

## Appendix B

### Contractor Safety Acknowledgement Form – Project / Work

(Revision date: July 2023)

**Note:** A separate form must be filled for each contending contractor part of the planned project / work.

#### Section 1 – Project / Work Information – To be completed by U of T Project / Work Coordinator

Project / Work location: \_\_\_\_\_

Project / Work description (include attachment if description exceeds the space below):  
\_\_\_\_\_

Project / Tender number or identifier: \_\_\_\_\_

Is this an annual pre-qualification (Y/N)? \_\_\_\_\_ If Yes, please specify year: \_\_\_\_\_

U of T Project / Work Coordinator: \_\_\_\_\_

#### Section 2 – Contractor Information – To be completed by Contractor

Contracting company: \_\_\_\_\_

Person completing this form: \_\_\_\_\_

Title of person completing this form: \_\_\_\_\_ (must be company manager)

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Section 3 – University of Toronto Contractor Safety Program confirmation – To be completed by Contractor

- ☐ I hereby confirm that I have reviewed the University of Toronto Contractor Safety Program in its entirety and agree to follow all University requirements in addition to all requirements covered under the Ontario Occupational Health & Safety Act.

#### Section 4 – Joint Hazard Review – To be first filled out by Project / Work Coordinator on U of T hazards, then to be completed by Contractor to identify job hazards

- ☐ I will identify, review and discuss possible job hazards that may be encountered during work at the University of Toronto with the U of T Project / Work Coordinator to identify and implement safety work procedures.
- ☐ 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 in addition to all requirements covered under the Ontario Occupational Health & Safety Act and all other applicable legislation and standards. U of T-specific procedures can be found at the following link:  
<https://ehs.utoronto.ca/resources/policies-and-procedures>
- ☐ I will identify and discuss possible hazards that impact occupants or the University community during work at the University of Toronto with the 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)
- ☐ I will ensure all notices for shutdown / safety are coordinated through the Project / Work Coordinator.
- ☐ I will ensure any U of T internal permits are coordinated through the Project / Work Coordinator.
- ☐ I will ensure all approvals, permits and licenses are obtained from and required notices filed to various authorities and copies are submitted to the Project / Work Coordinator before the start of work.

The hazards / activities are not limited to the following list. Please indicate Yes or No to each hazard / activity as it applies to the job scope. **Instructions for Project / Work Coordinator:** fill in the **U of T** column, and identify hazards that may need to be disclosed to the contracting company. **Instructions for Contractor:** fill in the **Con** column, and identify the hazards that apply to the specific project / job scope. If this is a contractor pre-qualification, please identify all hazards that your company is capable of handling for future work / projects. See *Contractor Prequalification* Section in Contractor Safety Program document for more details (page 9). All University of Toronto programs and procedures can be found at: <https://ehs.utoronto.ca/resources/policies-and-procedures>

UofT Y/N	Con Y/N	Hazard / Activity	Specific Responsibilities	Permit / Notice Requirement	UofT-Specific Program/Procedures	Additional Comments
Y  N	Y  N	Construction	<ul style="list-style-type: none"> <li>- U of T Project / Work Coordinator to designate contractor or U of T as constructor</li> <li>- If multiple contractors are working in the same building, Project / Work Coordinator must ensure they are separated in time and space.</li> </ul>	<ul style="list-style-type: none"> <li>- Notice of Project for Construction Projects submission to MOL by constructor for certain activities</li> <li>- Registration of Contractor and Employer Engaged in Construction submission to MOL by contractor and employer</li> <li>- Designation of constructor letter submission to MOL by U of T if multiple contractors are working in the same program</li> </ul>	- Contractor Safety Program	
Y  N	Y  N	Designated Substances (e.g. asbestos, lead, silica, mercury, etc.)	<ul style="list-style-type: none"> <li>- U of T Project / Work Coordinator must fully disclose all relevant information to Contractor after consultation with EHS</li> <li>- Contractor's safe work procedures must meet or exceed U of T program / procedure requirements and applicable legislation and standards</li> <li>- Contractor to fill out the "Acknowledgment of University of Toronto Asbestos Management Program Form"</li> <li>- Contractor must adhere to the University's Asbestos Management Program</li> <li>- Follow the University's asbestos abatement guidelines as outlined in the specifications where provided by the University, including filling out the Contractors'/Subcontractors' Workers Asbestos and Designated Substances Training &amp; Work Experience</li> <li>- Only use and install non-asbestos building materials and manufacturer products for any and all work at / for the University</li> <li>- Comply with Ontario Regulation 278/05 made under the Occupational</li> </ul>	<ul style="list-style-type: none"> <li>- Notice requirement in U of T program / procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Asbestos Management Program</li> <li>- Acknowledgment of University of Toronto Asbestos Management Program Form</li> <li>- Lead Program and SOPs</li> <li>- Crystalline Silica Procedures</li> <li>- Procedures for Working on Plumbing Traps in Laboratories</li> </ul>	

