

Health, Safety and Environmental Handbook for University Contractors



University
of Victoria
Facilities
Management

Revised: October 2013

Emergency and Non-Emergency Numbers

Emergency Numbers	
Ambulance, Fire, Police	9-1-1
Campus Security Services/First Aid	250-721-7599
Fortis BC (gas)	800-663-9911
Poison Control Centre	800-567-8911
Provincial Emergency Program	800-663-3456
Non-Emergency Numbers	
Campus Security Services	250-721-6683
Facilities Management (FMGT)	250-721-7616
Occupational Health Safety and Environment	250-721-8971
Police Services:	
Oak Bay	250-592-2424
Saanich	250-475-4321
Fire Services:	
Oak Bay	250-592-9121
Saanich	250-475-6111
Royal Jubilee Hospital	250-370-8000
Victoria General Hospital	250-727-4212
WorkSafeBC	888-621-7233 (M-F) 866-922-4357 (after hrs)
BC Safety Authority	866-566-7233
Ministry of Environment	250-387-1161 Emerg 800-663-3456
BC Hydro	800-224-9376 Emerg 888-769-3766
HazCo Environmental	250-743-4200
BC One Call	800-474-6886
BC Transit	250-382-6161

All University of Victoria policies and procedures are accessible online at www.uvic.ca/universitysecretary/policies.

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Introduction

It is the intent of UVic to provide a safe, healthy and secure environment for students, faculty, staff, visitors, service providers and suppliers.

It is the responsibility of all consultants, contractors, service providers, suppliers and their employees to ensure that work is performed in a safe manner, and that it is in compliance with British Columbia Occupational Health and Safety Regulations, all applicable provincial and/or federal laws, institutional policies or procedures and other requirements that may apply to the work being performed. All persons are encouraged to strive to exceed the minimum legal standards and to eliminate unnecessary risks.

The university's contracted parties are to ensure their employees are mindful of the safety of UVic's students, faculty, employees, neighbours and property, while on university premises. This manual does not address, and is not intended to abrogate or assume responsibility for the contractor's duty to its employees. Nor does this manual provide an exhaustive outline of laws, ordinances or regulations governing environmental, health and safety compliance. Rather it is provided to identify specific responsibilities, communicate the availability of hazard information for university properties and to outline UVic's safety and environmental procedures.

Please read this informative guide carefully. If you have any questions, safety suggestions or concerns, please contact your Facilities Management Representative for clarification or additional information.

Definitions

Contractor refers to the person or business which provides goods or services to the Owner under terms specified in writing. For the purposes of this handbook, the term includes all employees of contractors, subcontractors, vendors, suppliers and consultants.

Facilities Management (FMGT) refers to the university department that manages construction projects, and operates and maintains facilities and grounds.

FMGT Representative means the individual assigned to manage a project or contract services. The FMGT Representative is the main contact and typically represents the university for all regular communications and contractual issues, including communication within UVic departments and Facilities Management units.

Owner means the University of Victoria (UVic), or its authorized agent or representative, as designated to the contractor in writing.

Prime Contractor refers to the contractor who has a contract with the Owner for a project or job, and has full responsibility for its completion. A Prime Contractor undertakes to perform a complete contract and may employ and manage one or more subcontractors to carry out specific parts of the contract.

Subcontractor is a person or entity having a direct contract with the Prime Contractor to perform a part or parts of the contractual work.

UVic Policy Statement on Health & Safety

The university is committed to excellence in environmental health and safety stewardship through a university-wide EHS Management System. The goals of the university are to:

- (a) meet or exceed requirements of health, safety and environment statutes and regulations;
- (b) enhance the health and safety of the members of the university community;
- (c) identify responsibilities for senior management, department heads, supervisors and individuals;
- (d) ensure the effective response to emergencies and continuity of operations;
- (e) support effective programs through safety committees with clear mandates;
- (f) ensure communication on health, safety and environmental issues;
- (g) enhance emergency communication capabilities;
- (h) ensure the accountability of individuals and departments through effective auditing of EHS Management System performance; and
- (i) provide consultancy and assist departments in both compliance and achievement of best practices.
(UVic Policy #SS9200)

Campus Security Services & Parking

Campus Security Services is charged with responsibility for the security of the university campus. Campus Security Services serves the UVic community by enforcing regulations, preserving lawful and peaceful activities, and promoting safety.

