



York Secretariat

Operation of Vehicles on Campus Walkways

Description: Describes the need and authority to restrict and regulate the use of motor vehicles on campus walkways.

Notes: Reviewed by UEC: June 14, 2005; Effective: June 14, 2005

Approval Authority: Vice-President, Finance and Administration

Signature: Gary Brewer

Rationale

To ensure that pedestrians walking on campus are able to do so safely, the following exterior areas of the Keele and Glendon Campuses shall be kept clear of moving and parked vehicles, wherever possible:

- Walkways and pedestrian pathways
- Turf and planting bed areas adjacent to buildings
- Asphalt, concrete or interlock surfaces in courtyards, patios, terraces and on the podium level above Central Square.

Guidelines

1. York University Vehicles

No York University vehicle shall be permitted to be operated on walkways, pedestrian pathways, patios, terraces, etc. unless it is necessary to provide authorized service to the community including, but not limited to, snow clearing, walkway cleaning, delivery of materials where there is no dock access, or use of a small crane truck or other service vehicle for lamp or sign repair or other maintenance purpose.

2. Private Vehicles

Generally, a private vehicle is not permitted to be operated on, to stand on, or to be parked on a campus walkway, pedestrian pathway, patio, terrace, grassed turf, planting bed, or in a courtyard, without making appropriate prior arrangements with Parking Services.

3. Contractors and Suppliers

- a) Contractors and suppliers shall, during the contract tendering process, be informed of the restrictions outlined under #2 above. Special arrangements may be made for a contractor or supplier to deliver materials to a building in consultation with Facilities Services and Parking Services personnel.
- b) Contractors shall work with staff of the Department of Facilities Services to ensure that all contractor vehicles are parked in designated parking areas, and Facilities Services shall be responsible for communicating these guidelines and, as required, for making arrangements for contractors with Parking Services. Wherever possible, contractors shall refrain from using exterior walkway, turf and planting areas adjacent to building entrances as parking sites.

4. A vehicle operator shall be held responsible for site damage costs attributed to unauthorized operation, standing or parking of vehicles on walkways, turf, or any other restricted areas.

5. Vehicle Operating Instructions

Where there is either justification or formal authorization given by Parking Services for a licensed vehicle to operate on a walkway, pedestrian pathway, patio, terrace, turf area, etc., the following practices shall be observed:

- a) The vehicle's full light package shall be turned on, and 4-way flashers activated.
- b) If so equipped, the vehicle's overhead beacon shall be activated.
- c) Movement of the vehicle shall not exceed 15 km per hour.
- d) The vehicle shall not drive through crowds of people. It shall sit and wait until the walkway is clear of pedestrians.
- e) The vehicle shall not cut corners and drive on turf edges in order to by-pass pedestrians or obstructions.
- f) When reversing, the vehicle operator shall activate backup beepers. If there is a passenger in the vehicle that is backing up, then that person shall be required to get out of the vehicle and direct the driver.



**York University
Occupational Health & Safety Program
for
Constructors/Contractors**

Department of Occupational Health and Safety

REVISED May 2007

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PROGRAM OBJECTIVE AND CONSTRUCTOR/CONTRACTOR TERMS AND CONDITIONS

The York University Health and Safety Program is intended to outline the health and safety requirements for Constructor/Contractor so that personal injuries can be prevented and appropriate measures can be put in place prior to the commencement of the work. This requires the Constructor/Contractor management to set a good example for all workers by showing their dedication to good health and safety practices, appointing “competent” supervisors, selecting qualified sub-contractors where required, recognizing and identifying hazards and implementing safe procedures for the prevention and control of hazards.

General Health and Safety Terms and Conditions

1. Every Constructor/Contractor shall accept full responsibility and liability for the safe execution of the Project.
2. Every Constructor/Contractor shall take every reasonable measure to ensure the safety of their workers and members of the York University community.

Where there is disagreement as to the interpretation of statutory requirements, policies, regulations and/or practices, the interpretation of York University and the York University Project Representative shall prevail.

ROLES AND RESPONSIBILITIES

Constructor/Contractor

By reviewing and signing the *Campus Services and Business Operations, Constructor/Contractor Acknowledgement and Undertaking* form, the Constructor/Contractor agrees to comply with the *York University Occupational Health and Safety Program for Constructors/Contractors*, all job site specific health and safety rules, and the *Occupational Health and Safety Act and Regulations for Construction Projects (O. Reg. 213/91)* while working on a job site at York University.

Some of the requirements for a Constructor/Contractor as outlined in the Regulations include:

- (a) Appoint a supervisor for every project at which 5 or more workers will work at the same time. The supervisor shall supervise the work at all times either personally or by assigning a competent person to do so. The Constructor/Contractor should provide the name(s) of the project supervisor(s) to the York University Project Representative prior to starting work;
- (b) Make available, upon the request of the York University Project Representative, the Constructor's/Contractor's occupational health and safety policy and its program(s) to implement the policy;

- (c) Post at the job site the Notice of Project form approved by the Ontario Ministry of Labour, when and where applicable for the project (e.g., projects over \$50,000, or projects that extend for more than 3 months, or projects that involve asbestos work, etc.)
- (d) Post an Emergency Response procedure.

Additional requirements and responsibilities include but are not limited to:

1. Attend the York University “Pre-construction meeting” and provide similar orientation to workers and sub-contractors in regard to policies, procedures and requirements relating to the project site.
2. Provide job site risk assessments and project safety plan to the York University Project Representative (See: Page 5-7, Specific Hazards and Procedures);
3. Before starting a specific work activity, advise the York University Project Representative if such work might create a hazard to any worker or another employer;
4. Provide the York University Project Representative with the name of a qualified person designated to be responsible for the project site health and safety;
5. Familiarize with and comply with the *Workplace Safety and Insurance Act (WSIA), First Aid Requirements (Reg. 1101)*. Maintain adequate first aid facilities on the project site as required by *Reg. 1101*. N.B., Any Contractor with up to 15 workers on any shift must have at least one person at the project site who is the holder of a valid First Aid Certificate as per *WSIA, Reg. 1101, s9(2)*;
6. Be aware of emergency contact telephone numbers and the nearest medical facility (see York University Constructor/Contractor Manual, Section 7: Important Contact Telephone Numbers);
7. Ensure that every worker at the project site has ready access to a functional telephone, 2-ways radio system or other communication system, in the event of an emergency;
8. Arrange for use of toilet facilities where workers at the project site have reasonable access to these facilities;
9. Ensure that a reasonable supply of potable drinking water is readily accessible at a project site for the use of workers;
10. Protect the safety and health of others on site;
11. Plan safety into all work activities;
12. Ensure a supervisor performs weekly project site inspections;
13. Discipline and document any worker who fails to follow rules and safe work practices and procedures;
14. Provide and enforce the use of required personal protective equipment;
15. Provide to the York University Project Representative a Material Safety Data Sheet (MSDS) for any Workplace Hazardous Materials Information System (WHMIS) controlled products prior to its arrival at the project site;

16. Ensure all workers are trained in the WHMIS Program and continuously comply with WHMIS Regulations; and submit proof of training to the York University Project Representative;
17. Ensure all accident investigations are reviewed and appropriate corrective action is taken;
18. Review safety records and take the necessary action for improving job safety;
19. Comply with all legislative requirements relating to construction work (including the *Occupational Health and Safety Act*, the *Environmental Protection Act*, the *Workplace Safety and Insurance Act*, etc.), and applicable Ministry of Labour requirements and orders;
20. Ensure the project site is adequately secured with barricades or otherwise cordoned off to prevent unauthorized personnel from entering (and potentially placing themselves at risk);
21. Ensure that appropriate signage is posted to identify the area as a work zone and that only authorized personnel are permitted to enter;
22. Ensure the York University Lock and Tag Procedure or an equivalent level of safety procedure is followed. Contractors and constructors must use their own locks and tags. Contractors are required to follow the York University Lock and Tag Procedure provided by the York University Project Representative. Constructors must provide a copy of their lock and tag procedure to the York University Program Representative.
23. Responsibilities detailed in the Sections that follow on “WSIB Certificates of Clearance”, “Training”, “Chemical Safety”, “Specific Hazards and Procedures”, and “Accident Reporting and Investigation”.

Sub-contractors are also required to carry out these responsibilities and to contribute to the overall safety program at the project site. Sub-contractors are required to be particularly careful that their work activities do not create a hazard for others on site.

York University Project Representative

The York University Project Representative is responsible to ensure that Constructors/Contractors are aware of their health and safety responsibilities and monitors for compliance.

Before work begins on a project, the York University Project Representative will receive from the Constructor/Contractor the following, as required:

- Constructor/Contractor health and safety policy and relevant program(s);
- Project registration/notification form approved by the Ontario Ministry of Labour;
- Name of project site supervisor for projects where 5 or more workers work at the same time;
- Name of person designated by the Constructor/Contractor responsible for site health and safety activities;
- Site risk assessment and project safety plan;

- Material Safety Data Sheet (MSDS) of each hazardous material used in the project; and
- Certificates of training (e.g., WHMIS, First Aid, and other job-specific safety training) of all workers.

WORKPLACE SAFETY AND INSURANCE BOARD “CERTIFICATE OF CLEARANCE”

1. The Constructor/Contractor is required to 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 Workplace Safety and Insurance Board of Ontario (WSIB) requirements.
2. The Constructor/Contractor shall inform the York University Project Representative immediately of any status change with the Workplace Safety and Insurance Board (e.g., a change in rate group, classification, Performance Index, etc.).

TRAINING

The Constructor/Contractor shall ensure that appropriate instruction and safety training have been provided to its workers before the work begins (e.g., based on hazards identified in risk assessment on Page 5-7, Specific Hazards and Procedures). Evidence of training (e.g., certificates of completion) shall be made available upon the request of the York University Project Representative. York University does not provide instruction and safety training to the Constructor’s/Contractor’s workers.

WHMIS (Workplace Hazardous Materials Information System) training as defined under the *Occupational Health and Safety Act and WHMIS Regulation* is required by York University for all employees working on the project. Contractors/Constructors are required to provide written proof of training at the **pre-construction meeting**.

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 the Constructor/Contractor, their sub-contractors and their agents will comply with these requirements, procedures and training.
2. Before a project is started:
 - (a) The York University Project Representative will inform the Constructor/Contractor in writing of any “designated substance” (refer to the list of substances in Appendix C, Section B on Page 5-13) that may be encountered in the course of work or, in the area

- where the work takes place (refer to Section 1, Constructor/Contractor Code of Conduct, Rules and Responsibilities). The Constructor/Contractor 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, restricted entry, additional ventilation, etc.
- (b) The Constructor/Contractor shall inform the York University Project Representative in a timely manner, that temporary changes in the location of workers or other precautions or arrangements, may be required. The York University Project Representative shall then make arrangements, as appropriate.
 - (c) The York University Project Representative'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, a Material Safety Data Sheet (MSDS) of each chemical to be used on the Project shall be kept on site and made available to the York University Project Representative.
 - (e) The York University Project Representative is required to forward a copy of each MSDS to the University employee designated for health and safety in each University department or office likely to be affected by the project.
 - (f) Preventive measures and procedures must be adhered to, for the protection of workers and occupants of buildings. Examples of such measures include personal protective equipment, engineering controls, area signage, and restricted access. Examples of procedures include handling, storing and disposing of waste, and cleaning up spills as outlined in the MSDSs.
 - (g) All chemical containers must be appropriately labeled in accordance with the WHMIS Regulation. When not in use, chemical containers must be covered and properly stored.
 - (h) York University's Department of Occupational Health and Safety may forward to the York University Project Representative additional requirements, changes in procedures or other recommendations to improve the safety of the project. The York University Project Representative will then ensure that the Constructor/Contractor implements the additional requirements.
 - (i) Chemical spills released into the environment shall be reported immediately by the Constructor/Contractor to:
 - York University Security Services at 416-736-5333;
 - the York University Project Representative; and
 - appropriate government agencies e.g., Ministry of Environment Spills Action Centre (See: York University Constructor/Contractor Manual: Section 7, Important Contact Telephone Numbers).

SPECIFIC HAZARDS AND PROCEDURES

The Constructor/Contractor shall identify workplace hazards and conduct project site-specific risk assessments including, but not limited to:

- Abrasive blasting for silica (O. Reg. 845 as amended)
- Asbestos (O. Reg. 278/05)
- Biological hazards (e.g., bacteria and viruses, mould, parasites, pests etc.)
- Chemicals (including hazardous materials under WHMIS)
- Cold stress
- Confined space (O. Reg. 632/05)
- Electrical safety and Lock and Tag procedure
- Heat stress
- Indoor air quality (e.g., pollutants including dust, gases and vapours)
- Machinery
- Musculoskeletal Injury (e.g., material handling including lifting, pushing, pulling, repetitive motion etc.)
- Noise (O. Reg. 851 Industrial Establishments, Section 139)
- Vibration
- Working on heights (e.g., activities requiring fall restricting or fall arrest systems, use of ladders etc.)

Appropriate legislative requirements shall be followed and safety procedures developed, for the protection of the workers involved in the project and members of York University affected by the project. All documented programs and procedures shall be reasonably available to York University upon the request of the York University Project Representative.

ACCIDENT REPORTING AND INVESTIGATION

1. *Reporting and Documentation*

York University requires that all accidents, as described in the *Occupational Health and Safety Act, 1990 Section 51, 52 and 53*, concerning death, critical injuries, explosion or fire causing injury, and others be reported to the Ontario Ministry of Labour (MOL) by the employer of the injured worker.

All such accidents and near miss incidents shall be investigated to determine the root cause by the Constructor/Contractor. Corrective and preventive measures shall be documented and implemented by the Constructor/Contractor to prevent similar accidents in the future.

The employer of the injured worker is also required to comply with the Workplace Safety and Insurance Act in regard to accident reporting.

A copy of the Constructor's/Contractor's accident investigation report, indicating corrective or preventative measures, shall be provided to the York University Project Representative who shall forward a copy to the University's Department of Occupational Health and Safety for review and to keep on file.

2. *Accident Scene*

Where practicable, the scene of any accident reportable to the MOL shall be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated by the MOL officer, or until permission to clear the scene has been granted by the MOL officer.

3. *Disciplinary Action for Safety Infractions*

If the Constructor/Contractor, their sub-contractor and/or their agent are in breach of any safety requirements, they may be progressively disciplined (e.g., written warning leading to dismissal) or asked to leave University premises. It will be up to the York University Project Representative to determine whether the project shall continue. The Constructor/Contractor, their sub-contractor and/or agent may not be permitted to resume work on University premises or until such time as they have proven compliance with all safety requirements and legislation. All disciplinary action will be documented by York University.

APPENDIX A: YORK UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY POLICY
(Reference: <http://www.yorku.ca/secretariat/policies/document.php?document=28>)

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, programs 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 programs 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 the Student Code of 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.

APPENDIX B: DEFINITIONS

Competent Person

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

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.

Contractor

A contractor has “Employer” responsibilities as outlined in Section 1 of the *Occupational Health and Safety Act, 1990*.

At York, a contractor is an external company or independent operator hired into a contract:

- (a) to perform work or supply services with a York University Project Representative as constructor; or
- (b) to undertake with a constructor (under contract to the University) to perform work or supply services.

Critical Injuries

Section 1 (1) *Occupational Health and Safety Act, 1990, Reg. 834*. A critical injury means an injury of a serious nature that,

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in substantial loss of blood;
- (d) involves the fracture of a leg or arm but not a finger or toe;

- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- (f) consists of burns to a major portion of the body; or
- (g) causes the loss of sight in an eye

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.

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”)

Project Representative

The York University Project Representative is the York University employee in charge of implementing a renovation, maintenance or construction project. This may be a project coordinator, project administrator, project manager, construction manager, planner or maintenance supervisor. The Department of Campus Safety and Business Operations is the department that manages all construction, renovation and maintenance projects at York University. For the purposes of this manual, the title “Project Representative” has been used throughout.

Risk Assessment

Risk assessment is a process used to identify hazards and assesses the possibility of injury or illness to a worker who may be exposed to the hazard. Hazards may be ranked based on frequency of exposure, consequence or severity of risk and probability of occurrence.

Supervisor

Section 1 (1) *Occupational Health and Safety Act, 1990*. “Supervisor” means a person who has charge of a workplace or authority over a worker.

**APPENDIX C: 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

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

C. General

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

D. Hazardous Physical Agents

- X-Ray Safety

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



CAMPUS SERVICES AND BUSINESS OPERATIONS

Constructor/Contractor Indemnification and Key Agreement

The Constructor/Contractor named below hereby consents to the following:

- to abide by the “Regulations Regarding York University Keys and Job Site Access” included in the York University Constructor/Contractor Manual;
- that all necessary clearance letters have been provided to York University;
- to ensure that keys issued to the Constructor/Contractor are kept in a safe and secure location;
- not to duplicate York University keys or keys providing access to project sites on York University property;
- to accept responsibility for any damages, losses or claims resulting from the misuse or loss of keys issued to the Constructor/Contractor;
- not to transfer keys issued by the University to any sub-contractor or any other contractor employee to whom the University has not officially issued the key(s); and
- to return keys to the University Project Representative upon completion of work – at the time specified when the keys were issued.

I hereby certify that I am duly authorized to bind the Constructor/Contractor to this Agreement, which is made for good consideration.

CONSTRUCTOR/CONTRACTOR

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

On the reverse side of this form, please provide the name and respective York Identification Badge number for each worker to whom a York University key is to be issued.



CAMPUS SERVICES AND BUSINESS OPERATIONS

Constructor/Contractor

Acknowledgement and Undertaking

Prior to the start of any project on York University property, the Constructor/Contractor agrees to follow the rules and regulations outlined in the *York University Constructor/Contractor Manual*, and accepts all responsibilities and liabilities as outlined herein.

I acknowledge that I have signing authority on behalf of the Constructor/Contractor and that I have read and understand the contents of the York University Constructor/Contractor Manual. I undertake to accept all responsibilities and liabilities as outlined in the York University Constructor/Contractor Manual.

CONSTRUCTOR/CONTRACTOR

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

This contract is valid from _____ to _____
 Project Reference Number: _____

The signed Constructor/Contractor Acknowledge and Undertaking shall be kept on file by the York University Project Representative who will provide the Constructor/Contractor with a photocopy. The signed copy must be made readily available on the job site at all times.



CAMPUS SERVICES AND BUSINESS OPERATIONS

DAILY PLANNED HOT WORK CHECKLIST & HOT WORK PERMIT APPLICATION

HOT WORK CHECKLIST

Date of Hot Work: _____
Building Name: _____
Extent of Work Area: _____

Scope of Hot Work:

- Welding Oxy-acetylene torch Plasma flame cutting High heat drying
- Soldering / Brazing Hot tar roofing Steam cleaning
- Other (specify)

Hot Work to be done by: York University maintenance staff: Constructor/Contractor

Expected Start Time: _____ Expected Finish Time: _____
Fire Alarm Status Notice to be Posted: Yes No
Fire Alarm to be By-Passed: Yes No
Automatic Sprinkler Protection: In Service None

The undersigned has:

1. examined the work area and verified the safety measures before applying for the permit.
2. provided the required safety measures by marking the appropriate boxes in the adjacent column.

CONSTRUCTOR/CONTRACTOR

Print Name _____
Position/Title _____
Telephone _____
Date _____
Signature _____

YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name _____
Position/Title _____
Telephone _____
Date _____
Signature _____

HOT WORK PERMIT APPLICATION

Check the appropriate boxes below:

- Automatic sprinkler protection in service
- No existing sprinkler installation
- Suitable and functional portable fire extinguisher
- Manual fire hose and standpipe system in service
- No fire hose and standpipe system installation
- Hot work equipment in good working condition

Within 35 feet (11 meters) of Hot Work? Yes No

- Flammable liquids, dust, lint and oily deposits removed
- Explosive atmosphere in area eliminated
- Swept clean of combustibles from the floor
- Covered the non-removable combustibles and exposed openings with standard non-combustible protective materials or sheets
- Provided standard sheets to shield, confine or collect sparks where applicable
- Protected duct openings or shut down fans and conveyors that might carry sparks or ignition sources beyond work area

Hot Work on Walls, Ceilings or Roof? Yes No

- Provided standard coverings on the exposed surfaces
- Removed combustibles on opposite surfaces

Work on Enclosed Equipment? Yes No

- Cleaned interior free of combustibles
- Provided standard means to purge flammable vapors and maintain safe interior environment
- Shutdown, isolated and vented pressurized vessels, piping and equipment

Fire Watch Required:

- Provide Fire Watch during the hot work and 30 minutes after work completion, and
- 30 minutes for checking the work area and all adjacent areas to where sparks and ignition sources might have spread (including other exposed floors and opposite wall surfaces).

Final Hourly Check-up Monitoring Required:

- No automatic fire alarm system
- Impaired fire alarm system
- No automatic fire alarm initiating device
- Provide ____ hour(s) (Maximum 4 hours)

Additional Comments:



CAMPUS SERVICES AND BUSINESS OPERATIONS

FIRE PROTECTION EQUIPMENT CHECKLIST & RED TAG PERMIT APPLICATION

FIRE PROTECTION EQUIPMENT IMPAIRMENT CHECKLIST

Date of Impairment: _____
 Building Name: _____
 Impairment Details: _____

Scope of Repair, Maintenance or Special Event:

- Sprinkler System Hydrant CO₂ System Fire Protection Water Main
- Fire Pump Fire Protection Control Valve Fire Protection Standpipe
- Other Fire Suppression System (specify): _____
- Special Event

Work to be done by: York University maintenance staff: Constructor/Contractor

Expected Start Time: _____ Expected Finish Time: _____

Notifications:

- Office of Asst. Vice-President CSBO Maintenance Facilities Planning
- Fire Protection Water Security Services Building Occupants
- Toronto Fire Services Factory Mutual Insurance Company

The undersigned will undertake the precautionary measures by marking the applicable boxes under the Reg Tag Permit Application.

CONSTRUCTOR/CONTRACTOR

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

RED TAG PERMIT APPLICATION

1. Precaution Checklist:

- Shut down hazardous operations, such as spray painting, deep fat fryer, etc.
- Hot Work Permit
- No Smoking
- Reduce Fire Load
- Remove flammable contents
- Empty and ventilate the flammable enclosure
- Cover the out-of-service hydrants
- Other precautions (specify)

2. Outdoor Alternate Measures:

- Provide secondary water supply connection
- Pre-connect hydrant to the sprinkler or standpipe riser or Fire Department Siamese Connection
- Other precautions (specify)

3. Indoor Alternate Measures:

- Fire Extinguisher Ready
- Manual Fire Hose Available
- Automatic Sprinkler Protection In Service
- Automatic Fire Alarm System In Service
- Patrol the unprotected areas every hour
- By-pass audible and visual Fire Alarm notification appliance and post trained staff at the Fire Alarm Annunciating Panel for immediate investigation of any incoming fire alarm signals
- Isolate or deactivate the Fire Alarm Initiating Device(s)
- Other precautions (specify)

4. Restoration to Normal Condition:

- Shall conduct tests to ensure the normal operation of the fire protection equipment.
- Shall return the impairment to Normal Service
- Shall notify Fire Prevention

FOR OFFICE USE ONLY

- Preplanned impairment
- Emergency impairment occurred during the on-duty hours of Fire Prevention
- Emergency impairment occurred during the off-duty hours of Fire Prevention

IMPORTANT CONTACT TELEPHONE NUMBERS

ON CAMPUS

DEPARTMENT OF CAMPUS SERVICES AND BUSINESS OPERATIONS

Maintenance	416-736-2100 ext. 22401
Custodial Services	416-736-5856
Grounds	416-736-5502
Building and Fire Code Compliance	416-736-2100 ext. 33937

YORK UNIVERSITY SECURITY SERVICES

Internal	ext. 33333
External	416-736-5333

DEPARTMENT OF OCCUPATIONAL HEALTH AND SAFETY

External	416-736-5491
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YORK LANES MEDICAL HEALTH CENTRE

External	416-736-5525
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OFF CAMPUS

FIRE, AMBULANCE, POLICE

Internal	9 - 911
External	911
Toronto Police Service	416-802-2222
Humber River Regional Hospital (York Finch Hospital)	416-747-3833

OTHER

Poison Information	416-813-5900
Environmental Spill Reporting	416-325-3000