

Health and Safety Policy and Procedures

Contractor Safety Policy

Issued: October 1993

Revised: August 1999, and December, 2010

Approved by: Ken Burt, Vice-President (Finance and Administration)

Background

Dalhousie University (the "University") has a responsibility to ensure the safety of the University community, which includes its people and property. Activities by maintenance and construction contractors, by their nature, often pose risks to people's health and safety and to property. Both the University 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.

Application and Administration

This Policy applies to:

- a) all contractors, sub-contractors and their respective employees who undertake construction or related work for the University; and
- b) all contractors, sub-contractors and their respective employees who undertake maintenance or related work upon signing formal contracts with the University to perform such work.

For practical purposes, this Policy will be administered by the University's Department of Facilities Management.

Safety Requirements

Pre-contract requirements

1. Before being awarded a contract for construction, maintenance or related work, all prospective contractors will be informed of this Policy.
2. A prospective Contractor's previous experience with the University, which may include communicated safety concerns, will be one of the factors considered in the awarding of a contract for construction, maintenance or related work.
3. The University will take reasonable steps to ensure the Contractor is aware of the location of, and potential health risks associated with, materials and conditions already in existence that may be encountered in the Work. This includes, but is not limited to, asbestos, moulds and other toxic or hazardous materials or conditions.
4. The Contractor will provide, upon request, to the University or its authorized agent, a valid Worker's Compensation Certificate, proof of liability insurance and a certificate of safety recognition from a Worker's Compensation Board recognized organization.

Requirements upon a contract being awarded

1. A Contractor will ensure that all work, including that performed by others under its supervision, undertaken for the University conforms to the requirements of all municipal, provincial and federal by-laws, acts and regulations in matters of health, safety and environmental protection.
2. A contract start-up meeting will be held before beginning contracted work. Safety will be a topic on the agenda and the University Representative responsible for the purposes of this Policy will be identified.

3. The Contractor will perform a site hazard assessment and create a site specific safety plan. The purpose of the site hazard assessment is to identify potential risks of illness, injury or property damage associated with the contracted work. The safety plan describes the steps and precautions which must be taken by the Contractor, subcontractor and their respective employees to avoid identified risks in the hazard assessment. The safety plan will be reviewed and updated by the Contractor as necessary and, in particular when a person responsible for directing or performing the work identifies any deficiency in the existing safety plan. The safety plan will be made available to everyone working on the site. This safety plan will be in accordance with all relevant University guidelines, policies and programs. A copy of the safety plan will be provided to the University Representative.
4. Every Contractor will assign responsibility for the safety of work undertaken by the Contractor and its sub-contractors to an employee. The employee who is assigned safety responsibilities will provide the University Representative with copies of minutes of all safety meetings and safety inspections which deal with work carried out under the contract.
5. The Contractor will ensure that all equipment used to perform work for Dalhousie University is in safe working order, that all safety features are in good working order and that the equipment is maintained in this condition.
6. The Contractor will ensure a current material safety data sheet (MSDS) for all controlled substances to be used in the course of the contracted work, as defined in WHMIS legislation is kept at the worksite.
7. The Contractor will maintain the work-site in a neat and safe fashion. Upon the completion of the work, the Contractor will remove all equipment, supplies, debris, etc. from the property.
8. Where a hazard cannot be otherwise controlled, the Contractor will ensure that its employees, and those of its subcontractors, have the appropriate personal protective equipment and that the equipment is worn when needed. Additionally, the Contractor will ensure that appropriate safety precautions are in place to avoid injury or damage by the hazard to property, employees of the Contractor and its subcontractors, and members of the public.
9. The Contractor will provide a first aid attendant and supplies as appropriate to the nature of the work and the requirements of applicable legislative/regulatory requirements. In the event of an accident, the Contractor must contact Dalhousie Security at **494-4109**.
10. The Contractor will promptly notify the University Representative of any accident which resulted or could have resulted in an injury or property damage. The Contractor will provide the University Representative with a report of the incident and assist the University in any resulting investigation.
11. In addition to this Policy, contractors, subcontractors and their respective employees are required to adhere to University guidelines, policies and programs which are applicable to the nature of their work under their Contract with the University. Contractors are responsible to review applicable guidelines, policies and programs and to educate their subcontractors and their respective employees prior to commencing work.
12. There shall be no smoking on property owned or leased by the University.

Contractor Name

Name of Contractor's Safety Officer (Printed)

Signature of Contractor's Safety Officer

Date