



# **Health and Fire Safety Requirements**

**for**

**Contractors/Constructors**

**Department of Occupational Health and Safety**

**Revised September 2003**

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# **YORK UNIVERSITY**

## ***OCCUPATIONAL HEALTH AND SAFETY POLICY***

### ***Policy***

York University is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The University endeavours to provide a hazard free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through development and implementation of additional internal standards, programmes and procedures.

York University requires that health and safety be a primary objective in every area of operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

### ***Occupational Health and Safety***

Persons who are supervisors as defined by the Occupational Health and Safety Act shall ensure that persons under their direction are made aware of and comply with all applicable requirements and procedures adherent to this policy. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action.

The University shall acquaint its employees with such components of legislation, regulations, standards, practices and procedures as pertain to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements

of legislation, internal regulations, standards and programmes and shall report hazards to someone in authority, in the interests of health and safety of all members of the community.

### ***Students***

Students are responsible for conducting themselves in a manner which is consistent with their health and safety and that of others. Failure to do so may be considered a breach of Presidential Regulations governing student conduct.

### ***Tenants and Contractors***

The University will make its commercial tenants and contractors aware of its Occupational Health and Safety Policy and of the requirements that all persons working on its premises conduct their business in accordance with the Occupational Health and Safety Act.

This Health and Safety Policy is promulgated by the Board of Governors and the administration thereof is delegated to the Vice-President (Finance & Administration).

Failure to abide by this policy or the requirements, regulations, standards or procedures contemplated herein will result in appropriate discipline or sanctions.

## Section 1

### Contractors/Constructors Safety

#### Definitions:

##### Employer

Section 1 (1) *Occupational Health and Safety Act, 1990*. “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.

##### Construction

Section 1 (1) *Occupational Health and Safety Act, 1990*. “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;

##### Constructor

Section 1 (1) *Occupational Health and Safety Act, 1990*. “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.

## Project

Section 1 (1) *Occupational Health and Safety Act*, 1990. “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 (“chantier”)

## Terms and Conditions

- (1) A “York University Coordinator” shall be assigned to every Project to ensure that the contract is fulfilled.
- (2) Where there is disagreement as to the meaning of statutory requirements, policies, regulations and/or practices, the interpretation of York University and the York University Coordinator shall apply.
- (3) All Contractors/Constructors shall accept full responsibility and liability for the safe operation and completion of the Project.
- (4) All Contractors/Constructors shall take every reasonable measure to ensure the safety of members of the York University community.

- (5) Safety performance and safety records may be determining factors in awarding various contracts. Contractors/constructors may be required to provide copies of the NEER (new Experimental Experience Rating) Firm Summary Statements to be considered for a contract award.
- (6) Contractors/Constructors must provide a Workplace Safety and Insurance Board Certificate of Clearance. For projects extending more than 60 days, the Certificate of Clearance must be renewed every sixty days, in accordance with WSIB requirements.
- (7) Contractors/Constructors must inform the York University Coordinator immediately of any status change with the Workplace Safety and Insurance Board (e.g., a change in rate group, classification, Performance Index etc.).
- (8) Contractors/Constructors shall be responsible, and shall assume all liability for the safety of their subcontractors, agents and employees. They shall ensure that their employees are fully apprised of relevant legislation and York University's *Occupational Health and Safety Policy*, programs and practices prior to commencing any work.
- (9) The contractors/constructors shall comply with the *Workplace Hazardous Materials Information System (WHMIS) Regulation* and ensure that all employees performing work in the University have received WHMIS training. The contractors/constructors shall provide the York University Coordinator with proof of training upon request.



## Section 2 (A)

### Legislative and Additional Requirements

Relevant legislation includes but is not limited to:

- (a) *Occupational Health and Safety Act* – Revised Statutes of Ontario, 1990 and applicable Regulations. (See Appendix 1)
  - (b) *Workplace Safety and Insurance Act*, 1997 Statutes of Ontario 1997 and Chapter 539 and Regulations 1101(First Aid Requirements) and 1102 (General).
  - (c) *Ontario Building Code Act* and applicable Regulations.
  - (d) *Environmental Protection Act*, Revised Status of Ontario, 1990 and associated Regulations.
  - (e) *Transportation of Dangerous Goods Act*, 1981, Statues of Ontario 1981 and Chapter 69 and associated Regulations.
- (1) All Contractors/Constructors shall ensure that
- (a) the measures and procedures prescribed in the *Occupational Health and Safety Act* and the *Regulations* are carried out on the Project;

