Contractor Safety Program

Environmental Health and Safety
University of Toronto
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Definitions

OCCUPATIONAL HEALTH & SAFETY ACT (R.S.O. 1990, CHAPTER O.1) DEFINITIONS:

“construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine; (“construction”)

“constructor” means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer;

“designated substances” are the following chemical agents prescribed as designated substances: Acrylonitrile, Arsenic, Asbestos, Benzene, Coke oven emissions, Ethylene oxide, Isocyanates, Lead, Mercury, Silica and Vinyl chloride;

“employer” means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;

“owner” includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate; Section 30 details responsibilities:

Duty of project owners – (1) Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site;

Tenders – (2) If any work on a project is tendered, the person issuing the tenders shall include, as part of the tendering information, a copy of the list referred to in subsection (1);

Idem – (3) An owner shall ensure that a prospective constructor of a project on the owner’s property has received a copy of the list referred to in subsection (1) before entering into a binding contract with the constructor;

“project” means a construction project, whether public or private, including,

(a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,

(b) the moving of a building or structure, and

(c) any work or undertaking, or any lands or appurtenances used in connection with construction;

“supervisor” means a person who has charge of a workplace or authority over a worker;
OTHER PERTINENT DEFINITIONS APPLICABLE TO THIS PROGRAM:

“construction project” is work falling under the Construction Projects Regulations (O.Reg.213/91) of the Occupational Health and Safety Act. In addition to description of “Construction” and “Projects” in the above section, the following may also be considered to be construction projects and require Notice of Projects to be submitted to MOL before work begins:

(a) the total cost of labour and materials for the project is expected to exceed $50,000;
(b) the work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high;
(c) the work is the demolition of a building at least four metres high with a floor area of at least thirty square metres;
(d) the work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than three metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
(e) work in compressed air is to be done at the project;
(f) a tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
(g) a trench into which a person may enter is to be excavated at the project and the trench is more than 300 metres long or more than 1.2 metres deep and over thirty metres long; or
(h) a part of the permanent or temporary work is required by this Regulation to be designed by a professional engineer. O. Reg. 213/91, s. 6 (1).

“Project/Work Coordinator” means a competent person who,
(a) is responsible for planning, coordinating and meeting the objectives of construction projects
(b) is typically a Project Manager or a Property Manager, but can be any university employee who hires contractors to conduct maintenance work

“building contact” means a competent person who,
(a) is responsible for managing or maintaining university buildings, building systems or programs, who belong to:
   b. Mississauga: Facilities Management & Planning (Fire), Student Housing & Residence Life
   c. Scarborough: Facilities Management, Security, Fire & Parking (Fire), Student Housing & Residence Life
Overview

University of Toronto is a complex workplace with a large array of environmental and occupational health & safety considerations (e.g. chemical, biological, radiation, physical, asbestos, etc.). There are various stakeholders at the University of Toronto – Senior Management, Faculty, Managers, Supervisors, Employees, Contractors, etc., that have responsibilities and accountabilities under the Occupational Health and Safety Act.

Although external contractors are not employees of University of Toronto, the Occupational Health and Safety Act still requires that contractors and constructors doing work for the University of Toronto be accountable to requirements of the Occupational Health and Safety Act (and regulations) and thus protect their workers while working on University property. Additionally, external contractors and constructors must ensure that their work does not endanger the health and safety of the University community.

It is therefore the University’s objective to:
- select, hire and work with only competent contractors who conform to the Occupational Health and Safety Act of Ontario.
- ensure internal work departments are competent who conform to the Occupational Health and Safety Act of Ontario.
- ensure that external contractors and internal work departments are made aware of their obligations under the Ontario Occupational Health and Safety Act (and regulations) as well as the University’s Environment, Health and Safety requirements, safety standards and procedures.
- provide information on known hazards on University premises, as they relate to the construction/work site;

All external contractor and University supervisors must ensure that each of their workers who appear on site to perform work:
- are made aware of their responsibilities, and abide by the University’s Environment, Health and Safety requirements, safety standards and procedures;
- are made aware of any known hazards at the university workplace and report unsafe situations or safety incidents to their line management;
- are trained and qualified in the work they perform and are instructed in the safety procedures to be followed to avoid these hazards, and;
- are working safely and are taking all necessary actions and precautions to protect themselves and the University community and property.
Contractor Safety Program

Introduction to Contractor Safety

Work falling under the Construction Projects Regulations (O.Reg.213/91) of the Occupational Health and Safety Act. Please refer to the definitions section for description of “Construction” and “Projects”.