UofT Y/N	Con Y/N	Hazard / Activity	Specific Responsibilities	Permit / Notice Requirement	UofT-Specific Program/Procedures	Additional Comments
			Health and Safety Act entitled, "Designated Substances – Asbestos on Construction Projects and in Buildings and Repair Operations"; Ontario Ministry of Labour Guideline entitled "Lead on Construction Projects"; and Ontario Ministry of Labour Guideline entitled "Silica on Construction Projects"			
Y  N	Y  N	Mould	<ul style="list-style-type: none"> <li>- U of T Project / Work Coordinator must fully disclose all relevant information to contractor after consultation with EHS</li> <li>- Contractor's safe work procedures must meet or exceed U of T program / procedure requirements and applicable legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>- Notice requirement in U of T program / procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Mould Control Program</li> <li>- Procedures for Remediation of Fungi in Indoor Environments</li> </ul>	
Y  N	Y  N	Laboratory and non-laboratory chemicals (including compressed gases, PCB), Biological, Radiation, X-Ray, Laser or Electromagnetic Frequencies (EMF), Fume hood work	<ul style="list-style-type: none"> <li>- Contractor's safe work procedures must meet or exceed applicable legislation and standards</li> <li>- Contractors that perform work in active labs, must ensure all on premise workers review and complete this lab safety orientation: <a href="https://ehs.utoronto.ca/lab-safety-orientation/">https://ehs.utoronto.ca/lab-safety-orientation/</a></li> <li>Contractors must be prepared to provide proof of completion <i>if</i> requested.</li> </ul>	<ul style="list-style-type: none"> <li>- Must notify EHS for Chemical, Biological, Radiation, X-Ray, Laser or EMF activities</li> <li>- For lab spaces, must follow the U of T Lab Design Standard and procedures for lab space decommissioning</li> <li>Applicable U of T Programs / Procedures: <ul style="list-style-type: none"> <li>- Safety Procedures for Fume Hood Maintenance</li> <li>- Biosafety Program</li> <li>- Radiation Safety Program</li> <li>- etc.</li> </ul> </li> <li>Other relevant U of T programs and procedures can be found at the following link: <a href="https://ehs.utoronto.ca/resources/policies-and-procedures">https://ehs.utoronto.ca/resources/policies-and-procedures</a></li> </ul>		
Y  N	Y  N	Industrial Radiography	<ul style="list-style-type: none"> <li>- U of T Project / Work Coordinator consults EHS for safe work procedures for contractors to follow</li> <li>- Contractor's safe work procedures must meet or exceed U of T program / procedure requirements and applicable legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>- Permit required from EHS</li> <li>- Notice requirement determined by EHS</li> </ul>	<ul style="list-style-type: none"> <li>- Guidelines for Application – Radiography Permit System</li> <li>- Radiography Source Permit Application</li> </ul>	
Y  N	Y  N	Confined Spaces	<ul style="list-style-type: none"> <li>- U of T Project / Work Coordinator provides hazard information to contractor</li> <li>- Contractor's safe work procedures must meet or exceed U of T program / procedure requirements and applicable legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>- Coordination Document required between Contractor and Project / Work Coordinator as applicable</li> </ul>	<ul style="list-style-type: none"> <li>- Confined Spaces Program</li> </ul>	
Y  N	Y  N	Hazardous energy/pressure (e.g. electrical, mechanical, gas, etc.)	<ul style="list-style-type: none"> <li>- U of T Project / Work Coordinator provides hazard information to contractor</li> <li>- Contractor's safe work procedures (including Lockout/Tagout) must meet</li> </ul>	<ul style="list-style-type: none"> <li>- Shutdown/safety notices must be coordinated by Project/Work Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Lockout/Tagout Standard</li> <li>- U of T General Procedure for Lockout</li> </ul>	

