

**Contractor Safety Program**  
**Office of Environmental Health and Safety**  
**University of Toronto**



***Contractor Safety Program***

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## ***Contractor Safety Program***

### ***Overview***

Although workers of contractors are not employees of University of Toronto, the Occupational Health and Safety Act still requires the University of Toronto to protect these workers while they work on University property.

Also, Environmental laws stipulate that the University of Toronto is responsible for enforcing environmental requirements with contractors as well as with University employees.

It is therefore the University's responsibility to select, hire and work with only competent contractors who share the University's views and standards on Environment, Health and Safety.

It is further the responsibility of the University to ensure that all external contractors are made aware of the University's Environment, Health and Safety requirements, safety standards and procedures, and any known hazards around the university property.

In some cases, the University engages an outside contractor to act as Constructor, in which case the contractor takes on the OHS responsibilities, subject to audits by the University of Toronto.

All contractors must ensure that each of their workers who appears on site to perform work provides proof of qualification to the person-in-charge. They must also ensure that each of their workers who appear on site to perform work is made aware of, and abides by the University's Environment, Health and Safety requirements, safety standards and procedures. The contractors must ensure that their workers are made aware of any known hazards around the university property, and to ensure that their workers are instructed in the safety procedures to be followed to avoid these hazards. They must ensure that their workers are working safely and are taking all necessary actions and precautions to protect themselves, the University community and property.

### ***Program Objectives***

The Contractor Safety Program of the University of Toronto has these objectives:



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- Minimize the likelihood of, and with the objective of eliminating personal injuries arising from the work of contractors to workers of the contractors as well as general population of the University;
- Consider the impact on the environment in every stage of the execution of a project by a contractor, from planning to completion;
- Minimize the likelihood of, and with the objective of eliminating equipment and property damage and losses created by contractors;
- Establish responsibility and accountability of all stakeholders in contracted work;
- Ensure implementation of *Environment, Health and Safety* Programs for all contract workers on Campus.

### ***University Health and Safety Policy***

The University of Toronto Health and Safety policy must be adhered to by all contractors working for the University. An up to date copy of the policy must be reviewed by all contractors before starting work. This policy would be provided as part of the tendering process.

### ***Environmental, Health and Safety Mission Statement***

The mission of the Office of Environmental Health and Safety is to ensure that an environmentally responsible, safe and healthy work, research and study environment exists at the University of Toronto.

We do this by being proactive in identifying risks and emerging issues and by developing and implementing innovative, practical and sustainable processes to manage them, including training and awareness, teaching, provision of expert advice, emergency response and assurance.

Through close collaboration with all members of the University community we establish and maintain health and safety systems that are widely acknowledged to be of excellent quality and that, while not limiting or impeding academic freedom and freedom of research, maintain a high level of safety.



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### ***Roles and Responsibilities***

#### ***Responsibilities of Senior Management***

Senior Management of the University generally has the following responsibilities and accountabilities in respect of Health and Safety at the University of Toronto:

- Provide the conditions necessary for the University staff and contractors to implement the University Health and Safety;
- Support and promote Environment, Health and Safety initiatives that are consistent with the EHS objectives of the University;
- Support and promote prevention of and education around occupational injuries and illnesses;
- Fulfill the responsibility to "approve University regulations and other actions to implement the Occupational Health and Safety Act, the Environmental Protection Act, and policies on health and safety approved by the Governing Council".

#### ***Responsibilities of U of T Environmental Health and Safety***

The office of Environmental Health and Safety is involved in the administration of the Contractor Safety Program. The office will ensure that the following components or tasks of the program are performed:

- Ensure that a contractor safety program is written, and a process for implementing the program is defined and is current;
- Ensure that Contractor Safety Orientation training for contractors is available via the web;
- Ensure that designated substance training is available to contractors. (Some training may require a nominal charge to support its maintenance and availability);
- Periodically audit tender documents to ensure that contract requirements reflect current practice and are compliant with the Occupational Health and Safety Act;
- Periodically audit the practices of the property managers, project managers and other hiring contractors to ensure that contractors working on behalf of the University are working in a safe manner;



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- Collect records to demonstrate that the University is taking all reasonable precautions with respect to the safety of contract workers on the University premises.

