitored.

Follow these steps:

- Shut down equipment;
- Check for moving parts to ensure that they have stopped;
- Shutoff and put on the lock where you isolate the energy source;
- Attach a tag stating who put on the lock, their emergency contact number and why;
- Try to start the equipment to ensure that it is not operational;
- Proceed with necessary work; and
- Remove your lock when the work is complete.

17.0 SYSTEM SHUTDOWN

System shutdowns are a crucial part of any project work. To prevent disruptions and potential health and safety concerns, contractors are required to ensure that the proper assistance is given by certain divisions in the Facilities and Operations department.

- How much notice is required
- Contractors will be required to notify the University representative and fill out any appropriate documentation.
- Complete shutdown notification request form and follow procedure listed under the following link: <http://www.facilities.ualberta.ca/FO Forms/Maintenance.aspx>

18.0 CONSTRUCTION IN LABORATORIES

All construction in laboratories shall abide by Facilities and Operations safe work procedures. Please refer to the safe work practices referred in the appendixes of this document (Contractor's Safety Manual).

19.0 NON DESTRUCTIVE TESTING

During project work such as coring or destructive work to a building(s) or area(s), non-destructive testing may have to occur. Typically this process requires x-rays or gamma radiation emitting devices, and shall be in conformance with the Canadian Nuclear Safety Commission and other related Federal, Provincial, and U of A policies and procedures.