UofT Y/N	Con Y/N	Hazard / Activity	Specific Responsibilities	Permit / Notice Requirement	UofT-Specific Program/Procedures	Additional Comments
			or exceed applicable legislation and standards			
Y  N	Y  N	Work at Heights (e.g. fall protection, elevated work platforms, scaffolding, ladders)	<ul style="list-style-type: none"> <li>- Contractor's safe work procedures must meet or exceed applicable legislation and standards</li> <li>- Contractor will ensure that only those with certified training will complete work at heights at the University of Toronto</li> </ul>	<ul style="list-style-type: none"> <li>- Safety notices coordinated by Project / Work Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Working at Elevated Heights / Roofs Standard</li> <li>- Portable Ladders Standard</li> <li>- Fall Protection Standard</li> <li>- Scaffolds Standard</li> </ul>	
Y  N	Y  N	Rooftop Access	<ul style="list-style-type: none"> <li>- Contractor must follow safe work procedures that meet or exceed U of T access request requirements and applicable legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>- Contractor must complete "Rooftop Access Request Form - Visitor/Contractor" from Project / Work Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Rooftop Access Request Form – Visitor / Contractor</li> <li>- Working at Elevated Heights / Roofs Standard</li> </ul>	
Y  N	Y  N	Hot Work (e.g. fire hazards)	<ul style="list-style-type: none"> <li>- Contractor must follow safe work procedures that meet or exceed U of T permit requirements and applicable legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>- Contractor must obtain Hot Work Permit from Project / Work Coordinator if hot work occurs during U of T operation</li> <li>- If hot work occurs on construction site separated from U of T operations, Constructor must administer hot work permit system</li> </ul>	<ul style="list-style-type: none"> <li>- Hot Work Permit documentation</li> </ul>	
Y  N	Y  N	Overhead Work (e.g. window cleaning, crane and hoisting operations)	<ul style="list-style-type: none"> <li>- Contractor's safe work procedures must meet or exceed applicable legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>- Notice to MOL by contractor</li> <li>- Safety notice coordinated by Project / Work Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Window Cleaning Standard</li> <li>- Lifting Devices Standard</li> </ul>	
Y  N	Y  N	Excavation	<ul style="list-style-type: none"> <li>- Contractor's safe work procedures must meet or exceed applicable legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>- Notice to MOL required for trench work more than 1.2m or 4ft deep</li> </ul>		
Y  N	Y  N	Usage of University equipment	<ul style="list-style-type: none"> <li>- Project / Work Coordinator must work with U of T department who owns the equipment to ensure equipment is in good order and maintained as per manufacturer and applicable legislation and standards. Should also verify if equipment operation certificates of contractors are valid.</li> <li>- Contractor must ensure employees using the equipment are qualified and trained to use the equipment safely as per applicable legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>- Contractor must make arrangements through Project / Work Coordinator</li> </ul>		

UofT Y/N	Con Y/N	Hazard / Activity	Specific Responsibilities	Permit / Notice Requirement	UofT-Specific Program/Procedures	Additional Comments
Y  N	Y  N	Impact to Building Occupants	<p>Ensures impacts to building occupants are minimal by ensuring:</p> <ul style="list-style-type: none"> <li>- Multiple access / egress routes to / from occupied work areas are maintained</li> <li>- Construction site access is restricted and secured</li> <li>- Areas near construction zone and transportation routes for construction materials are kept clear and clean (e.g. clean surfaces using with water or wet mopping during times of minimal pedestrian / occupant traffic)</li> <li>- Emissions and dust are controlled from spreading outside of the construction area (e.g. placing walk-off / tacky mats at site egresses, disabling ventilation system in construction area, sealing air vents and duct opening as appropriate)</li> </ul>	- Notice to occupants		
Y  N	Y  N	<p>Other Hazard / Activity – can include but is not limited to:</p> <ul style="list-style-type: none"> <li>- Heat stress</li> <li>- Cold environment</li> <li>- Noise</li> <li>- Vibration</li> <li>- Pinch points</li> <li>- Weather</li> <li>- Ergonomics</li> <li>- Traffic</li> <li>- Poor lighting</li> <li>- Poor ventilation</li> <li>- Insulation materials</li> <li>- Slip/trip hazards</li> <li>- Working alone</li> <li>- Workplace violence</li> </ul> <p><b>Please specify Other Hazard / Activity:</b></p>	- Contractor's safe work procedures must meet or exceed applicable legislation and standards	- Safety notices coordinated by Project / Work Coordinator		