Every construction project has both an owner and a constructor. The constructor has special meaning under the Occupational Health and Safety Act and will either be the owner of the project or an external company contracted by the owner to undertake the project for the owner.

When the University hires an external contractor, as a sole contractor on a construction site – that contractor becomes the “constructor”. The constructor may hire other contractors called “sub-contractors” and remain a constructor.

When multiple contracts to the University on one construction site are implemented, providing that each contractor is separated by time and space, the University will not become the constructor. Separation requires a physical separation or barrier as well as separate access times (e.g. different shifts). The owner may also engage the services of a professional engineer, an architect, or another person (Prime Consultant) solely to oversee the quality control of the project without becoming the constructor.

Work falling under the Industrial Establishments Regulations (O.Reg.851) and Window Cleaning Regulations (O.Reg.859) of the Occupational Health and Safety Act are outside the definition of a construction project. Descriptions of “Construction”, “Projects” and “Construction projects” are specified in the definition section. For more information about the definition of construction projects vs. maintenance work, please contact EHS.

Scope

This program covers all construction and maintenance activities conducted by University employees and external contractors.
Roles and Responsibilities

Responsibility of Environmental Health and Safety
a) Prepares and maintain a Contractor Safety program and oversees the establishment of processes to implement the program
b) Ensures hazard information are provided to University of Toronto Project/Work Coordinator when requested (Appendix B – CMC Safety Acknowledgement form)
c) Provides consultation on designated substances and complex hazards as applicable

Responsibilities of Hazardous Construction Materials Group (St. George only)
a) Consults on designated / hazardous substances such as Asbestos, Lead and Silica etc.. Provides designated substances report with written description of the hazards including type, location, classification of hazards type and removal method; and
b) Provides assistance and oversight on projects which require designated substance removal

Responsibilities of University of Toronto Project/Work Coordinator (e.g. Property/Project Manager, Construction Supervisor)

a) Functions as the primary contact for the external contractor/constructor for safety issues or concerns that may arise during the tenure of the contract.
b) Ensures that external contractors and university work departments are made aware of specific hazards at the University.
c) Participates in the exchange of information between the University and the external contractor. Ensures designated substances report is given to the contractor as per Section 30, subsection 1-3 of the OHSA. Ensures that the external contractor is aware of the requirement to report incidents and emergencies to the University by using the on-line incident form for Students, Contractors and Visitors which can be found at www.ehs.utoronto.ca
d) Communicates safety/shutdown notices as well as negative impacts (such as roof tarring, noise, rerouting) to relevant parties (e.g. including building occupants, EHS staff, building and key contacts)

Responsibilities of Construction, Maintenance & Contractor Supervisors
a) Be aware of and comply with the Ontario Occupational Health and Safety Act and regulations;
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b) Employ competent supervisors and trained workers as defined in the Occupational Health and Safety Act;

c) Supply all personal protective equipment, emergency equipment (e.g. First aid kits, fire extinguishers) for their employees, including tools and equipment in good working order;

d) Unless specific permission is provided, the contractor will not use University of Toronto equipment or tools or emergency equipment such as first aid kits or fire extinguishers;

e) Provide appropriate documentation to the UofT Contact as requested (such as an assurance to the Project/Work Coordinator that all equipment that is used on University property is in good working order);

f) Ensure the Contractor Safety Acknowledgement form is completed and all documents required are submitted to the UofT Contact

g) Administer permits, and shut down notices and/or notify or coordinate through Project/Work Coordinator as appropriate. Discuss work conditions and safety as agenda items at all safety meetings;

h) Monitor health and safety compliance and performance.

Responsibilities of Workers

Workers in general, regardless of whether they are employees of the University, External Contractor or Sub-contractors must at a minimum fulfill Responsibilities of Workers as defined in the Occupational Health and Safety Act, which includes and not limited to:

a) Not expose themselves to any condition that may endanger themselves, or any other worker or the University community;

b) Promptly report any unsafe act or condition and any environmental or safety incident or concern that they may become aware of to their supervisor;

c) Not proceed with any work, or operate any equipment for which they have not received proper training;

d) Conduct themselves in a safe, respectful, and orderly manner at all times while on U of T property, and;

e) Understand and comply with all relevant safety regulations, codes, procedures, standards and policies.
Program Elements

Program Components
This program has three main components:
1. Contractor Safety Program
2. Contractor Flowchart
3. Contractor Safety Acknowledgement Form

Hazard Identification & Communication
Prior to the tender/procurement during the planning process, the UofT Project/Work Coordinator must consult with all relevant parties (e.g. Environmental Health & Safety, Occupants, Hazardous Building Materials (for St. George), Building Contacts, External Consultants, etc.) to identify possible hazards to the contractors as a result of the university environment, university employees and community as a result of the scheduled work. Contractor Safety Acknowledgement form and designated substances report are used to identify hazards and control measures associated with each step. All hazards must be communicated using the Contractor Safety Acknowledgement form and designated substance report to contractors so that hazard controls are factored into the work quote and proposal.

