



Safety Guidelines

Version 6.0
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*Office of Health & Safety and Emergency
Preparedness*

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Important telephone numbers

Service	North Vancouver	Sechelt
Emergency	Local 1763 or 911	911
First Aid	604.984. 1763 local 1763	911
Lost & Found	604.984. 1763 local 1763	604-885-9310
Security security@capilanou.ca	604.984. 1763 local 1763	604-885-9310 or 911
Shipping & Receiving shipping@capilanou.ca	604.986.1911 local 2040	604-885-9310
Facilities facilities@capilanou.ca	604-990-4963	

Capilano University Emergency Contacts

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Overview

All contractors, including those contractors who regularly perform work on CapU campuses, and lessees MUST SIGN OFF on the Contractor Safety Program, complete the Pre Job Safety Checklist and address any health & safety concerns.

Scope

In general, unless specified in the contractual agreement between the contractor, and/or the lessee, and Capilano University (CapU), **all work by contractors at CapU** creates a multi-employer workplace situation and is therefore subject to Part 118 of the Workers' Compensation Act.

Purpose

CapU requires that health & safety standards be met by all workers performing work at CapU. The Contractor Safety Program is provided to ensure that contractors are aware of CapU's health & safety standards and to assist the contractor/lessee in maintaining these standards.

Definitions

- CapU Liaison:** The CapU employee assigned to oversee the project.
- Campus:** Any property or holding of CapU
- Contractor:** A person, business, or corporation which provides goods or services to CapU under terms specified in a contract. For the sake of this document this applies to all non – CapU personnel performing work at, or for, CapU on a non-instructional basis. This includes subcontractors.
- Project Contractors:** A contractor as defined in 3.1 who is hired to perform specific work activities with a defined start and end date.
- Annual Contractors:** A contractor as defined in 3.1 who is hired to perform regular or ongoing work activities that are similar in nature and do not have a defined end date.
- Lessee:** A person, business, or corporation which leases space at Capilano University under terms specified in a contract.

Roles and Responsibilities

A **CapU Liaison** must be assigned, and this procedure followed, anytime a contractor, consultant, estimator, inspector, vendor, other non-CapU personnel is hired to perform work at CapU, or when CapU properties are leased for short-term functions, such as filming. The roles and responsibilities for all stakeholders are described below.

CapU Liaison

Any **CapU employee** who hires a **Contractor** is responsible for acting as or appointing a **CapU Liaison** to follow the safety procedures, and to facilitate and oversee the project. As such, it is the CapU Liaison's responsibility to coordinate the work at CapU in such a way that:

1. Ensures that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and
2. Does everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the *Workers' Compensation Act* and *Occupational Health & Safety Regulation* in respect of the workplace.

The **CapU Liaison** has the following specific **responsibilities**:

- Provide and review a copy of the **Safety Guidelines and Pre-Job Safety Checklist** with the contractor/lessee.
- Provide a Safety Orientation to the contractor/lessee.
- Ensure the contractor is qualified to conduct the work outlined and has the appropriate training, licenses, and/or tickets required to do the work.
- Ensure the **appropriate forms are completed** and submitted by the contractor/lessee.
- Review a copy of the contractor/lessee safety program.
- Review all forms and submit them as necessary to other institute stakeholders, as indicated in this document, for review or approval.
- Determine if the work will impact building occupants or any CapU community members (noise, space, dust/debris/fume, etc.).
- Inform and discuss the potential impact on all affected CapU Departments, Schools, employees, tenants or others prior to the commencement of work.
- Maintain oversight of the project.
- Retain contract related documentation as per CapU record retention processes.
- Ensure Greenhouse gases are reported to the Manager, Sustainability.
- Ensure work is completed to the acceptable standard.

- Keep the Manager, OHS & EP of any concerns, reports, incidents, or injuries.