Campus Security Services operates on a 24 hours/day, 365 days/year basis, conducting regular patrols of the campus. In an effort to deter crime and enhance personal safety, Campus Security personnel are authorized to request identification from any persons on UVic property. Campus Security Services works in close conjunction with the local police enforcement agencies. For emergencies, Campus Security dispatch may be reached at 250-721-7599.

Direct Dial Security Phones:

To call for security assistance, use one of the fourteen direct dial phones strategically placed across campus. These units are identified by a red and white SECURITY sign and a corresponding number. All of these phones have a direct and immediate connection to Campus Security Services 24 hours a day and do not require payment. A map of phone locations is available on the Campus Security Services website at <http://web.uvic.ca/security>.

Parking:

Campus Security Services manages parking services for faculty, staff, students and visitors to campus. All contractors, sub-contractors and their employees must abide by the UVic Traffic and Parking Regulations.

- The posted speed limit for roads on the UVic campus is 40 km/h, 15 km/h for parking lots, and 8 km for laneways.
- There is no free parking on campus.
- No parking is allowed on grass areas, boulevards, sidewalks or any area not designated for parking.
- No parking is permitted beyond the loading/unloading areas at building main entrances. External providers are to park outside of Ring Road.
- No vehicles may enter the “Emergency Zones” at any time without receiving clearance from Campus Security Services.
- For large projects, all parking within a contractor’s fencing must first be registered with Campus Security Services and a permit obtained.
- Projects that require the use of UVic parking facilities or prevent access to parking facilities require approval by Campus Security Services.
- Heavy equipment parked overnight on roadway space also requires special permission. (UVic Policies #BP3200 and BP3205)

Project Management

Building Access

The responsibility for authorizing the issue of building access keys rests with the Facilities Management Representative. Keys can be signed out during business hours at the Saunders office reception. The contractor will be asked to provide the reason for access, company name, FMGT Representative and government-issued photo identification. Building access after hours and on weekends must be arranged with your FMGT Representative and Campus Security Services. In the event of loss, the key holder agrees to be responsible for costs associated with the rekeying and/or key replacement.

All stolen or lost keys must be reported in writing immediately to the Director of Campus Security Services.

Special key authorization for restricted areas is as follows:

Area	Authority
Mechanical/electrical rooms	Facilities Management
Communication rooms	Facilities Management
Rooftop access	Facilities Management
Security keys, access cards, master keys	Dean or department head
Alarmed areas	At discretion of the user department
Residences	Residence Services

Contractor Safety Program

All contractors and subcontractors must have a health and safety program in place. Upon request, contractors must submit to the Facilities Management Representative evidence of a health and safety program and other specialized plans as may be required. For large projects/renovations, the health and safety site plan, as required by provincial OHS Regulation, must be posted at the job site and be adjusted regularly to reflect the current stage of construction activities. Contractors must notify the FMGT

Representative when work activities undertaken have the potential to negatively impact others that may be in proximity to their work site.

Contractor Incident/Accident Reporting

All incidents resulting in serious injury or illness, damage to property or equipment, or environmental contamination are to be reported to the FMGT Representative immediately. Contractors must also report immediately to the FMGT Representative any unplanned or uncontrolled fire, explosion or flood, as well as any collapse or failure of a building or structure.

Where the incident results in a recordable injury (time loss and/or medical aid required) or where a regulatory authority must be contacted, the FMGT Representative is to be notified concurrently and a copy of the investigation report is to be forwarded upon completion. It is the contractor's responsibility to contact the appropriate regulatory authority.