During planning, construction, scheduling, duration and process for hazardous work is monitored by the UofT Project/Work Coordinator who will work with external contractors and university work departments to inform appropriate groups when the work is to be carried out and work with the different stakeholders to ensure safety of the university community.

Project/Work Safety Acknowledgement

After the Contractor safety form is used by the project/work coordinator to identify possible hazards to the contractors/work department as a result of the university environment, the form is given to the contractor/work department supervisor to complete. All sections must be filled out and will be reviewed by the project/work coordinator. Only when the UofT project/work coordinator is satisfied with all answers given by the contractor/work department, should the project/work coordinator organize the pre-start meeting with the contractor/work department supervisor.
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Contractor Disqualification

Contractors that have repeatedly demonstrated an inability to provide sufficient information for Contractor Safety Acknowledgment and/or an inability to maintain health and safety of the university community may be disqualified from further work.

Training

a) Competent Workers

   a. Each party involved in a construction project or maintenance work must ensure its workers meet the definition of a “Competent Person” as defined by the Occupational Health and Safety Act
   b. The Contractor shall produce upon request “proof of competency”, which includes but is not limited to training certificates.

Safety Meetings & Site Inspections

At the initial construction meeting after the work has been awarded, the Project/Work Coordinator will review the information of the CMC acknowledgement form and related health and safety issues with the contractor and ensure all information is completed and understood by the contractor/work department supervisor. The contract/work department and project/work coordinator will co-sign the form after all information on the form are discussed, agreed upon and understood. The project/work coordinator will request regular updates on general health and safety on the site. Project/Work Coordinator will provide direction for appropriate processes and contacts in order to facilitate the work in a timely and safe manner. University contacts should be supplied with the contractors’ safety meeting minutes and safety inspections.

If an unsafe work practice is noted during a routine site visit or noted by a university employee, the Project/Work Coordinator must be notified, who will immediately notify the contractor responsible for the site and request resolution. Depending on the hazard, the Project/Work Coordinator may request that work is stopped pending notification of the contractor and/or other personnel.

Notification & Permits

Before the start of a project/work, notification requirements must be sorted out by the project/work coordinator in conjunction with the contractor/work department supervisor.
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The CMC acknowledgement form must be used to identify basic notification and permit requirements.

Internal permits

Internal permits and systems shutoff forms must be obtained for the high risk work (e.g. hot work, confined space entry, shutoff of fire, HVAC and water systems). If the work occurs on UofT premise during operation, they must be coordinated through the project/work coordinator. If the work occurs within a construction site separated from UofT operations, the constructor would administer the permit systems. For laboratory projects or work, the UofT lab design standard and laboratory space decommissioning processes must be followed.

External permits

A Notice of Project to the Ministry of Labour is required if:

- The project has a total cost of labour and materials expected to exceed $50,000;
- The work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high;
- The work is the demolition of a building at least 4 metres high with a floor area of at least 30 square metres;
- The work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than 3 metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
- Work in compressed air is to be done at the project;
- A tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
- A trench into which a person may enter is to be excavated at the project and the trench is more than 1.2 metres deep; or
- A part of the permanent or temporary work is required by this Regulation to be designed by a professional engineer.

Posting and additional notification requirements

- The constructor/employer must print a copy of the Notice of Project, sign and post it at the project or make it available at the project for review by a Ministry of Labour inspector.
- Estimated cost of labour and materials, including the labour and materials of all sub-contractors must be entered where required.
- Contact the MOL office nearest the project to notify the Ministry and to obtain your Notification Number prior to starting the operation for projects involving:
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- Trenching more than 1.2m;
- Multi-tiered lifts as defined by section 103.1 of the Regulation;
- Use of cranes to lift workers (section 153 (11));
- Dismantling of multi-point suspended scaffolds;
- Window cleaning (where workers may fall a vertical distance of three metres or more, or if prior to carrying out window cleaning work at a building in Ontario if a suspended scaffold, boatswain’s chair or similar single-point equipment is to be used); or
- Type 3 asbestos operations and type 2 asbestos glove bag removals of less than one square metre.