Contractors / Lessees

Contractors/lessees, while on any CapU property, are responsible for the following:

- Read, and adhere to the CapU **Safety Guidelines** package and follow the **General and Safety Requirements**.
- Providing the CapU Liaison with a copy of **their safety program**.
- Advise their CapU Liaison of any potential impacts that their work could have on members of the CapU community or on CapU property/assets.
- Provide a project schedule and applicable permits to the CapU Liaison prior to work starting
- Submit a Notice of Project (NOP) to WorkSafeBC as indicated in Part 20 and **provide a copy** of the NOP to the **CapU Liaison**.
- Advise their CapU Liaison of any incidents, injuries, WSBC or TSBC visits to the job s
- Inspect and maintain the site work regularly, correct any hazards or non-compliant conditions identified.
- Report immediately to CapU Liaison and **the Manager, OHS & EP** any incident, accident, or event as per the BC Occupational Health and Safety Regulations.
- Investigate any incidents including “near misses” in a timely manner. Provide a copy of the investigation to the CapU Liaison and the Manager, OHS & EP.
- Report and provide copies of inspections/orders by WorkSafeBC or any other regulatory agency to the CapU Liaison and the Manager, OHS & EP.
- Secure any building/room where work is taking place against unauthorized access.
- Notify the CapU Liaison immediately if any **asbestos or other hazardous material** is suspected or found during work.
- Notify the CapU Liaison immediately if there is any **change in the scope of work**.

Employees working for contractors/lessees

All employees working for contractors/lessees while on any CapU property are responsible for the following:

- Take reasonable care to protect their health and safety and the health and safety of others who may be affected by their acts or omissions at work.
- Never carry out any work process or operate any tool, appliance or equipment if it would create an undue hazard to the health and safety of any person.
- Report any unsafe condition to their supervisor.

Occupational Health & Safety and Emergency Preparedness Office

Responsibilities of the CapU **OHS & EP Office** include:

- **Assisting** CapU Liaisons with inspections and safety orientation meetings, as needed.
- Assisting the CapU Liaison with reviewing the **Safety Guidelines** with each contractor, as needed.
- Providing information to CapU Liaisons, outside agencies and contractors, as needed.
- Serving as a resource for CapU Liaisons on health and safety matters, as needed.
- Reviewing access requests and providing access to campus facilities, as needed.
- Annual review of the program to ensure compliance and effectiveness.

CapU Project Management Offices

Responsibilities of the **CapU Facilities** and **IT Project Management** offices include:

- Ensuring a CapU Liaison is assigned to each project.
- Working with CapU Purchasing and Procurement to ensure appropriate documentation is requested and collected from the contractor/lessee.
- Working with the CapU Liaison and Manager OHS & EP on any concerns that arise from the project.

General Requirements

Accountabilities

At the **start of the contract**, the contractor will:

- Provide the CapU Liaison with the completed **Safety Guideline Sign Off and Pre-Job Safety Checklist**.
- Participate in the Pre Job Safety Orientation with CapU Liaison, site walk through, and hazard assessment.
- Ensure that all employees/subcontractors are informed of on-site emergency procedures and contacts for immediate assistance if needed.
- Ensure that all employees/subcontractors are trained and orientated to their work environment and tasks so they are able to perform their work in a manner that protects their safety and the safety of others.

At the **start of the job**, the contractor will:

- Check in daily with Security first and then the CapU Liaison when entering the site. If the work is to be done after hours or on the weekend, contact Security to let them know they are on site, ready to start work, and the location of the work to be done.
- Perform an assessment of site hazards and verify that adequate protection is available.
- Orientate personnel to site hazards and safety precautions.
- Ensure that all necessary system or equipment shut offs, isolations, or lockouts have been performed.
- Sign out with Security and return any keys or card passes.

At the **end of the job**, the contractor will:

- Reverse any system or equipment shut downs, isolations or lockouts and ensure that the systems and equipment are operational.
- Ensure that all tools, equipment, supplies and waste are collected and removed from the site.
- Ensure the site is secure and left in a clean condition equivalent to the condition of the site prior to the commencement of the work done by the Contractor.
- Conduct final walk through with CapU Liaison of work site.
- Sign out with Sign out with Security and return any keys or card passes. If after hours or on the weekend, contact Security to advise they are leaving the site.