Environmental Protection

All contractors must be aware of their environmental responsibilities. Contractor activities must comply with applicable federal, provincial and regional environmental legislation and UVic environmental procedures, to ensure that the impacts of their activities are identified, assessed and mitigated.

The contractor shall immediately notify Campus Security Services (250-721-7599) and the FMGT Representative of any activity, occurrence or incident that may have the potential to damage the environment and that is beyond the effective control of the contractor.

Emergency Procedures/Evacuation Plan

Contractors are responsible for following UVic's Emergency Procedures (as found in the back of this document) for summoning necessary emergency services. Prime Contractors shall post the Emergency Procedures form at their worksite. Prime Contractors must also ensure that there is an evacuation plan specific to the site at which they are working. This will include, but is not limited to, fire safety, extinguisher locations, emergency exits, mustering locations and emergency telephone numbers.

First Aid/Medical Emergencies

All contractors are responsible to ensure that first aid, emergency medical services and transportation are provided to their employees. It is possible that first aid may be available via Campus Security Services. Please review potential assistance with your FMGT Representative. Any access to campus services does not release the contractor from ensuring that emergency assistance is provided to employees.

General Behaviour

All contractors are to conduct themselves in a professional manner. Behaviour that violates University of Victoria policies or has the potential to endanger the safety and well-being of any persons on campus is grounds for removal from the site (UVic Policy #GV0205). Inappropriate behavior includes, but is not limited to:

- Use, possession, distribution, offering, sale or being under the influence of alcohol or illicit drugs while on company business or premises
- Disorderly or violent conduct
- Theft or intentional damage to property
- Misuse of property
- Entering restricted areas
- Harassment
- Criminal activities

Hours of Work

Construction activity is permitted from 7 a.m. to 7 p.m. throughout the week, as mutually agreed upon with your FMGT Representative. Arrangements outside these hours are subject to Facilities Management approving specific relief, upon application, for time-critical construction situations.

Notice of Project

Where required by regulations, at the start of a job, the Prime Contractor shall submit a Notice of Project to WorkSafeBC, with copies to the FMGT Representative. The Notice of Project must also be posted at the work site.

Subcontractors

All contractors are required to review this manual with all subcontractors and are responsible for ensuring that they comply with all University of Victoria policies and procedures. The University of Victoria reserves the right to request that contractors audit their subcontractors and forward action plans to UVic for any non-conformance.

Worksite Security

All work areas must be appropriately enclosed and signed when required. Contractors are responsible for providing signs, cones, plastic sheets, guardrails and other materials to create an effective barricade to isolate the work environment from the building occupants and/or bystanders, to prevent unauthorized access. Any requirements to block means of egress, fire, life or other safety equipment must first be approved by Facilities Management. Signs and barricades must not be removed until the work is completed and all hazards are eliminated.

General Hazard Requirements

Asbestos Management

It is possible that the contractor may be working in an area where asbestos-containing material (ACM) is located. Various ACM materials have been identified or are presumed to be present in all UVic-managed facilities constructed prior to 1990. The contractor/service provider shall review, prior to beginning work, the building asbestos survey with the FMGT Representative. If a contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform your FMGT Representative.

Construction in Laboratories

Contractors shall not handle hazardous materials or research equipment in laboratories unless the work is specifically included in the contract. Experimentation in progress may expose workers to biological, radioactive or chemical hazards. In some physics labs, laser lights are used, which can be dangerous if contacted by a worker. Do not enter laboratories unless authorized by the lab owner.

Biosafety

Biohazard containment equipment, which cannot be moved and presents a potential for injury, will be sealed and secured by laboratory personnel. Biohazard warning signs are only to be removed in consultation with lab managers and OHSE staff. Questions concerning biohazards may be directed to OHSE at 250-721-8971.

Radioisotopes

Contractors will work with the FMGT Representative to verify lab owners have decontaminated any areas using radioactive materials prior to construction or renovation activity. Radiation warning signs are only to be removed by OHSE staff. Questions concerning the radiation risks of a particular lab area may be directed to OHSE at 250-721-8971.