## Section 5 – Contractor Self-Assessment – To be completed by the Contractor

**A) Questionnaire:** The following requirements must be met to work at the University; hence all questions must be answered with Yes (Y) or No (N). **Any questions left blank are presumed to be N/A (not applicable) and must be approved by the U of T Project / Work Coordinator.**

Y	N	Does your company 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.
Y	N	Does your company perform health and safety site inspections appropriate for the duration of the work? (e.g. pre-job, periodic, post-job, etc.)
Y	N	Does your company have procedures for protecting people (e.g. employees, students, etc.) at the University of Toronto? (e.g. code of conduct, physical barriers, signs, etc.)
Y	N	Does your company have a personal protective equipment program in place to ensure provision of appropriate PPE, proper maintenance and enforcement of PPE usage?
Y	N	Does your company have training programs to ensure all employees are trained to understand relevant legislation and to be able to perform their jobs safely?
Y	N	Does your company have Safety Data Sheets (SDS) of all agents used onsite, so that the University can have access to them?
Y	N	Has your company ensured there will be no use of nut-based products and/or abrasive blasting media? (e.g. peanut butter, walnut shells)
Y	N	Does your company have a Health and Safety Policy showing management’s commitment to comply with applicable legislation and to prevent injuries / illnesses?
Y	N	Does your company have a Health and Safety Manual containing health and safety programs and procedures to control health and safety hazards?
Y	N	Does your company report accidents to the appropriate authorities (e.g. MOL, WSIB, etc.) within the timeline given by the authorities?
Y	N	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, etc.?
Y	N	Does your company have a hazardous waste disposal and environmental protection program in accordance with all applicable environmental legislation?
Y	N	Does your company have a contractor safety program and fulfill all university and contractual requirements (e.g. unionized sub-trades, valid WSIB coverage, adequate liability insurance coverage and trained and qualified employees), if your company hires subcontractors to work at the University of Toronto?
Y	N	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:  _____ _____
Y	N	Is your company free of any health and safety charges or convictions within the past 36 months? If no, please explain:  _____ _____

**B) Documentation:** Please complete this section and submit the following documentation with this form.

Liability insurance certificate (most recent). Certificate holder name should state “Governing Council of the University of Toronto” with the address “263 McCaul St, 2nd floor, Toronto, ON, M5T 1W7, CA”

Proof of good standing with local worker compensation authority (most recent)

If using the WSIB eClearance website to create Clearance Certificate, please select “Governing Council of the University of Toronto” with the address “263 McCaul St, 2nd floor, Toronto, ON, M5T 1W7, CA” as the requestor.

**Section 5 – continued**

<b>Contractor</b>	<b>University of Toronto Project / Work Coordinator</b>
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.	I hereby confirm that I have given all relevant hazard information (e.g. designated substances) to the contractor and reviewed all information from Sections 2-5 provided by the contractor to be complete and satisfactory.
<b>Print Name:</b> _____	<b>Print Name:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**Section 6 – Pre-Project / Work Meeting Sign-Off – To be filled out by Contractor selected to conduct the project / work and the U of T Project / Work Coordinator**

<b>Contractor</b>	<b>University of Toronto Project / Work Coordinator</b>
I hereby confirm that I have met with the U of T 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 U of T Contractor Safety Program, in addition to all applicable legislation and standards. I will ensure each employee who will be conducting work at U of T has 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 U of T. I will meet / fulfill all notice and permit requirements. I will ensure employee(s) who will be using U of T equipment are trained and qualified to use the equipment safely.	I hereby confirm that I have met with the Contractor before work begins to review all safe work procedures and to ensure details around notices and permits are communicated to the manager/supervisor. I have made sure U of T equipment to be used by contractors during the work/project are properly maintained and inspected as per manufacturer's guidelines and applicable legislation / standards.
<b>Print Name:</b> _____	<b>Print Name:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**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 the Company 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 Contractor Safety Program constitutes a material term of the contract between the University and the Company.