Attendance on Campus – Access and Communications

Contractors are required to **report to Security** (during normal and after hours) upon arrival at the North Vancouver campus or report to the main office at regional campuses.

The following details are required:

- Name, company name, and contact number
- Type of work being done
- Location of work (building and room number)
- Number of staff on site

Access to Locked Areas

- **Access is to be arranged through Security office staff only** - do not approach other Facilities Services employees or arrange through employees in other departments on campus.
- Contractors requiring access to locked areas may sign out keys or card passes from Security or the main office at the regional campuses.
- Keys are issued for the same day only.
- After hours, keys and identification tags can be obtained/returned to the Security office or to the main office at the regional campuses.
- Access card(s) and/or key(s) are for the exclusive use of the company or individual and shall not be duplicated, transferred or modified in any way.
- Areas secured by security systems will require Security assistance to gain access.

Contractor Equipment

- It must be operated and used by qualified contractor personnel and maintained in safe operating condition.
- Equipment must comply with provincial regulations and design standards as relevant to their application, such as for e.g. all electrical equipment must be CSA approved or equivalent.
- CapU reserves the right to remove or prohibit use of faulty and unsafe equipment or equipment not complying with the regulatory requirements.

Criminal Records Check

- CapU may require that the contractor conduct a Criminal Record Check on any employee proposed to work at the site, at the contractor's expense
- Contractor personnel who cannot pass a Criminal Record Check may not be granted access to the site of work

Deliveries to Campus and Off-Loading Goods

- All arrangements for delivery, supply and offloading of materials are the responsibility of the contractor if the conditions of the Purchase Order or contract call for 'supply and install', 'supply and deliver', etc.
- Deliveries of office furnishings and other large items require a minimum of 48 hours notification to Shipping & Receiving (refer to *Important Telephone Numbers*) - failure to provide sufficient notification may result in the delivery being refused.
- Arrangements for deliveries requiring the use of large delivery vehicles that may block a fire lane must be planned in advance with Facilities Services.
- If the use of a forklift is required, it is the responsibility of the contractor or supplier to provide one, and arrangements for its use must also be made.
- Cap U employees will not load/unload goods.

Environmental Requirements

- Comply with all legislated environmental requirements.
- Report any activities/releases with potential environmental impacts to the CapU Liaison, Manager, OHS & EP, and the Manager, Sustainability.
- Tracking of Greenhouse gases is required if emissions resulting from transportation, off-road equipment, tools and energy consumption is likely to exceed 1% of CapU total emissions.
- As a general rule of thumb, 5 tonnes of CO₂ equivalent emissions or more, will be considered reportable.
- Reporting requirements and forms are available from the Manager, Sustainability. Any on-site generation of heat or power that does not use CapU systems requires approval from the Manager, Sustainability.
- Any clearing of land or removal of trees requires the approval of both the Manager, Operations and the Manager, Sustainability.
- Removal of tree branches and shrubs for the purposes of construction can be approved by either Manager independently.

General Regulatory Requirements

- Read, understand and adhere to the BC Occupational Health and Safety Regulations.
- Comply with local municipal requirements.

- Read, understand, and adhere to the Workers' Compensation Act, applicable safety standards general regulations and applicable technology regulations in relation to the work being performed.
- Ensure that all regulated material, including waste, transported to and from the site is in compliance with the Transportation of Dangerous Goods (TDG) regulations.
- Comply with any federal legislation and standard that applies to the work being done.

Identification

- All contractors are required to clearly display CapU identification tags or company photo identification.
- CapU identification is available from the main office of the Facilities department and must be returned at the end of each working day unless extended sign-outs have been previously arranged.

Loading Zones

- Loading zones are available near most building and are for the use of emergency and Facilities Services fleet vehicles.
- Limited use of loading zones by CapU employees, students and contractors are available subject to the conditions.
- No vehicle engines may be left idling while the vehicle is stopped or parked.
- No vehicle may block access to a building, service area, or fire lane for a Facilities Service vehicle or an emergency vehicle.
- Stopping in a loading zone is permitted for a maximum of fifteen (15) minutes, unless otherwise posted. Once a vehicle is loaded /unloaded, the driver must move the vehicle immediately.
- Private or contractor's vehicles must have a legible note clearly displayed indicating the vehicle is being loaded/unloaded, indicate the driver's name and location as well as the estimated time completed.