### ***Responsibilities of U of T Project Contact Person (including Property Managers, Project Managers, Project Leads, and any U of T Employees Hiring Contractors)***

The U of T Project Contact Person is the U of T employee having primary responsibility for management of a construction or maintenance project that is being performed by one or more external contractors. This includes Project Manager, Property Manager, Project Leads and all other University of Toronto employees hiring contractors. He or she, and his or her official designate(s), has the following responsibilities and accountabilities:

- Ensure that there is a clear understanding of the role and responsibility of University of Toronto as the Owner, Employer and/or Constructor for the project and act and behave to fulfill the responsibilities of U of T for the various roles. Owner, Employer and Constructor are as defined in the Occupational Health and Safety Act;
- Ensure that a Pre-qualification Safety Review of bidding Contractors is an integral part of the contractor selection process;
- Ensure that the Safety Performance and Safety Culture of the Contractor are of equal importance to other selection criteria such as costs and service. *Assessment and Evaluation forms in Appendix A and B may be used;*
- Verify with the Contractor that every worker of the Contractor and its sub-contractor working at the work-site has received University of Toronto Contractor Safety Orientation through provision of the Orientation Sticker/Card. This Contractor Safety Orientation is valid for 12 months;
- Provide the Contractor with information on any up-to-date known hazards including but is not limited to the following:
  - designated substance hazards;
  - asbestos hazards;
  - radiation hazards;
  - biological hazards;
  - mould hazards;
  - laboratory related hazards.



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Pre-Project or Pre-job Hazard Assessment forms in Appendix C, Appendix D and Appendix E may be used.

- **For Construction Projects in which the Contractor is the Constructor**, U of T Project Contact Person must
  - Monitor the health and safety practices of the Constructor via spot checks and audits;
  - View Contractor health and safety regulatory non-compliance issues as contract non-compliance issues, and address such concerns to the Contractor's designated representative;
  - Refrain from acting in ways that cause U of T to be seen to be "supervising", "directing", or "controlling" the day-to-day activities of the Contractor. To avoid creating this appearance, the U of T Project Contact Person should:
    - Refrain from telling the Contractor's workers "how to" perform their work. However, do address concerns to the Contractor's designated representative;
    - Refrain from interfering with, or stopping the performance of any work. However, do stop work immediately when safety concerns are leading to imminent personal injuries or property losses.
- **For non Construction Projects**, act on behalf of the University to fulfill the responsibility of the University as the Employer. This includes but is not limited to:
  - Pre-start and periodic on-site walk-through of the job site to note and communicate safety hazards to workers
  - Safety concerns arising from any source related to the contract work are resolved expeditiously
  - Safety discussion and follow up is an integral part of scheduled meetings
  - Work is stopped immediately when safety concerns are leading to imminent personal injuries or property losses
  - Various Forms in Appendixes F, G, I and J may be used to facilitate.



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### ***Responsibilities of Contractors***

For the purpose of this Contractor Program, sub-contractors (and their workers) hired by the Contractor are considered the employees of the Contractor.

When the Contractor is the Constructor of a Construction Project, the Contractor is solely responsible and accountable for its workers' action and in-action.

All contractors are responsible to:

- Be in compliant with all Health and Safety Terms and Conditions described in Appendix H;
- Ensure that all of its workers entering the worksite comply with the Occupational Health and Safety Act, University of Toronto Contractor Safety Program requirements, University of Toronto Safety Policies, Standards, Codes and all other applicable Regulations and requirements;
- Furnish only competent and trained workers to work at the worksite. "Competent" is as defined in the Occupational Health and Safety;
- Ensure that its workers have received University of Toronto Contractor Safety Orientation prior to working at the University work-site;
- Coordinate with the U of T Project Contact Person the shutdown of any utilities prior to the work requiring the shut down. This includes but is not limited to, natural gas, propane, steam, air, water, electric services and the like;
- Unless otherwise agreed to in writing by the U of T Project Contact Person, supply all necessary equipment and tools, including but is not limited to ladders, scuffles, man-lifts, forklifts, and others required in completing the contract work;
- Ensure that all equipment and tools, including PPE, used on the work-site are in good working condition, properly maintained and certified if required by regulations;
- Ensure that equipment is operated only by those workers who have been properly trained and are skilled in the operation of the equipment;
- Have available for reference a manufacturer's operating manual for all the equipment and tools brought to the work-site;
- Use appropriate master key(s) to facilitate access to the project site as permitted. All relevant university security policies must be followed, including but is not limited to daily sign-out procedure for the keys, return of Master key(s) at the end of each day and safekeeping of all keys;





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- Report in writing all Lost or stolen items such as tools, equipment, materials and the likes to the U of T Project Contact Person and U of T Campus Police. All such lost or stolen items are the responsibility of the Contractor.

### ***Responsibilities of Workers of the Contractor***

Workers of the Contractor and sub-contractors must at a minimum fulfill Responsibilities of Workers as defined in the Occupational Health and Safety Act.

Specifically, Workers of the Contractor and its sub-contractors must:

- Not expose themselves to any condition that they may endanger themselves, or any other worker, visitor or guest;
- Promptly report any unsafe act or condition and any environmental or safety incident or concern that they may become aware of to their supervisor;
- For supervisory workers, act promptly on any reported unsafe conditions;
- Not proceed with any work, or operate any equipment for which they have not received proper training;
- Conduct themselves in a safe and orderly manner at all times while on the jobsite or other U of T property;
- Ensure they understand and comply with all relevant safety regulations, codes, procedures, standards and policies;
- Carry a valid University of Toronto Contractor Safety Orientation Sticker or Card at all times while performing work at the University work-site.



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***Contractor Acknowledgement and Agreement***

By signing below, I \_\_\_\_\_ (the Contractor) agree to follow the requirements of the U of T Contractor Safety Program. Failure to do so may result in the cancellation of the requested work and the University of Toronto will not be liable for any consequences of this cancellation. Specifically, following the requirements of this program constitutes a material term of the contract between the University of Toronto and the Contractor.

The University of Toronto reserves the right to change or amend the Contractor Safety Program at any time.

I acknowledge that I understand the requirements of the University of Toronto Contractor Safety Program. I agree to abide by all such requirements.

\_\_\_\_\_  
Contractor's signature

\_\_\_\_\_  
Contractor's printed name

\_\_\_\_\_  
Contractor's Title

\_\_\_\_\_  
Contractor's company

\_\_\_\_\_  
Witness name

\_\_\_\_\_  
Witnessed by signature

\_\_\_\_\_  
Date



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### ***Worker Competence, Capability and Impairment, Training and Orientation***

#### **Competent Workers – as per OHSA:**

"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 the Ontario *Occupational Health and Safety (OHS) 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.
- The Contractor shall ensure its workers, including those of the sub-contractors who work at the worksite at the University of Toronto meet the definition of a "Competent Person" as defined above;
  - The Contractor shall provide or arrange for all necessary training to ensure sufficient qualified and competent workers are on site;
  - The Contractor shall produce "proof of competency", which includes but is not limited to training certificates upon request from the U of T Project Contact Person.

#### **Impaired Workers –**

- The Contractor shall ensure that any of its workers showing any signs of impairment (influenced by alcohol, drugs, medication, mental/physical fatigue or anything that impairs the worker such that they are unable to safely carry out their duties) shall not be allowed to work or to stay at the worksite;
- The Contractor shall further ensure that any of its supervisory or managerial employees who knowingly allow a person showing signs of impairment to work or to stay at the worksite will be subject to disciplinary action, up to and including termination.

#### **Contractor Safety Orientation –**

- The Contractor shall ensure that every worker that works on the project at the University work-site has been provided with a University of Toronto Contractor Safety Orientation. This Contractor Safety Orientation can be conducted by the U of T Project Contact Person, or his/her official designate(s), or can be completed on line



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via the web-based program, or a combination of both. This Contractor Safety Orientation must include the following:

- U of T Contractor Safety Program in its entirety;
- U of T Asbestos Awareness;
- Additional requirements specific to the project or project location as deemed necessary by the U of T Project Contact Person, the Director of EHS, or U of T standards or policies.
- Trained workers will receive an Orientation Sticker/card upon successfully completing the Contractor Safety Orientation. This sticker is valid for 12 months;
- The Contractor shall maintain a copy of the valid stickers in a visible location at the worksite.



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**Contract Safety Orientation training Sign off sheet**

This is to confirm that \_\_\_\_\_ of \_\_\_\_\_ has  
worker) (Name the company) (Print name of

successfully completed the Contractor Safety Orientation for \_\_\_\_\_ on  
(Name the Project)

this day of \_\_\_\_\_.  
(yyyy-mm-dd)

Materials covered during the Orientation include the following:

- University of Toronto Contractor Safety Program
- University of Toronto Asbestos Awareness
- \_\_\_\_\_
- \_\_\_\_\_

Name of Instructor: \_\_\_\_\_, and

Signature of Instructor: \_\_\_\_\_, or

Verification Code if completed on line: \_\_\_\_\_



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### **Safety Orientation Sticker or Card**

- A worker successfully completed the Contractor Safety Program will be issued a Safety Orientation Sticker or Card;
- The worker shall carry this Safety Sticker or Card at all times when he or she works at the University worksite. The sticker can be stuck to a hard hat if the hard hat is worn at all times at the University work-site;
- The Safety Orientation Sticker or Card shall carry the following information:
  - Name of Contractor Company
  - Name of Worker
  - Date of Issue, or Sticker number
  - Project being worked on
  - Issue by



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### ***Post-Job Clean up and Waste Disposal***

- The Contractor shall ensure that all hazardous wastes generated at the worksite and unused hazardous chemicals and other materials are removed, transported and disposed of in accordance with applicable legislation. A copy of the necessary documentation (e.g. Hazardous Waste Manifest) must be supplied to the Project Manager upon request;
- Consult [http://www.ehs.utoronto.ca/resources/wmindex/wm5\\_1.htm](http://www.ehs.utoronto.ca/resources/wmindex/wm5_1.htm) for disposal of Biological Waste (Ctrl + click to follow link);
- Consult [http://www.ehs.utoronto.ca/resources/wmindex/wm5\\_2.htm](http://www.ehs.utoronto.ca/resources/wmindex/wm5_2.htm) for disposal of Chemical Waste (Ctrl + click to follow link);
- Consult [http://www.ehs.utoronto.ca/resources/wmindex/wm5\\_3.htm](http://www.ehs.utoronto.ca/resources/wmindex/wm5_3.htm) for disposal of Radioactive Waste (Ctrl + click to follow link).

### ***Summary of Relevant Health and Safety Rules, Standards and Procedures***

- The Contractor and its workers conducting work at the University Property must be familiar with, and abide by all relevant Health and Safety Rules, Standards and Procedures provided by the University of Toronto in one or a combination of the following formats:
  - DVD
  - Pocketbook
  - On line web sites



## ***Contractor Safety Program***

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

### ***Appendix*** *(see separate file)*

- Appendix A - Contractor Health and Safety Program Assessment Form
- Appendix B - Criteria for Evaluation and Scoring of Contractor Health and Safety Assessment Submissions
- Appendix C - Pre-Job Hazard Assessment
- Appendix D - Pre-Project Hazard Assessment
- Appendix E - Notification and Acknowledgement of Designated Substance on Project Site
- Appendix F - Project Health and Safety Inspection Report
- Appendix G - Record of Health and Safety Meeting
- Appendix H - Health and Safety Terms and Conditions for Contractors
- Appendix I - Pre-and-Post Job Inspection Checklist
- Appendix J - Contractor Health and Safety Performance Report
- Appendix K – Project Separation – Designation of Project Letter