Controlled Products

All hazardous materials brought on the university site must be handled in accordance with all federal and provincial regulations. Contractors must ensure:

- No spills or leaks occur which could expose anyone to any airborne contaminants and/or have an impact on the environment.
- Work procedures are developed to ensure contaminant exposure to building occupants, and any disruption of routine work, is minimized through supplementary ventilation, coordination of work activities and worksite isolation.
- Material Safety Data Sheets (MSDS) are available for all controlled products on site.
- Hazardous materials must not be left unattended in any areas accessible by faculty, staff students and visitors.

Hazardous Waste Disposal

Hazardous waste materials are substances covered by Transportation of Dangerous Goods (TDG) legislation that are intended for recycling, treatment or disposal. All hazardous waste materials shall be temporarily stored, transported and/or disposed of off-site according to the handling labeling, record keeping and documentation requirements (i.e. waste manifests) of the British Columbia Waste Management Act, Special Waste Regulations, the British Columbia Occupational Health and Safety Regulations and the Federal TDG Regulations.

It is the contractor's responsibility to dispose of hazardous materials arising from a project. All hazardous material shall be removed from site on a regular basis. There shall be no undue delay in having waste materials removed from the university site.

Housekeeping

The contractor must ensure that the site is properly maintained at all times. This includes:

- Keeping walkways clear.
- Preventing (i.e. erecting barriers) and cleaning up any dust or debris that travels or is tracked away from the job site.
- Properly storing materials to avoid slipping and tripping hazards.
- Properly disposing of waste and trash. Do not put waste in UVic containers.

Mobile Equipment, Lift Truck, Crane & Hoist Safety

The contractor is responsible for ensuring that all mobile equipment is in good working condition and designed for the type of work for which it is used. All employees must be trained in the proper operation of the equipment and, where applicable, have the correct and current license and/or certificate. A copy of all licenses and certificates shall be available to the FMGT Representative upon request.

Overhead Power Lines

Work that is conducted in close proximity to overhead power lines must be carried out in accordance with Part 19 of the provincial Occupational Health and Safety Regulations. If the limits of approach cannot be maintained because of the circumstances or work, BC Hydro must be contacted. BC Hydro may choose to disconnect the power to the overhead line while work is conducted.

Personal Protective Equipment

Contractors are responsible for conducting job assessments to determine the appropriate personal protective equipment

necessary for the work being conducted and are responsible for its provision. Contractors must also be able to demonstrate that the employees have been trained in conducting proper inspections, maintenance and safe use of that equipment.

Polychlorinated Biphenyls (PCBs)

The University of Victoria undertook an extensive program to replace older fluorescent light ballasts. It is not anticipated that contractors will encounter any PCB products on campus. Any suspect materials uncovered during the course of construction or renovation will be reported to your Facilities Management Representative.

Smoking

Smoking on campus is only permitted in designated areas outside Ring Road. Marked benches and cigarette receptacles are located in accessible locations within a three-minute walk of any campus building. (UVic Policy #AD2405)

Spill Reporting

Contractors are responsible for reporting spills that result from activities performed on UVic premises. Reportable levels for substances are listed in the applicable schedule in the BC Waste Management – Spill Reporting Regulations. Should the spill create an emergency situation, contact Campus Security Services at 250-721-7599. A report must be faxed to OHSE at 250-721-6359 as soon as reasonably possible.

Underground Utilities

Once approval has been given and record drawings obtained, the contractor performing construction is responsible for locating all underground services. Before excavating or drilling, the location of all underground utility services in the area must be accurately determined, and any danger to workers from the services must be controlled as required by provincial OHS Regulation Part 20, Section 20.79. As-built drawings are not adequate determinants of utility location. Contractors shall employ direct surveying, metering and hand digging.

Working Alone or In Isolation

The contractor is responsible for ensuring that employees are trained and work procedures have been created for instances when contractor employees are required to work alone, in isolation under conditions which present a risk of injury, or if the worker might not be able to secure assistance in the event of an emergency. In such instances, it is the contractor's responsibility to ensure that contact is being made with the employee working alone at pre-determined intervals.