- (b) every employer and every worker performing work on the Project complies with the *Act* and the *Regulations*;
  - (c) the health and safety of workers on the project is protected;
- (2) In addition, all Contractors/Constructors shall ensure that
- (a) a safety policy and a program to implement the policy is available upon request by the York University Coordinator;
  - (b) the contract states specifically which *Regulation* under the *Occupational Health and Safety Act* will apply to the job;
  - (c) a description of how the work will be performed in accordance to the applicable regulation is provided;
  - (d) appropriate instruction and training have been provided to its employees before the work begins and evidence of such training is available upon request from the York University Coordinator.

## **Section 2 (B)**

### **On-Campus Requirements**

- (1) When on University premises, Contractors/Constructors must ensure that:
  - (a) Emergency numbers are posted, including the name of the York University Coordinator and contact number.
  - (b) Regular safety meetings are conducted and minuted.
  - (c) All hazardous substances are clearly labeled and properly stored.
  - (d) All accidents or near misses involving Contractors/Constructors, their subcontractors or their agents, are fully investigated and an Investigation Report is produced, with preventative measures identified and implemented. A copy of the Investigation Report shall be provided to York University upon request.
  - (e) All accidents involving or affecting members of the York University are fully investigated and an Investigation Report is produced. The Contractors/Constructors, subcontractors or their agents shall provide the York University Coordinator with a copy of the Investigation Report.
- (2) All documented programs and schedules shall be reasonably available to York University, should the York University Coordinator require access to them. If Contractors/Constructors, subcontractors and their

agents are in breach of any safety requirements, they may be asked to leave University premises. It will be up to the York University Coordinator to determine whether the Project shall continue. Contractors/Constructors, subcontractors and their agents will not be permitted to resume work on University premises until such time as they have proven compliance with all safety requirements, legislation and practices.

- (3) The Contractors/Constructors must follow York University Logout and Tagout procedure or a procedure approved by York Coordinator which provides an equivalent level of safety. Contractors/Constructors must use their own locks and tags.

## Section 3

### Chemical Safety

- (1) Under the *Occupational Health and Safety Act* and related Regulations, specific requirements, procedures and training must be carried out to ensure that workers work safely with chemicals. York University expects that all Contractors/Constructors, subcontractors and their agents will comply with these requirements, procedures and training.
- (2) Before any job is started:
  - (a) The York University Coordinator shall inform Contractors/Constructors in writing of any hazardous<sup>1</sup> or designated substance that may be encountered in the course of work, or in the area where the work takes place. The Contractors/Constructors shall ensure that when working with or around any hazardous or designated substance, all necessary precautions are followed, including but not limited to personal protective equipment, signage, limited entry, additional ventilation, etc.
  - (b) The Contractors/Constructors shall inform the York University Coordinator in a timely fashion that temporary changes in the location of workers or other precautions or arrangements may be required. The York University Coordinator shall then make arrangements, as appropriate.

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<sup>1</sup> as defined under sec. 1(1) of the Occupational Health and Safety Act

- (c) The York University Coordinator's name and extension number shall be posted at all entrances to the Project site.
- (d) Under the Workplace Hazardous Materials Information System (WHMIS) Regulation, Material Safety Data Sheets (MSDSs) of all chemicals to be used on the Project shall be kept on site and readily available at all times.
- (e) The York University Coordinator shall forward copies of MSDSs to the Department of Occupational Health and Safety (DOHS). If a previous copy has been forwarded, the name of the chemical shall be provided to DOHS. Before any new chemicals are used DOHS shall be notified and new MSDSs shall be provided.
- (f) Preventive measures and procedures must be adhered to, for the protection of workers and occupants of buildings. Such measures include, but are not limited to personal protective equipment, engineering controls, area signage and isolation. Procedures include but are not limited to procedures on handling, storing and disposing of waste, and cleaning up spills as outlined in the MSDSs.
- (g) If warranted, DOHS may forward to the York University Coordinator additional requirements, changes in procedures or other recommendations to improve the safety of the project. The York University Coordinator will then forward the additional requirements to the Contractors/Constructors who must ensure that they are carried out.