Noise and Disruptions

- Work that could result in disruptions or levels of noise that could impact and/or interfere regular campus operating and academic activities should be planned with the participation of CapU Facilities.
- Consider relevant academic planned activities as well as seasonal periods as applicable.
- Work activities within buildings or around exterior campus that could impact the community that surrounds the campus, needs to be planned and coordinated with reference to the local bylaws.

Parking

- Contractor vehicles must park in designated parking areas.
- Loading zones are used only when 'actively' loading and/or unloading.
- Vehicles cannot block fire lanes.
- Contractor and employees must park in designated parking stalls and display a contractor permit or paid parking.
- Displaying an expired or altered Contractor parking permit will result in a violation notice being issued.
- All yellow curbs, fire lanes and the transit exchange are tow-away zones.
- Parking permits will be issued by Facilities main office upon direction from the CapU Liaison, Facilities Manager or Facilities Supervisor, for the duration of the project.

Record Keeping

- All required forms, documents, contracts, training certificates, Notice of Projects, licenses, insurance verifications, etc. will be maintained by CapU Facilities and Business Services.

Shutdowns

- A shutdown is defined as a total stoppage of service to a defined area.
- Where a contractor's work will require the shutdown of a given service to a building, a minimum of 72 normal operating hours advance notice to Facilities Services is required within Monday's to Friday's only.

Smoking and Vaping

- Smoking and vaping are not permitted on any CapU premises except in the Designated Smoking Areas (DSAs).

Waste Disposal

- Disposal of construction and packing materials off-campus, and clean up and restoration of the job site is the responsibility of the contractor.
- All 'supply and install' contracts require the removal of all packing materials and its subsequent disposal off-campus.

- Items of hazardous waste that require disposal (e.g. mercury, PCB's, drywall, asbestos or lead) shall not be removed by the contractor without written authorization of the Manger OHS & EP and shall be in compliance with the applicable environmental protection legislation.

CapU has active reuse and recycling programs. Existing materials identified for removal must be coordinated and approved through Facilities, such that:

- All metals free from hazardous materials be disposed of through the CapU process for active metal capture.
- All equipment be assessed for reuse and parts salvage.
- All furnishings be assessed for BC government redistribution or donation to secondary school systems.
- Any metals, equipment or furnishings identified by CapU as inappropriate for materials capture, salvage or reuse must be discarded appropriately by the contractor.

Wildlife on Campus

- All campuses and facilities of CapU are subject to visits by wildlife from the surrounding areas.
- Wildlife can range from raccoons and coyotes to black bears and cougars.
- All workers are advised to be cautious during warmer months of wildlife, especially during dawn and dusk.

Safety Requirements

Accident/Injury reporting/Inspections

- Report all injuries immediately to the CapU Security to ensure a coordinated response.
- Investigate all accidents and incidents occurring on CapU property as required by WorkSafeBC and provide a copy of the investigation to the CapU Liaison and the Manager, OHS & EP.
- Immediately report inspections conducted by WorkSafeBC, Technical Safety BC, or any other regulatory agency, and forward copies of inspection report/orders to the CapU Liaison and the Manager, OHS & EP.

Asbestos

- Before work starts inform all workers of known asbestos hazards.
- Ensure that Safe Work Procedures are in place to control the risks from the assessment or discovery.
- Ensure any clothing or tools contaminated with asbestos do not leave the areas until they have been decontaminated.
- Follow Asbestos guidelines (see Asbestos/Lead/Silica guidelines, in Forms package).

Concrete Cutting/Coring

- Prior to cutting or coring of concrete suspended slabs, cast in place or pre-cast walls, or slab on grade, either X-ray the slab or use another approved method to determine live electrical concealed in walls or slabs.
- Post signs to ensure no one enters an area during x-raying.
- If cutting and coring is required the contractors will follow Silica procedures (see Asbestos/Lead/Silica guidelines, in Forms package).