X-Ray or Gamma Radiation (non-destructive testing)

Non-destructive testing involving x-ray, gamma radiation sources or x-ray emitting devices shall be in accordance with the Canadian Nuclear Safety Commission and provincial OHS Regulations to minimize radiation exposure to workers, other building occupants and passers-by. Prior notification of all testing of this nature must be provided to OHSE at 250-721-8971.

Requirements for Notification/Permits

Confined Space Entry

All contractors and consultants entering a confined space will coordinate work with the FMGT Representative and Facilities Management. A contractor may only enter a confined space where a qualified person has performed a hazard assessment on the space. This assessment and associated controls/work procedures will be available upon request. The FMGT Representative must be informed prior to an entry. Unless otherwise arranged, it is the contractor's responsibility to provide safety equipment, including personal protective equipment, monitoring and rescue equipment. Examples of confined spaces found on campus include, but are not limited to, sanitary and sewer manholes, thermal heating vaults electrical vaults, electrical vaults, and lift stations.

Excavations

Prior to excavation, the contractor must consult the Facilities Management Representative, municipality, and/or utility companies regarding underground services and systems. BC One Call may also be contacted. The contractor is responsible for ensuring that the appropriate Notice of Project is submitted and no persons enter any excavation over four feet deep unless it meets the requirements of the provincial OHS Regulation. All excavations must be safely guarded with barricades or other effective means and properly lit if left overnight.

Fire Systems and False Alarms

No work, including building equipment and system shutdowns, may begin until the proper authorization has been obtained by Facilities Management.

Projects that require the disconnection or masking of fire systems must have the written approval of Facilities Management.

Documentation must be available outlining the duration of the interruption, details of the project, fire watch procedures, and a commitment to ensuring that the fire system can be brought back into service by a stipulated time. Once approved, Facilities Management will disconnect the fire system and verify with the contractor that the project can proceed.

Hot Work

The purpose of the Hot Work Permit is to protect personnel and property at UVic from a fire caused by hot work. Hot work refers to work that involves open flames or work that produces heat, sparks or dust that may affect the fire alarm system. Such operations include but are not limited to welding, soldering, brazing, cutting, coring, grinding, adhesive bonding, thermal spraying, riveting, chipping and thawing pipes.

Hot Work Permits may be acquired from the Facilities Management reception desk. The permit outlines considerations for assessing the work area and the planned hot work activity to ensure controls are

in place to prevent a fire. Hot work will only be performed in areas that are or have been made fire safe. The contractor is responsible for providing all fire protection equipment and personnel (i.e. Fire Watch).

Lock-Out / Tag-Out

Where applicable, it is the contractor's responsibility to have a hazardous energy control program in place. This program is to be available to the FMGT Representative for review upon request.

For lockout/tagouts associated with institutional infrastructure (i.e. boilers, electrical panels, etc.), that will impact university operations, arrangements will be made with Facilities Management at 250-721-7616.

Where the work of a contractor and UVic personnel overlap and lock-out is required, a pre-job meeting must be held with the contractor, the FMGT Representative and any other appropriate stakeholders to discuss the specific responsibilities of all parties. UVic personnel will be the first to install and the last to remove their locks. Both parties must ensure that the equipment or machinery can be operated safely.

Road and Exit Closures

Information regarding work that requires partial or complete closure of a roadway, secondary road, access route or building exit must be provided by the contractor in writing and approved by the Executive Director of Facilities Management, and the Director of Campus Security Services, or their designates, in advance of the project.

Length of the disruption, alternate routes, and a brief project description must be outlined. This allows the university to ensure critical emergency routes and/or locations including but not limited to emergency services routes, emergency egresses and muster stations are not compromised during the course of the project.