Note: In case of an emergency the work at the project may be started if the information required is provided to the Ministry by phone or by fax. For details please refer to Section-6(5) of Ontario Regulation-213/91 for construction projects. In emergency situations, the UofT project/work coordinator must be notified.

Personal Protective Equipment

- University of Toronto supplies personal protective equipment for its own personnel. External contractors are responsible for providing personal protective equipment for their own personnel.
- All personnel are responsible for proper use of personal protective equipment in circumstances required by law or as a result of hazardous conditions.
- Supervisory personnel are responsible for ensuring that users of personal protective equipment have adequate knowledge of proper use, care, inspection, maintenance and limitations of the equipment.

Waste

- All waste generated at the project/work is the responsibility of the contractor/work department. Supervisors must ensure waste are disposed of according to applicable legislation and university procedures.

Incident, Accident, Occupational Disease Reporting

1. Reporting Injuries and occupational Illnesses

- An “occupational illness” is defined as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal
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physiological mechanisms are affected and the health of the worker is impaired. It includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.

□ Any employee suffering an injury or occupational illness at a university workplace or job site must report the injury / illness to his / her supervisor as soon as practicable.

□ All UofT employees must report the accident/incident to their supervisor or home department immediately. Within 24 hours, the UofT supervisor must complete and submit the "Online Workplace Accident/Incident Report for Employees".

□ All non-employees involved in an incident/accident must report the event to a University of Toronto contact. Within 24 hours, the University of Toronto contact must complete and submit the "Online Accident/Incident Report for Students, Contractors, and Visitors."

□ First aid should be sought and provided if necessary.

□ If the worker requires medical attention but not emergency medical care, then he / she should be driven to a local hospital emergency department or medical treatment centre by a supervisor or co-worker. If the worker is unable to continue work but does not require medical attention, then he / she should be provided with transportation home.

□ If the worker requires emergency medical care call 9-1-1 and/or Campus Police, describe the need, and request an ambulance.

□ Should a work-related injury or illness cause the worker to (a) be away from work beyond the date of the injury / illness, or (b) require medical assistance (not first aid), then the supervisor must arrange for a WSIB Form 7 to be completed and submitted to the Workplace Safety and Insurance Board.

□ WSIB Form 7s must be submitted to the Workplace Safety and Insurance Board within 48 hours of the start of the absence.

□ If an accident, explosion or fire occurs and a worker is disabled, requires medical attention, the employer must notify the joint health and safety committee or health and safety representative (if any) in writing within four days of the incident.

□ If an employer is told that a worker has an occupational illness or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board, the employer must notify a Regional Director of the Ministry of Labour, and the joint
2. Reporting Workplace Critical Injuries or Fatalities

☐ A “critical injury” is an injury that,
  □ places life in jeopardy,
  □ produces unconsciousness,
  □ results in substantial loss of blood
  □ involves the fracture of a leg or arm but not a finger or toe,
  □ involves the amputation of a leg, arm, hand or foot but not a finger or toe,
  □ consists of burns to a major portion of the body, or
  □ causes the loss of sight in an eye.

☐ If a person has been critically injured or killed at the workplace, the employer must immediately notify an inspector at the nearest Ministry of Labour office, and the joint health and safety committee or health and safety representative (if any). Notification of the Ministry of Labour must be by direct means, such as by telephone, telegram or facsimile. Within 48 hours, the employer must also notify, in writing, a Regional Director of the Ministry of Labour, giving the circumstances of the occurrence. If the injured employee is a UofT employee, EHS must be notified and EHS will notify the MOL. If the employee is an external contractor/sub-contractor employee, the employer must notify MOL, Campus Police and the UofT Contact person.

☐ When a critical injury occurs, one must:
  a. Ensure that there is no further danger in and around the incident scene.
  b. Ensure that the injured, other workers and public are protected.
  c. Perform the above tasks causing as little disturbance to the incident scene as possible.
  d. Do not disturb the scene.
  e. Leave articles or wreckage “as is” unless it causes hazard or represents a danger to the public.
  f. Secure the incident scene.
  g. Provide a barricade, or signs to prevent people from entering and disturbing evidence.
  h. Turn control over to the police or Ontario Ministry of Labour upon their arrival.