Confined Spaces

- Use only certified trained workers knowledgeable and confident in the use of confined space gas detectors, blowers and rescue equipment for work in confined spaces.
- Use only certified trained workers as stand-by persons. The stand-by person may also serve as the rescue person. The stand-by person will not enter the confined space to affect a rescue until there is at least one other person present who can render assistance to the rescue worker.
- Have available on site a written confined space entry plan and a written rescue plan that is appropriate to the confined space to be entered.

- Retain proof that all people involved in confined space work have read and understand the confined space entry and rescue plans.
- Post the completed and approved **Confined Space Entry Request** (in Forms package) at the entrance to the confined space in advance of people going into the confined space.
- Have all equipment inspected and found to be in good working order before being used in a confined space.

Cranes / Hoisting Equipment

- Only qualified and authorized persons shall operate cranes and hoisting equipment brought onto Cap U property.
- Operators shall inspect the hoisting equipment at the beginning of each shift and test limit switches, brakes, circuit breakers and other control devices.
- Any defects that are identified that affect the safe operation of the equipment will require repair before the equipment is used.
- When cranes and hoisting equipment must be located on travelled portions of any roadway, fire lane or other thoroughfare, including pedestrian walkways, the contractor requires the prior approval from Facilities Services.
- Traffic Control Personnel must be employed to assist the safe travel of the vehicle on campus and must be located on both sides of the hoisting area to control the movement of vehicles and people.
- Adequate signs to clearly delineate the hazard area shall be erected prior to the commencement of work.

Drugs/Alcohol/Firearms (Impairment)

- As part of their worker orientation process, reinforce that drugs/alcohol/firearms cannot be brought onto any CapU campus or property.
- Impairment due to drugs/alcohol, including prescription and over-the-counter-drugs, must be disclosed to the supervisor as per the BC Occupational Health and Safety Regulation, and the worker must be accordingly accommodated.

Electrical Safety

- All electrical equipment used on campus must be certified by the Canadian Standards Association (CSA), Underwriters Laboratories Canada (ULC), or other agency acceptable to the Provincial Electrical Safety Branch.

- Ensure that electrical tools are grounded and not operated in damp or wet areas. If used outdoors, a Ground Fault Circuit Interrupter (GFCI) must be used.
- Remove from the site for repair any tool that has a cut or frayed cord or defective motor casing, or that is missing guards or handles.
- Permit only qualified electricians to work on any electrical system.
- Permit only High Voltage qualified and certified electricians to work on High Voltage systems.
- Follow approved Lockout /Tag Out procedures.

Elevated Work Area

- Assess potential hazards and conditions, i.e. high winds, slopes, inclement weather.
- If work is being done within 6 feet of the edge of a roof with no permanent barrier at least 42” high, or a guardrail, then an alternative method of fall protection will be used, i.e. fall restraint equipment attached to a permanent or temporary anchor.
- Before attaching a lifeline to a permanent roof anchor, review on-site roof anchor inspection records to ensure that the roof anchor has been inspected within the past 12 month period and is verified to be safe.
- Protect pedestrians in the area from the potential risk of falling objects.
- Only allow removal of debris or material from the roof using a debris chute or with a crane in an enclosed container.

Excavating, Digging, Trenching

- Digging, excavating, trenching and /or ground-breaking (i.e. penetrating, stakes) anywhere on campus must have prior approval of the Director or Manager of Facilities Services.
- Appropriate dust management plans must be put in place and coordinated with Facilities.
- Care must be taken if digging and excavating near invasive species and/or within the dripline – a work plan must be coordinated with Facilities.
- Following good working practices, “calling before you dig” and consulting with the Manager, Infrastructure Systems is required to obtain information on buried utilities and to avoid service interruptions and life safety risks.

Exposure Control Requirements

- Provide an exposure control plan for designated substances.

