

## CONTRACTOR SAFETY RULES

These safety rules apply to contracted work which is under the control of the University as “Employer” (service contract work), and contracted work which is under the control of the University as “Constructor” for a construction project. They **do not apply** to contracted work of a construction project which is under the control of a “General Contractor” hired as a “Constructor”. Where a “General Contractor” is hired as a “Constructor”, this will be the responsibility of the “Constructor”.

**Contract Authority:** is the University representative responsible for overseeing the project and work performed on Ontario Tech University property including all building’s interior and exterior.

### PURPOSE

The purpose of these rules is to ensure that the University provides a healthy and safe work environment for employees of contractors and its own employees, students and visitors, when contracting for services and projects as defined above.

The primary objectives of the University are the prevention of occupational injury and/or illness, and to ensure compliance with all health and safety legislated requirements and University policies, programs and procedures. These are minimum rules and standards, and all contractors are expected to ensure that rules and standards are in place which comply with the Occupational Health and Safety Act, its regulations and applicable standards and best practices.

The University reserves the right to audit contractor safety performance and compliance at any time.

### SAFETY RULES

1. It is the responsibility of contractor(s) to be aware of all hazards associated with the worksite and to take all reasonable measures within their control to protect the health and safety of University employees, students, other contract employees, the general public and their own workers. Contractor(s) shall communicate information regarding these hazards to their supervisors and workers.
2. It is the responsibility of contractor(s) to understand and fully comply with all applicable health and safety legislated requirements (federal, provincial and municipal) and University policies, programs and procedures (as shared by the Contract Authority) pertaining to the work. Failure to comply may result in immediate termination of the work.
3. Contractor(s) shall provide the appropriate personal protective equipment to their employees and subcontractors to comply with health and safety legislated and University requirements. This includes but is not limited to: Safety Glasses/Goggles, Face Shields, Safety Shoes, Safety Clothing, Protective Gloves, Head Protection, Hearing Protection, Respiratory Protection and Fall Protection and High Visibility clothing.
4. Contractor(s) are required to provide evidence that their employees have received training appropriate for the type of work that will be performed.

5. Contractors are required to provide components of their H&S program, upon request, including but not limited to risk assessments and safe work plans for complex or high-risk work before any high-risk work commences.
6. Contractor(s) are required to provide, when necessary, written "Proof of Competency" of their employees with respect to but not limited to the following: Aerial Lifts, Aerial Booms, Forklift Trucks, Cranes, Hoists, etc.
7. Contractor(s) are required to report all accidents, incidents and near misses immediately to the Contract Authority and the University H&S Officer. A written investigation report will be requested as soon as possible.
8. Contractor(s) shall provide adequate supervision to ensure that they can organize the work and its performance, and that supervisor(s) are "competent" in accordance with the definition under the Occupational Health and Safety Act of Ontario.
9. The contractor shall keep the job site clean and orderly at all times and not tamper with or adjust items or fixtures not related to the assigned work.
10. Contractor(s) shall not permit unauthorized persons or visitors on the work site unless the Contract Authority has given express written permission for them to be present.
11. Contractor(s) shall not commence work until a pre-job meeting is held with the Contract Authority. Pre-job meetings can be in person or virtual as long as they result in written approval from the Contract Authority to begin the work.
12. Contractor(s) shall ensure that no firearms, weapons, controlled or illegal substances or alcoholic beverages are brought onto University property and shall ensure that their employees are fit for work and are not impaired at any time. Failure to comply with these requirements will result in removal from the site and/or prosecution of the employee(s) and contractor(s).
13. Fighting, threatening, use of violence or harassment against any person on University property will result in removal from site and/or prosecution of the employee(s) and contractor(s).
14. Theft or willful damage to University property is strictly forbidden and will result in removal from site and/or prosecution of the employee(s) and contractor(s).
15. Smoking is not permitted on University property.
16. Contractor(s) shall require that their employees obey all precautionary warning signs, product and process labels and posted instructions unless they have been

specifically advised in writing, by the Contract Authority, that it is not necessary to do so.

17. Contractor(s) shall ensure that their employees obey all signs and posted speed limits while operating vehicles on University property and will drive with due care and attention to the safety of all University employees, students, other contract employees, the general public, their own workers, and equipment and property.
18. Contractor(s) shall not utilize University equipment including utility vehicles, lifting devices, scaffolds without permission of the Contract Authority.
19. Contractor(s) must ensure proper storage, handling and disposal of waste and/or hazardous substances in accordance with environmental and University procedures.
20. Contractor(s) must use a hot work permit and abide by the university's minimum requirements when performing such tasks.
21. Contractor(s) must be familiar with and follow the university's emergency response procedures per the H&S Orientation Checklist provided prior to the start of work.

**To be completed when work\*\* has been assigned to the contractor:**

Signatures below acknowledge that all the above safety rules have been reviewed, understood and accepted.

Contractor Name:	
Contractor Representative:	
Signature of Representative:	
Title of Representative:	

\*\*Should the contract work reflect an on-going service agreement where the scope of work remains the same, this document need only be completed once annually.