4. Other emergencies

☐ University work departments conducting construction or maintenance work must notify Campus Police and EHS when an emergency happens to ensure the
Contractor Safety Program

An appropriate level of response is provided and all applicable legislated processes are followed. These emergencies are not limited to elevator incidents, carbon monoxide incidents, pipeline strikes, explosions, liquid petroleum spills, serious electrical incidents, environmental releases, discovery of unexpected asbestos, fires, etc.

- External contractors are expected to inform Campus Police and the UofT Project/Work Coordinator when an emergency occurs at a UofT worksite and are expected to call any other external emergency contacts as appropriate for the circumstance.

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
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</thead>
<tbody>
<tr>
<td>University of Toronto Campus Police</td>
<td></td>
</tr>
<tr>
<td>St. George</td>
<td>(416)978-2222</td>
</tr>
<tr>
<td>Scarborough</td>
<td>(416)287-7333</td>
</tr>
<tr>
<td>Mississauga</td>
<td>(416)569-4333</td>
</tr>
<tr>
<td>Ministry of Labour</td>
<td>1(800)268-8013</td>
</tr>
<tr>
<td>Ministry of Environment Spills Action Centre</td>
<td>1(800)268-6060</td>
</tr>
<tr>
<td>Technical Standards and Safety Authority</td>
<td>1(877)682-8772</td>
</tr>
<tr>
<td>Electrical Safety Authority</td>
<td>1(877)372-7233</td>
</tr>
<tr>
<td>Enbridge Gas</td>
<td>1(866)763-5427</td>
</tr>
<tr>
<td>Hydro One</td>
<td>1(800)434-1235</td>
</tr>
<tr>
<td>Toronto Water</td>
<td>416-338-8888</td>
</tr>
</tbody>
</table>

Subcontractors

Contractors hiring sub-contractors to work at the University are fully responsible for ensuring the health and safety of the sub-contractors and the university community as a result of the work. Contractors must have contractor safety program to ensure they are hiring competent sub-contractors that would follow all application health and safety legislation, standards and best practices.

Program Audit & Review

Environmental Health & Safety may conduct a periodic program audit and review to ensure program requirements are met by all workplace parties, including Project/Work Coordinators, university supervisors, contractors, supervisors and workers.

Disclaimer

The information presented herein is, to the best of our knowledge, current at time of printing and is intended for general application. This publication is not a definitive guide to government regulations or to practices and procedures wholly applicable under every
Contractor Safety Program

circumstance. It is the responsibility of the Contractor to ensure that the appropriate regulations and statutes are consulted and adhered to.

Appendices

Appendix A – Contractor Safety Program Flowchart
Appendix B – Contractor Safety Acknowledgement Form
During Work/Project planning, Project/Work Coordinator completes section 1 Work/Project information and 4 Joint Hazard Review sections on the Contractor Safety Acknowledgement form.

Will project/work be conducted by both UofT employees and contractors?

No, External contractor(s) only

Manager/Supervisor of each contractor competing for work must:
1. Review: UofT CMC Program, applicable UofT Programs and Designated Substances report
2. Complete section 2-5 of the CMC Acknowledgement form, sign box after section 5 and “Must submit Acknowledgement of University of Toronto Asbestos Management program, Ontario Regulation 278/05 and “Designated Substance – Asbestos on construction projects and in buildings and repair operations” and designated substances survey report”
3. Return forms to UofT while keeping the program documents.

All information in section 2-5 of the CMC Acknowledgement form is reviewed by Project/Work coordinator. P/W Coordinator signs box after section 5 of Acknowledgement form

Within a month before project/work begins: Pre-project/work meeting between Project/Work Coordinator & Supervisor/Manager of contractor(s) and work department(s) review safe work procedures, permits and notices on the CMC Acknowledgement form and sign section 6

Awarding of contract(s) to/hiring of contractor(s)

UofT retains the completed CMC Acknowledgment form and sends a copy to each Contractor and/or UofT work department manager who has been chosen for the project/work

Project/Work begins
Appendix B: Contractor Safety Acknowledgement Form

Note: Project/Work Coordinator must fill out a separate form for each contending external contractor and UofT work department part of the planned project/work.

