

# Dalhousie University

## Facilities Management

### Minor Capital Projects

## Construction Safety

# Management

**April 06 2015**

#### **Overview**

Dalhousie University has a responsibility to ensure the safety of the University community, which includes its people and property. Activities by maintenance and the construction contractors, by their nature, often pose risks to people's health and safety and property. Both the Dalhousie Project Manager and its contractors must understand the roles and responsibilities each play in undertaking work for the University to ensure the safety of the students, staff, general public and property

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## 1. Contractor Safety Management: Key Components for Project Managers of Minor Capital Projects

### Contractor / Vendor Evaluation Prior to Award

<b>Requirements</b>	Evaluate potential vendors for compliance with safety requirements.
<b>Action</b>	Contractor provides a valid and current WCB letter of good standing and have COR (Safety Certified) accreditation. Verify Contractor safety history with Dalhousie is acceptable.
<b>Documentation</b>	WCB Letter of Good Standing COR (Safety Certified) Accreditation

### Dalhousie Contractor Safety Policy

<b>Requirements</b>	Define and Document the roles and responsibilities for safety management at Dalhousie.
<b>Action</b>	Contractor reads and signs Contractor Safety Policy at Construction Startup Meeting
<b>Documentation</b>	Contractor Safety Policy - Signed

### Knowledge of Workplace and its Hazards

<b>Requirements</b>	Provide knowledge of workplace and hazards to Contractors.
<b>Action</b>	Deliver Project Hazard Assessment Worksheet to Contractor including a project specific hazardous materials report by an Environmental Consultant, if applicable.
<b>Documentation</b>	Project Hazard Assessment Worksheet  Hazardous Materials Report (when applicable).

### Contractor Site-Specific Safety Plan

<b>Requirements</b>	Ensure Contractor has assembled a site specific safety plan.
<b>Action</b>	Review Contractor Site Specific Safety Plan (do not approve)
<b>Documentation</b>	Contractor Site Specific Safety Plan

### Construction Monitoring

<b>Requirements</b>	Monitor Contractor's activities during construction.
<b>Action</b>	Regular Construction Site Visits and Safety Audits
<b>Documentation</b>	<p>Safety Audit Reports (EHSO or other safety expert to review selected projects).</p> <p>Site Safety Review Checklist (s). Quantity of reviews shall be relevant to the duration of the project, the types of hazards, and the risk identified in the safety plan.</p>

### Continuous Communication

<b>Requirements</b>	Maintain constant communication with Contractor.
<b>Action</b>	Attend Regular Site Meeting where Safety is always the first agenda item.
<b>Documentation</b>	<p>Site Meeting Minutes</p> <p>Tool Box Minutes</p>

## 2. Contractor/Vendor Evaluation Prior To Award

The Dalhousie Project Manager shall obtain from the Contractor/s or its authorized agent a valid **Worker's Compensation and COR certificate of good standing**

(<http://www.nscsa.org/ServicesProducts/CertificateofRecognitionCOR/tabid/210/language/en-US/Default.aspx>),

The Dalhousie Project Manager shall obtain from the contractor **proof of insurance** in the amount of \$5,000,000.00 General Liability and \$5,000,000.00 Automobile.

The PM shall consider a prospective Contractor's previous experience and **safe work history** with the University, which may include communicated safety concerns. This shall be one of the factors considered in the awarding of contract for construction, maintenance or related work.

## 3. Dalhousie Contractor Safety Policy

**Contractor safety policy** applies to all contractors, sub-contractors and their respective employees who undertake construction, maintenance or related work for the university. Prior to commencing of construction, maintenance or other related work the Dalhousie Project Manager shall inform contractors of this policy and review the policy for contractor acceptance and signature (**see Appendix A – Dalhousie University Facilities Management Health and Safety Policy and Procedures Appendix B – Contractor Safety Start up Template**).

## 4. Knowledge of the Workplace & its Hazards

Dalhousie Project Manager will take reasonable steps to ensure the Contractor is aware of the location of hazardous materials and conditions already in existence that may be encountered in the work. This includes but is not limited to, Asbestos, Mold and other toxic or hazardous materials or conditions. The Dalhousie Project Manager prepares and distributes to the contractor / trades a site **Job or Project Hazard Assessment Worksheet** for review, acceptance and signature prior to undertaking any work activities on site (**see Appendix C – Department of Facilities Management Job or Project Hazard Assessment Worksheet**).

## 5. Contractor Site Specific Safety Plan

Dalhousie Project Manager will inform the contractor that they shall submit a **site specific safety plan** to prior to work on site (**see Appendix D- Sample Site Specific Safety Plan**). As well, the contractor shall prepare review and post on site an **emergency response plan**. All emergencies shall be reported to Dalhousie Security office at **494 4109** as well as the Dalhousie Project Manager.

Dalhousie Project Manager requires all contractor worksites to be **inspected for hazards**, when found corrected or isolated as per the applicable provincial / federal legislated regulations. All worksites are to be inspected regardless of size or scope of work. All inspection reports shall be without delay forwarded to the Dalhousie Project Manager. Job or Project Hazard Assessment and Site Specific Safety Plans shall be updated.

## 6. Construction Monitoring

Dalhousie Safety office or another qualified safety expert will perform a **safety audit** and report in writing to the Dalhousie Project Manager and Contractor the findings. Where deficiencies are found, contractors shall correct deficiencies and confirm completion to the Dalhousie Project Manager. Example items to review are: Site safety board shall be kept on site. Site specific safety plan posted, Job site hazard assessment posted, Safety Audit findings, MSDS sheets, Hot work checklist, Emergency contacts and response plan, First aid kit, Direction for access to WPHSRs.

Dalhousie Project Manager shall carry out site safety reviews and complete a **site safety checklist (see Appendix E – Site Safety Checklist)** at each review. Quantity of reviews shall be determined by the project duration, hazardous and risks identified.

Dalhousie Project Managers shall expect that all trades on site have undergone proper **training and may request they provide applicable licenses** where required upon request.

## 7. Continuous Communication

Construction Monitoring may take several different forms, however, most common is carrying out **regular site visits by the Project Manager** where safety observations will be made. The frequency of these visits will be determined by the complexity and risks associated with the work being performed.

Dalhousie Project Manager shall continuously communicate with contractors to discuss such issues as Dalhousie requirements for coordinating **site access**, which will include items such as erection of temporary barriers and enclosures, mobilization of equipment, traffic control and Security.

Dalhousie Project Manager shall request that the Contractor/s **hold regular safety / tool box meetings** and minutes shall be provided to Dalhousie Project Manager

Where work involves disabling of **fire protection systems**, contractors shall provide the Dalhousie Project Manager **48 hours** notice. The Dalhousie Project Manager shall prepare and a standard Dalhousie **Alarm Notification** request and submit to [adminstd@dal.ca](mailto:adminstd@dal.ca) for distribution (**see Appendix F – Alarm Notification**).

### **Fire Safety Regulations- 6.1.1.4**

- 1) ...where a fire protection system or any part of it is shut down for repairs or is inoperative for more than 2 hours , the owner of the building containing the fire system shall*
  - a) notify the fire department, and*
  - b) provide a sufficient number of trained people to patrol the building until the fire protection system is restored to operating condition*
- 3) every owner of a building shall develop procedures to notify occupants of the building if a fire or other emergency occurs when the fire alarm and detection systems are shut down or inoperative.*
- 4) every owner of a building shall develop procedures to provide protection to the building if a sprinkler system or part of that system is shut down for more than 6 hours*

When there is a requirement for **Hot Work**, the Dalhousie Project Manager shall request a site specific hot work procedure and a Hot Work permit application shall be obtained **48 hours** in advance of work on site (**see Appendix G- Department of Facilities Management Hot Work Checklist**)

**If a safety incident occurs** the Dalhousie Project Manager shall notify Building Occupants /Dalhousie Security / Dalhousie Safety office as well as their Supervisor / Manager of the incident immediately ensure all other applicable contacts are notified (**see Appendix H - Construction Safety Incident Communications Quick Reference**). Dalhousie Project Manager shall obtain an incident report from the Contractor as soon as possible after the incident occurrence. Dalhousie Project Manager shall investigate and complete and submit and incident report (see **Appendix I- Project Safety Incident Report Template**) .

**All emergencies** shall be reported to security at **902 494 4109**.

## **Appendices**

- A-** Health and Safety Policy and Procedures Contractor Safety Policy
- B-** Contractor Safety Start up Template
- C-** Department of Facilities Management Job or Project Hazard Assessment Worksheet
- D-** "Sample" Site Specific Safety Plan
- E-** Site Safety Checklist
- F-** Alarm Notification
- G-** Department of Facilities Management Hot Work Checklist
- H-** Construction Safety Incident Communications Quick Reference
- I-** Project Safety Incident Report Template