Fall Protection

- All workers working at heights greater than 3 m (10 feet) must be Fall Protection Certified.
- Conduct a risk assessment for any project that has the potential for injury from falls.
- Ensure that fall protection requirements according to the BC Occupational Health and Safety Regulations are adhered to by their employees and subcontractors.
- Have in place a fall protection system when employees work from an elevation greater than 3m (10 feet) or where a fall from a lesser height involves an unusual risk of injury.
- Instruct workers in the fall protection system and the procedures before they are allowed into an area where a risk of falling exists.
- Have a written fall protection plan when required by the BC Occupational Health and Safety Regulation. If required, the plan will be submitted to the CapU Liaison and the Manager, OHS & EP before work starts.

Fire Safety

- In the event that a fire is started by a contractor's employees, those employees must ensure that ALL of the building occupants are aware of the fire (i.e. by activating the pull station fire alarm) and contacting Security immediately.

Fire Life Safety Systems

- All work involving the Fire Life Safety Systems (FLSS) will be planning in coordination with the CapU Liaison and Facility Services with at least 5 days' notice (See Forms package).
- The CapU FLSS service provider will be used to perform the work; the contractor can only bring a separate company into the project with permission from the Director Facilities Services.
- There must be a corresponding fire plan provided for the work in question.
- If possible work will be planned when the building is unoccupied (nights or Sunday).

First Aid, Emergency Procedures and Evacuation Plan

- Conduct an assessment (as per WorkSafeBC requirements) for the worksite.
- Provide first aid attendants and facilities as needed.
- Instruct workers and subcontractors on site specific information such as the emergency first aid procedures, evacuation plans and locations of emergency exits.
- Review and post CapU's **Emergency Procedures** (in Forms package).

- Report all major injuries immediately to the CapU Security for a coordinated response.
- Report all minor injuries and illnesses to the CapU Liaison.
- Instruct workers that any blood on persons or ground is to be treated as if it was contaminated. Applicable PPE must be used when cleaning up or contacting blood.
- Maintain clear access to emergency exits, fire and safety equipment.
- Inform workers of the communication system agreed upon for the project.
- Ensure evacuation plans that include exits, emergency assembly areas, fire extinguisher locations and emergency phone numbers are posted on site.
- In the event of a false alarm being caused by the contractor, pay any costs assessed to CapU by the fire department/ambulance/police or other emergency responders.

Hazardous Material Identification

- When flammables are being used ALL possible sources of ignition (such as running electrical motors) must be eliminated, turned off, removed or extinguished.
- Store combustible and flammable liquids in approved chemical storage cabinets or outdoors away from buildings in a secure area.
- Label products with the name of the product.
- Identify full and empty compressed gas cylinders by a suitable label.

Hot Work – including Welding, Cutting and Grinding Safety

- Request a Fire/Life Safety System shut down (in Forms package) for the area where the work will occur.
- Post a hot work permit at the hot work job site/area where work is performed.
- Ensure that equipment used conforms to CSA and Fire Code requirements.
- Have fire watchers in areas where combustibles cannot be removed or covered by fireproof tarpaulins or if welding or cutting is performed 1.5 m (5 feet) or more above the floor.
- Rope off areas where welding is to be done for an area 6m (20 feet) in all directions.
- Require any line or container that held a combustible material be purged and made inert before welding starts. No welding can take place within 9m (30 feet) of a flammable liquid.
- Implement local exhaust ventilation if welding may result in accumulations of smoke and welding fume.

Lockout/Tag out

- Ensure lockout when required by the BC Occupational Health and Safety Regulations.
- Identify situations where lockout/tag out is required.
- Develop and maintain lockout/tag out procedures that are appliance, machine or equipment specific.
- Provide and maintain necessary equipment, tools and materials for lockout/tag out procedures, including padlocks, tags, signs, chains or seals.
- Permit only authorized workers who have received the appropriate training in lockout/tag out procedures to conduct service or maintenance work on appliances, machinery and equipment.
- Inform affected workers that attempts to use, re-start or re-energize appliances, machinery or equipment that are locked or tagged out are prohibited.
- Conduct regular inspections to ensure that appropriate lockout/tag out procedures have been implemented by workers authorized to isolate and lockout energy sources prior to service or maintenance work.

