

## Contractor Safety Rules



### Application

These safety rules **apply** to contracted work which is under the control of the University as “Employer” (service contract work), and contracted work which is under the control of the University as “Constructor” for a construction project. They **do not apply** to contracted work of a construction project which is under the control of a “General Contractor” hired as a “Constructor”. Where a “General Contractor” is hired as a “Constructor”, this will be the responsibility of the “Constructor”.

### Purpose

The purpose of these rules is to ensure that the University provides a healthy and safe work environment for employees of contractors and its own employees and students when contracting for services and projects (as defined in the “Application” above). The primary objectives of the University are the prevention of occupational injury and/or illness, and to ensure compliance with all health and safety legislated requirements and University policies, programs and procedures. These are minimum rules and standards and all contractors are expected to ensure that rules and standards are in place which comply with the OHSA, regulations, and applicable best practices.

### Safety Rules

1. It is the responsibility of contractor(s) to be aware of all hazards associated with the work-site and to take all reasonable measures within their control to protect the health and safety of the University’s employees, students, other contract employees, the general public and their own workers. Contractor(s) shall communicate information regarding these hazards to their supervisors and workers.
2. It is the responsibility of contractor(s) to understand and fully comply with all applicable health and safety legislated requirements (federal, provincial and municipal) and University policies, programs and procedures pertaining to the work. Failure to comply may result in immediate termination of the work.
3. Contractor(s) shall provide the appropriate personal protective equipment to their employees and subcontractors to comply with health and safety legislated and University requirements. This includes but is not limited to: Safety Glasses/Goggles, Face Shields, Safety Shoes, Protective Gloves, Head Protection, Hearing Protection, Respiratory Protection and Fall Protection.
4. Contractor(s) are required to provide evidence that their employees have received training appropriate for the type of work that will be performed.
5. Contractors are required to provide a safe work plan for complex or high-risk work before any high-risk work commences.
6. Contractor(s) are required to provide written “Proof of Competency” of their employees with respect to but not limited to the following: Aerial Lifts, Aerial Booms, Forklift Trucks, Cranes, Hoists, etc.
7. Contractor(s) are required to report all accidents immediately to the Contract Authority, and to provide a written investigation report to the Contract Authority as soon as possible.
8. Contractor(s) shall ensure that there is adequate supervision to ensure that they can organize the work and its performance, and that supervisor(s) are “competent” in accordance with the definition under the Occupational Health and Safety Act of Ontario.

9. The contractor shall keep the job site clean and orderly at all times.
10. Contractor(s) shall not permit unauthorized persons or visitors on the work site unless the Contract Authority has given express written permission for them to be present.
11. Contractor(s) shall not commence work until a pre-job meeting is held with the Contract Authority or the Contract Authority has confirmed that a pre-job meeting is not required.
12. Contractor(s) shall ensure that no firearms, weapons, controlled or illegal substances or alcoholic beverages are brought onto University property and shall ensure that none of their employees is under the influence of alcohol or a controlled substance at any time. Failure to comply with these requirements will result in removal from the site and/or prosecution of the employee(s) and contractor(s).
13. Fighting, threatening or use of violence against any person on University property will result in removal from site and/or prosecution of the employee(s) and contractor(s).
14. Theft or willful damage to University property is strictly forbidden and will result in removal from site and/or prosecution of the employee(s) and contractor(s).
15. Smoking is not permitted in University buildings; refer to University policy regarding smoking areas outdoors.
16. Contractor(s) shall require that their employees obey all precautionary warning signs, product and process labels and posted instructions unless they have been specifically advised in writing by the Contract Authority that it is not necessary to do so.
17. Contractor(s) shall ensure that their employees obey all signs and posted speed limits while operating vehicles on University property and will drive with due care and attention to the safety of all University employees, students, other contract employees, the general public, their own workers, and equipment and property.
18. Contractor(s) shall not utilize University equipment including utility vehicles, lifting devices, scaffolds without permission of the Contract Authority.

The signature below acknowledges that all the above safety rules have been reviewed, understood and accepted. This acknowledgment must be executed annually by the contractor representative.

Contractor Name: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Title of Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Initial Review: \_\_\_\_\_

Annual Review Date: \_\_\_\_\_

Annual Review Date: \_\_\_\_\_

Annual Review Date: \_\_\_\_\_

Cc Contract Authority Contractor