<table>
<thead>
<tr>
<th>Section 1 – Project/Work Information - To be completed by UofT Project/Work Coordinator</th>
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<tbody>
<tr>
<td>Project/Work location: _______________________________________</td>
</tr>
<tr>
<td>Project/Work description (include attachment if description exceeds the space below):</td>
</tr>
<tr>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Project/Tender number or identifier: ____________________________</td>
</tr>
<tr>
<td>UofT Project/Work Coordinator: ________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2 – Contractor/Work Department information - To be completed by contractor or UofT work department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting company/Work department: __________________________________________________________</td>
</tr>
<tr>
<td>Person completing this form: ________________________________________________________________</td>
</tr>
<tr>
<td>Title of person completing this form: ________________________________________________________ (must be company manager)</td>
</tr>
<tr>
<td>Contact number: __________________________ Email: __________________________________________</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Section 3 - University of Toronto Construction/Maintenance/Contractor Safety Program confirmation – To be completed by contractor or UofT work department</th>
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<tbody>
<tr>
<td>☐ I hereby confirm that I have reviewed the University of Toronto Construction/Maintenance/Contractor Safety Program in its entirety and agree to follow all University requirements in addition to all requirements covered under the Ontario Occupational Health &amp; Safety Act</td>
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<thead>
<tr>
<th>Section 4 – Joint Hazard Review – To be first filled out by Project/Work Coordinator on UofT hazards, then to be completed by contractor/work department to identify job hazards</th>
</tr>
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<tbody>
<tr>
<td>☐ I will identify, review and discuss possible job hazards that may be encountered during work at the University of Toronto with the UofT project/work coordinator to identify and implement safety work procedures.</td>
</tr>
<tr>
<td>☐ I hereby confirm that I have reviewed the specific responsibilities and University of Toronto-Specific Safety Programs/Procedures above that apply to my work and agree to follow all University safety programs and procedures addition to all requirements covered under the Ontario Occupational Health &amp; Safety Act and all other applicable legislation and standards. UofT-Specific procedures can be found following this link: (<a href="http://www.ehs.utoronto.ca/resources/manindex.htm">www.ehs.utoronto.ca/resources/manindex.htm</a>)</td>
</tr>
<tr>
<td>☐ I will identify and discuss possible hazards that impact occupants or the University community during work at the University of Toronto with the UofT Project/Work Coordinator to identify and implement safe work procedures/mitigation strategies. Examples: falling/flying debris or objects, noise, hazardous or nuisance environmental release (e.g. odours, spills),</td>
</tr>
<tr>
<td>☐ I will ensure all notices for shutdown/safety and notices are coordinated through the Project/Work Coordinator</td>
</tr>
<tr>
<td>☐ I will ensure any UofT internal permits are coordinated through the Project/Work Coordinator</td>
</tr>
<tr>
<td>☐ I will ensure all approvals, permits and licenses are obtained from and required notices file to various authorities and copies are submitted to the Project/Work Coordinator before the start of work.</td>
</tr>
</tbody>
</table>
The hazards/activities are not limited to the following list (Please indicate Y/N Yes or No to each hazard/activity that applies to the job scope):