Mould

- Stop work immediately if they suspect workers have found mould or mildew and inform the CapU Liaison and the Manager, OHS & EP. Do not disturb an area suspected to be contaminated with mould.
- Ensure that Safe Work Procedures are in place to control the risks from the assessment or discovery.

Personal Protective Equipment (PPE)

- Ensure that all employees and subcontractors wear PPE as required by the BC Occupational Health and Safety Regulations.
- Provide CSA approved hearing protection and train workers in its use. Use of hearing protection is mandatory in areas designated with signs or when called for in local safe work procedures.
- Coordinate noisy work in occupied buildings with the CapU Liaison.
- Verify that workers and visitors wear CSA approved hard hats in work areas where there is a potential hazard from falling or suspended objects.
- Provide the appropriate respiratory equipment to a worker who is, or may be, exposed to concentrations of an air contaminant.
- Require that all workers wear properly fitted eye and face protection appropriate to the hazard.
- Require that all workers wear CSA approved footwear appropriate to the worksite.
- Supply as required and ensure the proper use of hand protection against hazards/chemicals being exposed to during the work.

Respiratory Protection

- Provide the appropriate respiratory equipment to a worker who is, or may be, exposed to potentially hazardous materials or environments.
- Ensure that workers are trained in the use of respiratory protection and are fit-tested for the respirator.
- Ensure that in the case of a tight-fitting respirator, wearers are clean-shaven and do not have an object or materials which would interfere with the seal or operation of the respirator and that the wearer performs negative/positive pressure checks after each donning of the respirator.

Roof Access

- If roof access is required, the contractor must submit the **Roof Access Request Form** through the CapU Liaison.
- For roof access, the scope of work must be reviewed by the CapU Liaison who must ensure that any potential impacts to occupants and other CapU community members are indicated on the request form as well as the control measures being used to mitigate impacts.

Specific considerations should include:

- Proximity to Chemical Fume Hood exhausts.
- Use of chemicals and the potential for entrainment into building HVAC systems.
- Proximity to RF transmitters.
- Work around rooftop assets.
- The CapU Liaison must provide the documentation to the Manager OHS & EP a minimum of three working days prior to the anticipated access date for verification.
- If work will be performed within the safety zone (2 meters from edge) a fall protection plan must be submitted with the Roof Access Request form for verification Manager OHS & EP. In these cases the CapU Liaison must provide the documentation to the Manager OHS & EP a minimum of five working days in advance for verification.
- Manager OHS & EP will advise the CapU Liaison upon verification of documentation.

Scaffold and Ladder Requirements

- Ensure that all scaffolds, ladders and platforms are built, maintained, erected and inspected as per the BC Occupational Health and Safety Regulation by trained, knowledgeable and competent persons
- Meet manufacturer installation requirements regarding braces, pins, screw jacks, base plates, wheels and other fittings

- Verify that scaffolds are tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices
- Ensure that scaffolds are erected, used and maintained in a reasonably plumb condition and scaffold platforms are free of materials such as ice, snow, grease, oil and other slippery materials
- Confirm that suitable access and egress to scaffolding is provided
- When not in use, ensure that ladders are safely put away and/or access to ladders and scaffold is blocked – this includes time over breaks, if the ladder/scaffold will be left unattended for any period of time and after hours

Scanning Equipment

If the project includes the use any equipment using x-rays, sonar or any type of penetrating radiation:

- The contractor must submit written work procedures to the CapU Liaison
- The CapU Liaison must provide the documentation to the OHS Manager Email a minimum of five days in advance for verification.
- OHS Manager will advise the CapU Liaison upon verification of documentation
- Work procedures must include equipment information: manufacturer, model, calibration records, and maintenance records

Tools/Equipment

- The contractor/lessee is to provide tools and equipment needed for the project.
- Ensure the inherent integrity of tools and equipment.
- If requested, demonstrate that all tools/equipment have been properly maintained.
- Ensure operators are properly trained and certified.

Tools/Equipment owned/leased by CapU

- Contractors may not use CapU owned/leased equipment or tools unless written authorization is granted using the **Tool/Equipment Loan Request** (in Forms package).
- Copies of equipment specific training/certification will be required before CapU equipment can be used by non- CapU employees.
- Contractors using CapU owned/leased tools or equipment must sign the **Tool/Equipment Loan Waiver** (in Forms package).

Workplace Hazardous Material Information System (WHMIS) 2015

- Ensure that all controlled products brought onto a CapU facility are stored, used and handled in accordance with WHMIS 2015.
- Store hazardous materials in areas designated by the contractor and communicated to the CapU Liaison.
- Ensure that hazardous materials brought onto site have WHMIS 2015-compliant labeling and valid Material Safety Data Sheets (MSDSs) not more than 3 years old.
- Have SDSs for all products used readily accessible/available on the job site.
- Ensure that workers using hazardous materials have received WHMIS 2015 training.
- Require that all hazardous materials are handled and used in accordance with instructions provided in MSDSs and on supplier and workplace labels.
- Report any spills or discharges of hazardous materials to the CapU Liaison and the Manager, OHS & EP.
- Remove all hazardous materials using an approved disposal method.

Worksite Safety including Working Alone

- Ensure the work does not endanger the general public or building occupants and creates as little inconvenience as possible.
- Where necessary to protect the public or occupants take the following measures:
 - use appropriate warning signs
 - install fencing or hoarding
 - designate and use of construction access routes and parking areas
 - traffic control lights, pylons and flag persons
- Construction barricades or fences on campus must be erected before any work begins on dismantling, building or other site preparation.
- Do not leave the work area unsecure or tools/equipment unattended.
- At the end of each day, the work area needs to be made safe.
- Communicate the requirements of the site traffic plan to their workers, subcontractors, suppliers and visitors.
- If working alone or in isolation under conditions that present a risk of a disabling injury and the worker is not able to get assistance in the event of injury or other misfortune, ensure that the worker involved is trained and familiar with work procedures created by the contractor. The contractor will ensure that contact is made with the employee working alone at pre-determined intervals over the course of work as well at the start and end of shift.

Vehicle and Mobile Equipment

- Ensure employees (other than those directly involved in using the equipment) stay at least 4 m (15 feet) away from any equipment while it is moving or being used to raise or lower a load.
- Establish that moving equipment, such as Forklift trucks, Pallet Jacks, Scissor Lifts, have the right-of-way – pedestrians will yield to moving equipment. Both pedestrians and drivers of moving equipment are responsible to be aware of the other’s actions.
- Ensure that mobile equipment is in good working condition and is designed for the type of work for which it is used.
- Confirm that operators are trained in the operation of the machine and, where applicable, be licensed or certified to operate the machine. Copies of licenses and certificates will be provided to the CapU Liaison if requested.
- Use a signal person whenever a vehicle backs up and in situations where all or part of the driver’s view of the drive pathway is obstructed.
- Ensure that vehicles are parked in designated areas (see: Parking).
- Allow only competent trained and authorized persons to use vehicles, hoists, cranes, man lifts, lift-trucks, elevated work platforms or other powered equipment or machinery while on site
- Posted speed limits must be observed at all times.

Forms Package

Forms

- SG-01 – Contractor Pre-Job Safety Checklist & Sign-Off
- SG-02 – Parking and Building Access Request
- SG-03 – Fire & Life Safety Shutdown (FLSS) Request
- SG-04 – Hot Work Permit Request
- SG-05 – Roof Access
- SG-06 – Confined Space Entry
- SG-07 – High Voltage Access
- SG-08 - Utility Shutdown
- SG-09 – Tool/Equipment Request

Other Documents

- SGD-01 – Specific Project Requirements Forms Reference Sheet
- SGD-02 – Fire & Life Systems Shutdown Guidance Document
- SGD-03 – Asbestos Guidance Document
- SGD-04 – Hot Work Permit (Poster)
- SGD-05 – Tool/Equipment Loan Waiver
- SGD-06 – CapU Emergency Procedures
- SGD-07 – CapU Main Campus Job Site Poster
- SGD-08 – CapU Lonsdale Campus Job Site Poster
- SGD-09 – CapU Residence Job Site Poster
- SGD-10 – CapU Kálex-ay Sunshine Coast Campus Job Site Poster