Rooftop Access

Access to all rooftops of UVic buildings is restricted and controlled by Facilities Management. Rooftop key access must be arranged with your FMGT Representative via Saunders Reception. Prior to key acquisition, contractors are required to review the rooftop safety assessments, including any pertinent engineering drawings and current inspection reports. All contractors are responsible for providing their own safety equipment and documentation (i.e. fall protection plan, where applicable).

Service Shutdowns/Connections

A service shut-down is defined as a total stoppage of the distributed service to a particular area. Note sufficient advance notice is required in order to arrange a service shut down.

Send request for shutdown to Facilities Management at Saunders Building (Ph: 250-721-7591, Fax: 250-721-7616)

Include details such as:

- type of service interruption
- requested start date and time
- duration of interruption

Expect a minimum of 48 hours for a response indicating whether the proposed shutdown has been approved.

Hazardous Material Inventory

Contractors shall coordinate with the FMGT Representative any abatement of hazardous materials. Below is a list, other than asbestos, of known hazardous materials on campus.

Lead:

- Various industrial paints on building mechanical, structural and architectural systems;
- Lead pipe
- Lead-acid batteries

Ozone Depleting Substances (ODS):

- Various refrigerants used in refrigeration and air conditioning equipment

Polychlorinated 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),
- Mercury vapours in fluorescent light tubes; and
- Potential for mercury in drain traps from laboratories.

Silica:

- Brick, mortar, concrete, slate, granite, stone aggregate, tile
- Boiler/vessel linings

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.

Contractor Acknowledgement

I _____, the Contractor (or the Contractor Representative), acknowledge receipt and acceptance of the University of Victoria "Health, Safety and Environmental Handbook for University Contractors."

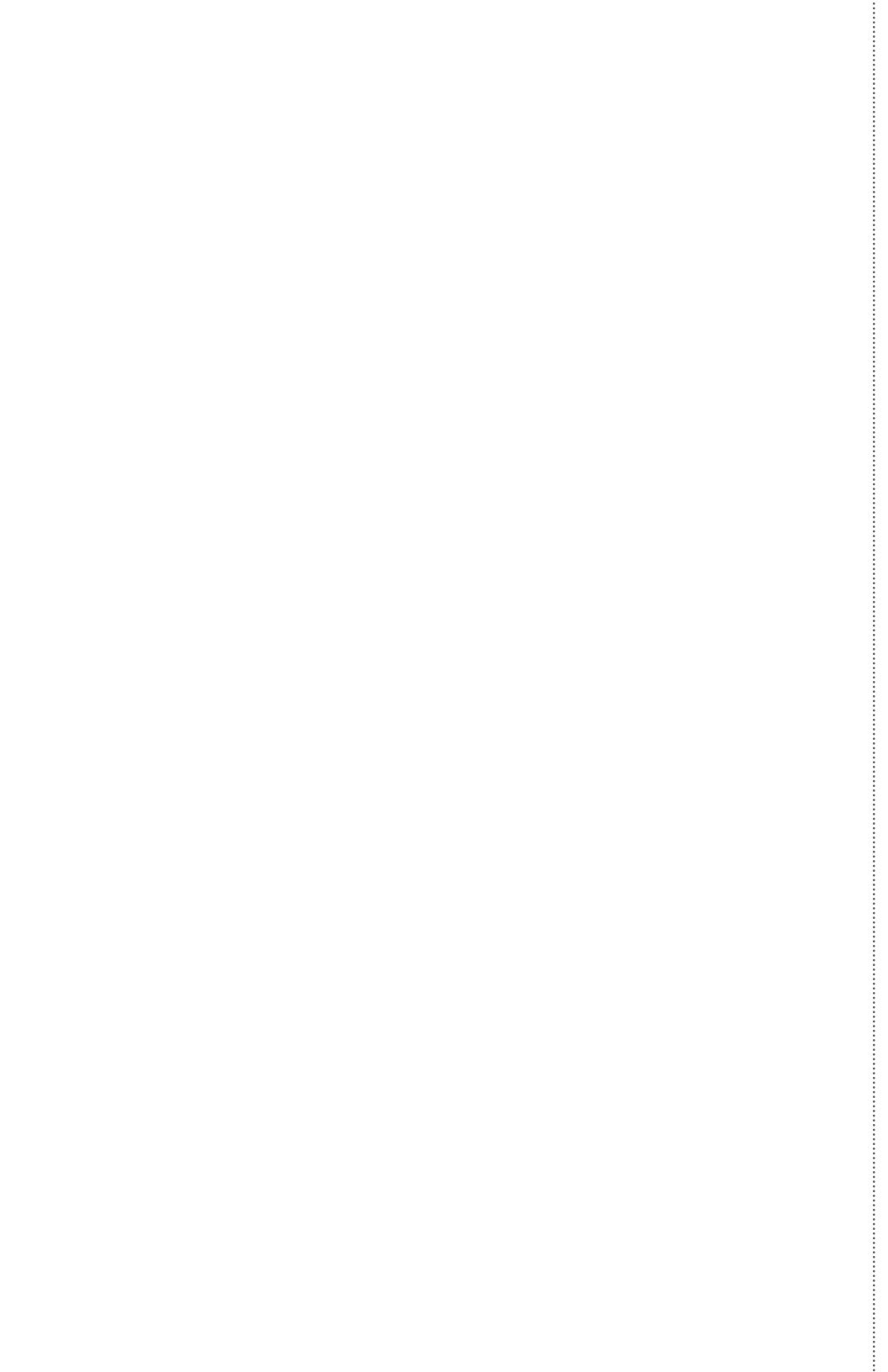
Company Name (please print)