- (h) All chemical containers must be appropriately labeled in accordance with the WHMIS Regulation.
- (i) Chemical spills released into the environment must be reported immediately by the contractor/constructor to:
  - York University Security Services at 416.736.5333;
  - the York University Coordinator; and
  - appropriate government agencies.

## **Section 4**

### **Work Site Isolation**

#### **Barricading, Limiting Access and Hoarding**

- (a) It shall be the responsibility of the Contractors/Constructors to provide appropriate barricading, fencing, hoarding, warning lights and signage on the work site. The location and extent of the work site isolation shall be discussed with the York Coordinator prior to the commencement of the work.
- (b) If road closures or blockages are required, the York Coordinator must involve and inform relevant parties including the Department of Security, Parking and Transportation Services.
- (c) Barricades must be placed in such a manner as to prevent unauthorized personnel from entering the work site and potentially placing themselves in danger of injury. No fire prevention equipment or fire exits may be blocked without prior written approval from the Fire Prevention Office, Facilities Development.



## **Section 5**

### **Operation of Vehicles on University Property**

1. All Contractors/Constructors must provide a list of equipment requirements on site. Before entering University premises, they must provide the York University Coordinator with a copy of this list, who will then make appropriate arrangements for access onto University grounds. All personal vehicles, and contractor vehicles not being used for actual construction work (that is, vehicles transporting equipment, personnel, or vehicles not in immediate use) must possess a valid parking permit and park as directed by the Department of Parking and Transportation Services.
2. Contractors/Constructors vehicles used on University property will not be overloaded, and passengers must ride within the cab. Loading requirements are those of the Ministry of Transport or the City of Toronto, whichever are the more stringent. Riding upon running boards, fenders, hoods, scraper blades and buckets, or in boxes or other attachments is prohibited.
3. Contractors/Constructors vehicles must be left in designated areas and, when not in use must not obstruct emergency vehicles or roadways.
4. Contractors/Constructors vehicles should avoid stopping and /or parking vehicles in pedestrian pathways whenever possible. When operating vehicles in pedestrian pathways, the operator must exercise due care and control of the vehicles, including but not limited to use of additional personnel to avoid any potential injury to members of York University and/or damage to York University property.

5. Contractors/Constructors vehicles must obey all traffic signs, speed limits, parking restrictions and University designated traffic control personnel.

For roadways, contractors/constructors shall travel at posted speeds. Where it is not posted; 40 km/hour is the maximum. For walkways and path areas, the maximum speed is 5 km/hour.

6. Road closures, traffic stoppage or delays due to construction or construction vehicles must be controlled by valid traffic control personnel provided by the Contractor/Constructor. Traffic control personnel provided by the Contractor/Constructor must meet safety and visibility standards for the functions they perform (e.g., wear the appropriate safety vests). On occasion, special arrangements may be made between the Department of Parking and Transportation Services and/or the traffic control personnel to augment safety requirements. All delays or closures must be forwarded to the Department of Parking and Transportation Services, via the York University Coordinator, at least 48 hour prior to commencement of work.

## Section 6

### Work Notification

**For construction services, Work Notification is not required.** For further information, contact the Department of Facilities Development.

For non-construction services, Work Notification is required. **Work Notification shall be submitted to DOHS through the York University Coordinator.**

1. The Work Notification shall cover all types of hazards including, but not limited to:
  - (a) Asbestos
  - (b) Chemicals
  - (c) Confined Space
  - (d) Designated Substances
  - (e) Any other work deemed hazardous by the York University Coordinator.
2. Before the commencement of hazardous work, a Work Notification shall be submitted to DOHS through the York University Coordinator. Any special procedures or requirements specified on the Work Notification and in any applicable regulations shall be followed at all times.
3. The Work Notification shall be posted at the job site at all times.

## **Section 7**

### **Hot Work Permits and Procedures**

In new buildings under construction, a Hot Work Permit is not required. For further information, contact Fire Safety Section, the Department of Facilities Development.

Any hot work during construction, alteration and demolition that threatens the safety of the occupied portions, such permit is required. Fire Safety Section, the Department of Facilities Development, inspects the specific work area prior to issuance of the Hot Work Permit to the Contractor/Constructor.