<table>
<thead>
<tr>
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</table>
|     | Construction   | - UofT Project/Work Coordinator to designate contractor or UofT as constructor  
  - If multiple contractors are working in the same building, Project/Work Coordinator must ensure they are separated in time and space. | - Notice of Project for Construction Projects submission to MOL by constructor for certain activities  
  - Registration of Contractor and Employer Engaged in Construction submission to MOL by contractor and employer  
  - Designation of constructors letter submission to MOL by UofT if multiple contractors are working in the same building | - Construction/Maintenance/Contractor Safety Program |
|     | Designated Substances (e.g. Asbestos, Lead, Silica, Mercury, etc.) | - UofT Project/Work Coordinator must fully disclose all relevant information in writing to contractor after consultation with EHS (Hazardous Building Materials Management Group at St. George)  
  - Contractor’s safe work procedures must meet or exceed UofT program/procedure requirements and applicable legislation and standards | - Notice requirement in UofT Program/Procedures  
  - Must submit Acknowledgement of University of Toronto Asbestos Management program, Ontario Regulation 278/05 and “Designated Substance – Asbestos on construction projects and in buildings and repair operations” and designated substances survey report | - Asbestos Management Program  
  - Lead Program & SOP  
  - Silica Guideline  
  - Procedure for Working on Potentially Contaminated Plumbing |
|     | Mould          | - UofT Project/Work Coordinator must fully disclose all relevant information to contractor after consultation with EHS (Hazardous Building Materials Management at St. George).  
  - Contractor’s safe work procedures must meet or exceed UofT program/procedure requirements and applicable legislation and standards | - Notice requirement in UofT Program/Procedures | - Mould Control Program  
  - Procedures for Remediation of Fungi in Indoor Environments |
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<td></td>
<td>Laboratory and non-laboratory Chemical (including compressed gases, PCB), Biological, Radiation, X-Ray, Laser or Electromagnetic Frequencies (EMF), Fumehood work</td>
<td>- Contractor’s safe work procedures must meet or exceed applicable legislation and standards</td>
<td>- Must notify EHS for Chemical, Biological, Radiation, X-Ray, Laser or EMF activities - See relevant UofT programs and procedures: <a href="http://www.ehs.utoronto.ca/resources/manindex.html">www.ehs.utoronto.ca/resources/manindex.html</a> - Eg. Procedure for working on fumehood ducts, biosafety &amp; radiation safety programs - For lab spaces, must follow the UofT lab design standard and lab space decommissioning</td>
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<td>Industrial Radiography</td>
<td>- UofT Project/Work Coordinator consults EHS for safe work procedures for contractors to follow - Contractor’s safe work procedures must meet or exceed UofT program/procedure requirements and applicable legislation and standards</td>
<td>- Permit required from EHS - Notice requirement determined by EHS</td>
<td>- Guidelines for Application: Radiography Permit System</td>
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<td>Confined Spaces</td>
<td>- UofT Project/Work Coordinator provides hazard information to contractor - Contractor’s safe work procedures must meet or exceed UofT program/procedure requirements and applicable legislation and standards</td>
<td>- Coordination document required between contractor and Project/Work Coordinator as applicable</td>
<td>- Confined Space Program</td>
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<td></td>
<td>Hazardous energy/pressure (e.g. electrical, mechanical, gas, etc.)</td>
<td>- UofT Project/Work Coordinator provides hazard information to contractor - Contractor’s safe work procedures (including Lock-Out Tag-Out) must meet or exceed applicable legislation and standards</td>
<td>- Shutdown/Safety notices must be coordinated by Project/Work Coordinator</td>
<td>- Lockout/Tagout Standard</td>
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<td>Work at Heights (e.g. fall protection, elevated work platforms, scaffolding, ladder)</td>
<td>- Contractor’s safe work procedures must meet or exceed applicable legislation and standards</td>
<td>- Safety notices coordinated by Project/Work Coordinator</td>
<td>- Elevated work platform standard - Ladder standard - Fall protection standard</td>
<td></td>
</tr>
<tr>
<td>Y/N</td>
<td>Hazard/Activity</td>
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|     | Hot Work (e.g. fire hazards) | - Contractor must follow safe work procedures that meet or exceed UofT permit requirements and applicable legislation and standards | - Contractor must obtain Hot Work Permit from Project/Work Coordinator if hot work occurs during UofT operation  
- If hot work occurs on construction site separated from UofT operations, contractor must administer hot work permit system | Hot Work Permit Documentation |  |
|     | Window Cleaning | - Contractor’s safe work procedures must meet or exceed applicable legislation and standards | - Notice to MOL by contractor  
- Safety notice coordinated by Project/Work Coordinator | - Window Cleaning Standard |  |
|     | Excavation | - Contractor’s safe work procedures must meet or exceed applicable legislation and standards | - Notice to MOL required for trench work more than 1.2m or 4ft deep |  |  |
|     | Other(s)*: | - Contractor’s safe work procedures must meet or exceed applicable legislation and standards | - Safety notices coordinated by Project/Work Coordinator |  |  |

*Can include but not limited to heat stress, cold environments, noise, vibration, pinch points, weather, ergonomic, traffic, poor lighting, poor ventilation, insulation materials, slips/trips hazards, working alone, workplace violence, etc.

**Section 5 - Contractor/Employee Manager Self-Assessment – To be completed by the contractor or UofT work department**

The following requirements must be met to work at the University; hence all questions must be answered with Y (Yes). N/A (Not applicable) questions must be approved by the UofT project/work coordinator.

- Does your company/department ensure supervisors are “competent persons” as defined by the Occupational Health and Safety act? “Competent person” means a person who a) is qualified because of knowledge, training and experience to organize the work and its performance, b) is familiar with this Act and the regulations that apply to the work, and c) has knowledge of any potential or actual danger to health or safety in the workplace.
- Does your company/department perform Health and Safety site inspections appropriate for the duration of work (e.g. pre-job, periodic, post-job etc.)?
- Does your company/department have procedures for protecting people (e.g. employees, students, etc.) at the University of Toronto? (e.g. code of conduct, physical barriers, signs, etc.)
- Does your company/department have a personal protective equipment program in place to ensure provision of appropriate PPE, proper maintenance and enforcement of PPE usage?
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Does your company/department have training programs to ensure all employees are trained to understand relevant legislation and to be able to perform their jobs safely?</td>
<td>☐</td>
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<tr>
<td>Does your company/department have Material Safety Data Sheets of all agents used onsite, so that the University can have access to them?</td>
<td>☐</td>
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<tr>
<td>To be completed by contractor. If work is conducted entirely by UofT employees, omit this section.</td>
<td></td>
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<tr>
<td>Does your company have a Health and Safety policy showing management’s commitment to comply with applicable legislation and to prevent injuries/illnesses?</td>
<td>☐</td>
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<tr>
<td>Does your company have a health and safety manual containing Health &amp; Safety programs/procedures to control health and safety hazards</td>
<td>☐</td>
</tr>
<tr>
<td>Does your company report accidents to the appropriate authorities (e.g. MOL, WSIB, etc.) within the timeline given by the authorities?</td>
<td>☐</td>
</tr>
<tr>
<td>Does your company ensure compliance to the Ontario Regulation 279/13 Basic Occupational Health and Safety Awareness and Training?</td>
<td>☐</td>
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<tr>
<td>Has your company conducted a local hazard assessment to determine the applicability and subsequent provision of medical surveillance for workers who may be exposed to hazards such as biological hazards, noise, asbestos?</td>
<td>☐</td>
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<tr>
<td>Does your company have a hazardous waste disposal and environmental protection program in accordance with all applicable environmental legislation?</td>
<td>☐</td>
</tr>
<tr>
<td>Does your company have a contractor safety program, if your company hires subcontractors to work at the University of Toronto?</td>
<td>☐</td>
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<tr>
<td>Is your company in a rebate/neutral position according to the local worker compensation authority (latest 3 years)? If not, please explain why and what has the company done to improve worker compensation statistics</td>
<td>☐</td>
</tr>
<tr>
<td>Does your company not have any Health and Safety charges or convictions within the past 36 months? If so, please explain:</td>
<td>☐</td>
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<tr>
<td>Submission of most recent liability insurance certificate: (Please attach to form)</td>
<td>☐</td>
</tr>
<tr>
<td>Submission of most recent proof of good standing with local worker compensation authority: (Please attach to form) and provide local worker compensation account number:</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Contractor/Employees Manager**

I hereby confirm that I have provided accurate information on this form to the best of my knowledge and have factored in all safe work procedures, permits and notices in my project/job planning timelines and price quote. I confirm that I understand all information on this form and agree to follow all University of Toronto program and procedural requirements in addition to all applicable legislation and standards.

**University of Toronto Project/Work Coordinator**

I hereby confirm that I have given all relevant hazard information (e.g. designated substances report) to the contractor or work department manager and reviewed all information from Sections 2-5 provided by the contractor or work department manager to be complete and satisfactory.

<p>| Print Name: | Print Name: |
| Signature: | Signature: |
| Date: | Date: |</p>
<table>
<thead>
<tr>
<th>Contractor/Employees Manager</th>
<th>University of Toronto Project/Work Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby confirm that I have met with the UofT Project/Work Coordinator before the project/work begins and have reviewed and understood all information on this form, and agree to carry out and will ensure my employees follow all University of Toronto program and procedural requirements, especially those outlined in the UofT CMC Program, in addition to all applicable legislation and standards. I will ensure each employee who will be conducting work at UofT have all necessary safety training and certification to meet all qualifications and to perform the work safely. I will ensure my employees wear appropriate personal protective equipment and enforce usage at UofT. I will meet fulfill all notice and permit requirements.</td>
<td>I hereby confirm that I have met with the contractor or UofT work department manager/supervisor before work begins and reviewed all safe work procedures and to ensured details around notices and permits are communicated to the manager/supervisor.</td>
</tr>
<tr>
<td>Print Name:</td>
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<td>Signature:</td>
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Note to contractors: In order to continue as a contractor, it is imperative that all information mentioned in this form is submitted. Failure to do so will prevent from being awarded future contracts or given work at the University of Toronto. Companies who have completed this form are subject to random safety audits to verify accuracy of information given on this form. University of Toronto will not be liable for any consequences of cancellations as a result of inaccurate or incomplete information relating to this form, since following the requirements of the Construction/Maintenance/Contractor Safety Program constitutes a material term of the contract between the University and the Company.