Signature (Contractor/Contractor Representative)

Name (please print)

Title/Position

Date



Emergency Procedures



Just in case.

Evacuation

Secure hazardous materials and equipment before leaving.
Assist persons with disabilities or special needs. **Do not use elevators.**
Leave building using nearest exit.
Go to Emergency Assembly Point.
Report pertinent information to Floor Emergency Coordinator.

Fire

Pull fire alarm. Call 911.
If possible, alert Campus Security at 250-721-7599.
Use an extinguisher if the fire is small.
Evacuate building, closing doors and windows on your way out if safe to do so.
If you cannot evacuate, use stairwells as refuge areas.

Building Flood

Do not walk through flood water - it could be electrically charged or contaminated.
Call 250-721-7599.
If possible, shut off power to affected area.
Move all hazardous chemicals and vulnerable equipment above anticipated water line.

Hazardous Materials

If the spill is beyond your ability to manage, call 250-721-7599.
Secure the area and warn others.
If toxic materials have spread, evacuate building.

Medical Emergency

Call 911 for ambulance.
Provide your name and location.
Alert Campus Security at 250-721-7599.
For first aid, call 250-721-7599.

Suspicious or Violent Situations

Call 911. Trust your instincts.
Alert Campus Security at 250-721-7599.
Do not confront a violent or potentially violent person.
Do not touch or disturb a suspicious object.

Gas Leak

Do not pull fire alarm. Call 250-721-7599.
Assist with building evacuation, communicating by word-of-mouth.
Once outside, move to a safe location and do not re-enter building until directed to do so by emergency personnel.

Earthquake

Drop, Cover & Hold under a table, desk or against an inside wall until the shaking stops.
Prepare for aftershocks.
Do not pull the fire alarm unless there is a fire.
If damage is visible, evacuate building.

Power Outage

Turn off computers and other voltage-sensitive equipment.
If safety is a concern, evacuate building.
Move cautiously to an illuminated emergency exit.

More information: <http://ohs.uvic.ca>

Building name: _____ Room number: _____ Phone number: _____

Emergency Assembly Point: _____

Emergency information updates: www.uvic.ca | CFUV 101.9 FM | 250-721-8620 | 1-888-721-8620

UVic Emergency Alerts: www.uvic.ca/alerts

Police, Fire, Ambulance: 911 | Campus Security: 250-721-7599

Created by the Department of Occupational Health, Safety and Environment with assistance from Campus Security Services, Facilities Management and University Communications, 2010.



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of Victoria



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