



Bishop's University Safety Policy for Staff and Contractors

1.02 Construction Site Procedure

Approved Date : April 6th, 2010

Revised :

Prepared by : Health and Safety Committee

1. Preamble

Bishop's University believes that the health and safety of its employees and its students is of the utmost importance. Not only do we want to protect the health and safety of our community, but we equally want everyone committed to the same goal: having the safest most secure environment possible. Bishop's University also wants to ensure that anyone working on the construction site know their different responsibilities with regards to health and safety.

This Policy applies equally to Bishop's University Staff as well as Contractors.

This procedure is not intended to replace laws, rules, codes and standards of construction safety. As a contractor, you must comply with both legislative rules applying to the field of construction and to those from Bishop's University. In addition, you must keep a copy of the different laws and rules regarding your field of expertise on the construction site. **Never forget that this guideline is considered a Schedule to your official working contract with Bishop's University.**

During construction work, please take into consideration the historical importance of our campus and its buildings. Not only do we want to protect every member of our academic community, we equally want to ensure the conservancy of our buildings (ex.: St. Mark's Chapel , McGreer Hall, Divinity House, etc.).

Furthermore, this guideline is intended as a reminder: every contractor must ensure that all employees (teams of subcontractors are included) receive adequate training and the necessary supervision in order to deal with the various hazards that may occur on the construction site.

Since this manual will be periodically revised, readers are asked to convey to the *Joint Health and Safety Committee* their comments on its contents, suggestions of items to be included, or omissions or errors. *Unless otherwise stated, whenever the masculine gender is used, both men and women are included.*

2. Key Contacts

- **BUILDINGS AND GROUNDS**

Director	B&G 117	2549
Administrative Assistant	B&G 114	2650
Custodial Supervisor	B&G 115	2233
Foreman	B&G 116	2230
Lead Hand Workshop	WKS	2538
Lead Hand HVAC	BRM.	2238

- **HUMAN RESOURCES**

Director	MCG 106	2618
Officer	MCG 107	2643

- **SECURITY**

Director	DEW	2711
Assistant Director	DEW	2711
Customer Service	DEW	2711

3. Objectives

- Sensitize contractors, sub-contractors, managers and directors to their responsibilities, especially regarding the training and supervision of their teams ;
- Highlight to every member of the contractor's staff and Bishop's staff the essential role that health and safety has on a construction site on Bishop's campus;
- Protect all members of our community.

4. Scope

This policy shall apply to any contractor or member of Bishop's University staff hired by Bishop's University in respect to any work whatsoever, as long as the work takes place on the campus. This procedure also applies to any employee of the contractor and any subcontractor hired by him.

5. Responsibilities of the contractor

Contractors have full responsibility of all areas related to their working environment. To this effect, they should govern all working tasks with any surveillance deemed necessary, given the type of work and level of danger.

They are solely responsible for the means, methods, techniques, sequences, procedures and coordination of all aspects of the work under contract, and the design, erection, operation, maintenance and removal of structures and temporary facilities.

6. General safety on the construction site

The contractor shall ensure that his employees and/or subcontractors comply with the *Health and Safety Guidelines* and *Policies* of Bishop's University.

6.1. Compliance with provincial legislation regarding health and safety

- All working tasks shall be performed in strict compliance with the *Occupational Health and Safety Act* as well as any related regulations.

6.2. Training

- The contractor shall ensure that all employees and/or subcontractors are aware of risks related to the working tasks (i.e. the dangers of fire, explosion, toxic spill, etc.).
- When necessary, the contractor must train his employees and/or subcontractors about the evacuation plan for different working sites.

7. Permits

- The contractor must ensure that he possesses all required permits, including a building permit when it is required, patents and licenses necessary to carry out the work.
- For all *Hot Work Permit* information, please refer to section 19.

8. Liability

- The contractor shall ensure that each of his employees and those of any subcontractors hired by him are covered by the CSST.
- The contractor shall subscribe to and maintain the required liability insurance.

9. Parking and Traffic

- We provide a site map at the beginning of work. All vehicles must access the site according to the instructions provided on the map. The speed limit on campus is 20 kilometres per hour unless a lower speed is indicated. Use extreme caution when circulating on the campus grounds as there may be pedestrians.

- No special parking area is available for contractors on the campus of Bishop's University. The workers must pay their parking while on campus.
- Bishop's University assumes no liability for damage to cars or vehicles parked on the campus.

10. Code of conduct

- All employees who consume food and drinks in areas other than official lunch grounds must clean everything up afterwards.
- No employee may be under the influence of alcohol or drugs while on Bishop's property.
- Fighting / shoving is not allowed on the campus premises.
- No employee should harass any member of our community nor should he behave in a reprehensible manner (this includes cat calls, urinating in a public area and littering).
- All construction workers must comply with special security requirements that may be demanded by a University representative (project manager, supervisor, security officer, etc.)

11. Equipment and Materials

- The contractor will provide all required personal protective equipment and any other necessary working equipment that complies with construction standards.
- The University will provide the same for Bishop's University staff.
- Safety glasses, prescription safety glasses or goggles over prescription glasses must be worn during working hours.
 - Hearing protection must be used while operating power tools such as ex: chainsaws, tractors, lawn mowers and electric equipment in workshops.

- Reflective vests and orange traffic markers are to be used when operating equipment and working on campus sidewalks, roadways and parking lots.

Wear the proper personal protective material, ex. CSA approved shoes or boots

- Never leave a ladder in the upright position unattended. Always tie the ladder to the roof to prevent it from falling. Always secure ladders overnight.
- Always use the hand brake on equipment when parking.
- Wear seatbelts when using equipment.
- Wear the proper safety harness when using mechanical lifts attaching the harness to the inside of basket.
- Use padlocks on breaker panels and power switches to ensure electric lockout while working on motors, electrical lines and equipment.
- Use proper masks or filtered masks when painting, using chemicals such as floor strippers, acids or any harmful vapours and in dusty conditions.
- Make sure each night that the equipment and tools are locked in a safe place
- Never remove or dismantle any safety devices on equipment.
- Never go into confined areas such as tunnels or manholes unless you have the following :
 - Certificate on confined spaces.
 - A co-worker who is certified.
 - The proper equipment.
 - Advised the Lead Hand or Supervisor where you will be working.

12. Fall Arrest

Any work that must be done over 3 meters (10 feet) high is considered working at heights and therefore, employers and employees must ensure that regulation is followed.

12.1. Fall Arrest System

A worker exposed to a fall of more than 3 meters must wear a safety harness unless he is protected by another equivalent means of protection or by a safety net or if the worker is only entering or exiting the elevated location.

12.2. Safety Harness

A safety harness must comply with CAN/CSA Z259.10-M90 and must be used with one of the followings:

- 1) A shock absorber with a lanyard permitting a fall of no more than 1.2 meters ;
- 2) A self retracting fall arrest system which includes a shock absorber.
 - the shock absorber must comply with CAN/CSA Z259.11-M92
 - the lanyard must comply with CAN/CSA Z259.1-95
 - the self retracting fall arrest system must comply with ACNOR Z259.2-M1979

12.3. Attachment Point

The safety lanyard must be attached according to one of the following:

- 1) To an anchor point having a minimum rupture point of at least 18 kilonewtons (4 000 pounds);
- 2) To an ascender as per ACNOR Z259.2-M1979;
- 3) To an engineered horizontal rope and anchor system.

12.4. Safety Belt

A safety belt can only be used to maintain a worker in a position or to limit his displacement in ways to keep him from reaching a location where he could fall.

The safety belt must comply with ACNOR Z259.2-M1979.

A safety belt **MUST NOT** be used as a mean of fall arrest.

12.5. Fall Arrest Winches

- Must be inspected prior to each use;
- Must be activated prior to each use;
- Must be recertified/recalibrated after the first 2 years and every year thereafter.
- Must be recertified/recalibrated after a shock load.

12.6. Tripods and Accessories

- Must be inspected prior to each use;
- Must be retired or recertified if dropped over 1 meter.

12.7. Locking Procedure

RSST 185: before beginning any work of maintenance, repair or unjamming of a machine, the following safety measures must be ensured:

1° the stop command of the machine must be applied;

2° the machine must come to a complete stop;

3° every worker who must enter the danger zone of the machine must apply his own lock to every source of energy of the machine in order to avoid any accidental start of the machine for the whole duration of the work.

- A zero energy should be confirmed through a safety check.
- A start test should be performed to ensure that machine wont start.

- The last person to take his locks off the energy sources should be the operator who will start the machine.
- 12.8 Asbestos
- Be sure to advise the Supervisor of any demolition to mechanical or plaster to be sure it is asbestos free if you are in doubt

12.9 Chemicals in Labs

- If any work needs to be done in chemistry or biology labs you must contact the lab technician(s) as not to disturb any experiments or move any chemicals that could be dangerous.

13. Job Site Identification Panels

All job site identification panels must be approved by Bishop's University's foreman.

14. Disturbances

Before performing work that might disturb significantly the university community, contractors and sub-contractors must beforehand notify Security Office (examples: blasting, use of strong smelling products, etc.)

15. Access to working areas

The Contractor or staff shall surround or block access to work areas and post signs to that effect (if applicable).

16. Maintaining a clean site

The Contractor shall ensure to keep the premises tidy, clean and free from any accumulation of rubbish and/or debris. Keep storage areas clean and tidy.

17. Waste and Environmental Management

All waste generated by the project remains the property of the contractor or subcontractor. The contractor is responsible for removing from the construction site any waste generated and to dispose of it according to current standards. Secured containers must be used when storing waste. It is important to not use any of the waste containers from Bishop's University. In addition, the scraps and garbage must be deposited in a container specially reserved for this purpose. It is strictly forbidden to burn or bury waste on the University campus.

As for dangerous, toxic or liquid waste, you must comply at all times with the different provincial and federal laws governing the programs to reduce such waste. Do not spill any liquids into storm drains or into the drainage system of Bishop's University.

You must also ensure that all debris generated by construction activities and that any pollution produced by the equipment employed remains on the campus site.

18. Cranes and hoists

You must use this type of equipment in accordance with the rules and laws governing construction work. You should also refer such work to trained and qualified personnel in order to insure its efficiency. Always secure this type of equipment whenever it is left unattended.

19. Hot Work Permit and Water Work Permit

A *Hot Work permit* is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to : Brazing, Grinding, Soldering, Torch Applied Roofing and Welding. The permit is available at the Security offices, located in Building A8. A Red Tag Permit is needed when working on any of the water mains supplying fresh water to campus buildings.

20. Measures to prevent fire

It is your responsibility to enforce the measures of fire prevention through your construction work. You must also make every necessary effort in order to prevent the accidental activation of fire alarms.

Any welding and/or cutting must be done close to a fire extinguisher. Try to find out if the fire extinguisher is well loaded and, furthermore, powerful enough for the type of accident that could occur. You must ensure that sparks do not come into contact with combustible materials.

Please, take into consideration that some of the campus buildings at Bishop's University have a value that is much more than monetary value. St. Mark's Chapel is an excellent example. It was built 150 years ago and was declared *Cultural Property* by the Quebec Ministry of Cultural Affairs in 1989. The loss of such a construction could never be replaced.

It is also prohibited to smoke in buildings. You must equally respect *An Act to amend the Tobacco Act and other legislative provisions*. Specifically, the bill states that smoking is prohibited within 9 meters from any exterior door leading to a university facility.

Finally, you must dispose of cigarettes in the appropriate places.

21. *Non compliance with the Construction Site Procedure*

Failure of any obligation established within this procedure can result in consequences that may lead up to the loss of the contract.

21 a) University staff not complying to this policy will be disciplined including possible suspension or dismissal.

Policy adopted by
JOINT HEALTH & SAFETY COMMITTEE
APRIL 2010