1. For all hot work, including but not limited to roof replacement, cutting and welding, authorization in the form of a Hot Work Permit, issued by the Department of Facilities Development, Fire Safety Section, is required. A Hot Work Permit shall be obtained prior to the commencement of work.
2. All precautions outlined on the back of the Hot Work Permit, or any additional precautions stipulated by the Fire Safety Section, shall be followed
3. The Contractors/Constructors shall maintain a fire watch during any hot work operation, and at least sixty minutes thereafter. Where the automatic fire detection system is not available, an additional hourly final checkup patrol up to 4

hours is necessary or specified by Fire Safety Section dependent on the potential fire exposure to the occupied portions. Where the automatic fire detection system is restored to normal status by Fire Safety Section and supervised by York University Security Control Centre, no further hourly monitoring is required after the sixty-minute fire watch thereafter the hot work.

4. Before commencing any hot work, the Contractors/Constructors shall inspect the work area and confirm that precautions have been taken to prevent fire. In addition, all sections as outlined in the *Occupational Health and Safety Act* and Regulations for Construction Projects and the O. Reg. 388/97 shall be followed.
5. The Hot Work Permit shall be prominently posted, or readily accessible at each hot work area or tied to the hot work equipment. The hot work on each floor level or within the fire containment requires a separate Hot Work Permit.
6. Where the building fire alarm system has to be deactivated for facilitating the hot work, Fire Safety Section shall be given prior notification. In case of an emergency repair involving any hot work during the off-hours, York University Coordinator shall request York University Security Control Centre to call in the on-call qualified electrician to facilitate the temporary shutdown and subsequent restoration of the fire alarm system, subject to follow-ups by Fire Safety Section. The fire alarm system shall be reinstated at the end of the fire watch period. In

addition, notification of such shutdown and restoration conditions must be given to the supervisory staff that is responsible for the life safety of the occupants.

7. No hot work is permitted in a building where the automatic sprinkler system is impaired.
8. The Contractors/Constructors shall sign the Hot Work Permit to indicate that the required fire watch and final check-up monitoring period have been complied with before returning the Hot Work Permit to Fire Safety Section.
9. The issued permit is valid for the specified period of time and not transferable to other work area or Contractors/Constructors. Any change that affects any of the conditions of the permit shall require a new or amended permit.
10. Fire Safety Section will grant an extension of the permit time period upon presentation by the permit holder a satisfactory reason for failure to start or complete the hot work.
11. Fire Safety Section will suspend or revoke the Hot Work Permit if any non-compliance of the required safety precautions is found upon inspection. No hot work is permitted until the suspended or revoked permit has been reinstated or a new permit is issued.

12. The Hot Work Permit shall be predicated upon compliance with the required safety precautions. In addition, the issued permit does not take the place of any other license or permit required by other regulations or laws.

# **APPENDIX 1**

## **Regulations under the *Occupational Health and Safety Act***



Regulations made under the Occupational Health and Safety Act Revised Statutes of Ontario, 1990, Chapter 0.1 as amended.

September, 2000

**A. Safety Regulations**

- Construction Projects:
- Industrial Establishments:
- Mines and Mining Plants:
- Window Cleaning:
- Critical Injury Defined:
- Training Requirements for Certain Skill Sets and Trades:
- Diving Operations:
- Firefighters-Protective Equipment:
- Health Care and Residential Facilities:
- Oil and Gas-Offshore:
- Roll-Over Protective Structures:
- Teachers:
- University Academics and Teaching Assistants:

**D. Hazardous Physical Agents**

- X-Ray Safety

**B. Designated Substances**

- Acrylonitrile:
- Arsenic:
- Asbestos:
- Asbestos on Construction Projects and in Buildings and Repair Operations:
- Benzene:
- Coke Oven Emissions:
- Ethylene Oxide:
- Isocyanates:
- Lead:
- Mercury:
- Silica:
- Vinyl Chloride:

**E. Regulations that Directly Affect/Impact the Act**

- Training Programs
- Unilateral Work Stoppage:
- Inventory of Agents or Combinations of Agents for the Purpose of Section 34 of the Act:
- Joint Health & Safety Committees-Exemption from Requirements:

**C. General**

- Biological or Chemical Agents, Control of Exposure to:
- Hazardous Materials Inventories:
- Workplace Hazardous Materials Information System: