

Contractor/Constructor Safety Information

Department of Risk Management – Environmental Health and Safety

June 2025

1 Introduction

Carleton University requires that health and safety be the primary objective in every area of operation and that all people utilizing the university premises comply with procedures, regulations, and standards relating to health and safety.

As part of the Contractor Safety Management program, Carleton University (CU) developed this Contractor/Constructor Safety Information package for Contractors/Constructors to review and share with their staff to inform them of the University's health and safety requirements.

This Safety Information package does not replace or limit the requirements of federal and/or provincial legislation. The Contractor must comply with all applicable EHS requirements whether they are addressed in this document or the Contractor's site-specific safety program.

This Safety Information package does not address and is not intended to nullify or assume responsibility for the contractor's duty to its employees. This Safety Information package does not provide an exhaustive outline of laws or regulations governing occupational health and safety compliance. Rather, it is intended to identify specific responsibilities, communicate the availability of hazard information on university properties, and outline Environmental Health and Safety requirements and procedures that apply when working as a contractor/constructor at Carleton University

**For questions, concerns, or additional information, please contact
your CU Contractor Representative**

Table of Contents

1	Introduction	2
2	Emergency Contact Number (24/7)	5
3	Carleton University Non-Emergency Contact Information	5
4	General information and requirements.....	6
4.1	Compliance	6
4.2	Contractor responsibilities	7
4.2.1	Responsibility for Employees and Sub-Contractors	7
4.2.2	Responsibilities toward Carleton University	7
4.3	General administrative requirements	8
4.3.1	Pre-start Hazard Assessment	9
4.3.2	Pre-Start Hazard Communication	9
4.4	Incident Responding and Reporting	9
5	Occupational Health and Safety	10
5.1	Personal Protective Equipment.....	10
5.2	Hazardous Material Spills	10
5.3	First Aid Stations.....	10
5.4	Drilling/Excavation.....	10
5.5	Elevators	11
5.6	Laboratory Access.....	11
5.7	Laboratory Renovation	11
5.8	Working at heights	11
5.9	Confined Spaces	12
5.10	Lock-Out/ De-Energization	12
5.11	Electrical and Hazardous Energy Sources.....	12
5.12	Traffic control	12
5.13	Hazardous Materials – WHMIS.....	13
5.13.1	Bringing Hazardous Materials onto Carleton Campus.....	13
5.13.2	SDS and Labels	13
5.13.3	Storage	13
5.14	Hazardous Materials.....	13

5.14.1	Asbestos, Lead and Silica	13
5.15	Fire Safety	14
5.15.1	Building Systems Interruption	14
5.15.2	Fire separation integrity maintenance.	14
5.15.3	Hot Work.....	14
5.16	Equipment Safety	14
5.16.1	Mobile Equipment	14
5.16.2	Lifting Devices (Cranes, Hoists, Rigging, Mobile Lift Equipment).	15
5.16.3	Generators	15
5.17	Workplace violence or harassment	15
6	Constructor requirements	15
7	Health and Safety Enforcement	16

2 Emergency Contact Number (24/7)

- Call Campus Safety Services (CSS) at ext. **4444** from a Carleton landline or **613-520-4444** for any situation requiring assistance.
- Provide the location of the incident, the nature of illness or injury, the number of victims (if applicable), your name, your Company, and your Carleton Contractor representative.

3 Carleton University Non-Emergency Contact Information

Campus Safety and Security	General Inquiries: 613-520-3612 (ext. 3612 from any campus phone)
Facilities Management and Planning Service Desk	Trouble Calls & General Inquiries Phone: (613) 520-3668 Email: fmp.service.centre@carleton.ca
Director, Environmental Health and Safety	Nancy Delcellier Phone: (613) 520-2600 ext. 3000 Cell: 613 867-3734 Email: nancy.delcellier@carleton.ca
Associate Vice-President (Facilities Management and Planning)	John Clements Phone: (613) 852- 0012 Email: John.Clements3@carleton.ca
Director, Operations & Maintenance	Daniel Redmond Phone: (613) 520-2600 ext. 8641 Cell: 613 852-0280 Email: daniel.redmond@carleton.ca
Director, Energy and Sustainability Services	Scott Macdonald Phone: (613) 520-2600 ext. 8533 Cell 613-852-1434 Email: scott.macdonald@carleton.ca
Manager Plant Operations (Central Heating Plant)	David Duncan Phone: (613) 520-2600 ext. 8881 Cell: (613)- 852-0354 Email: david.duncan3@carleton.ca
Emergency Management & Continuity of Operations Manager	Chad Thomison Phone: (613) 218-4329 Email: chadthomison@cunet.carleton.ca

4 General information and requirements

4.0. Insurance Requirements

4.0.1 General Liability

The Contractor shall supply proof of required comprehensive general liability insurance in an amount of not less than \$5,000,000 and shall maintain such insurance for the duration of the work.

Where a contractor or consultant is providing professional services and providing hands-on training or working in an active operational area, errors and omissions insurance in the amount of no less than \$2,000,000 will also be required.

The requirements for insurance and indemnity as outlined in this document apply unless contradictory terms are contained in the Request for Tenders or Request for Proposal documents issued by Carleton University.

4.0.2. Workplace Safety & Insurance Board (WSIB)

A current WSIB Clearance Certificate must be provided and maintained on-site for the duration of work. The certificate of clearance shall be kept current (it expires every 90 days), for the duration of the contract or project.

4.1 Compliance

Occupational Health & Safety Act – Compliance with all applicable sections, regulations, and standards. In particular, while not limited to the following:

- Regulation 213/91 (Construction Projects), and in particular, the following provisions:
 - Competent Worker
 - Inspections (for Constructors)
 - Protective Clothing, Equipment, and Devices
 - Hygiene
 - Scaffolding
 - Elevating Work Platforms/Cranes/Hoisting/Rigging (Sections 143 to 158)
 - Electrical Hazards (Section 181 to 195)
 - Operation of Vehicles (Section 96)
- R.R.O. 1990, reg. 851 (Industrial Establishments)
- R.R.O. 1990, Reg. 860 (WHMIS)
- R.R.O. 1990, Reg. 859 (Window Cleaning)
- O. Reg. 632/05 (Confined Spaces), O. Reg. 490/09 and
- Reg. 278/05 (concerning designated substances)
- Environmental Protection Act
- R.R.O. 1990, Reg. 347: General - Waste Management

4.2 Contractor responsibilities

4.2.1 Responsibility for Employees and Sub-Contractors

1. Contractors/Constructors shall be responsible for ensuring their employees, subcontractors, suppliers, delivery staff and/or any staff that will be on site for the work assigned/awarded to the contractor are informed of all hazards on the worksite, including the presence of designated substances.
2. Contractors/Constructors shall be responsible for ensuring their employees, subcontractors, suppliers delivery staff and/or any staff that will be on site for the work assigned/awarded to the contractor are informed of all rules and responsibilities listed in this document.
3. The Contractor/Constructor shall be responsible for ensuring their employees are trained and competent in all work they are required to perform.
4. Contractor/Constructor is required to provide all required personal protective equipment for their staff.
5. Employees of Contractors/Constructors are expected to follow all directions and instructions regarding health and safety standards provided by Carleton University or the Contractor's/Constructors' Supervisor.

4.2.2 Responsibilities toward Carleton University

- Submit all documentation and verifications to the CU Contractor Representative in advance of the project start date.
- The Contractor/Constructor shall notify the CU Contractor Representative in writing of any hazardous materials required for the work, any risks associated with their use including mitigation plans, provide copies of the safety data sheets to the CU Contractor Representative, and keep them on site.
- The Contractor/Constructor and their employees shall conform to the following while working for Carleton University:
 - Compliance with Carleton University Environmental Health and Safety Policy.
 - Meeting or exceeding all additional Carleton University Health and Safety policies and procedures that apply to the work being performed, including adherence to personal protective equipment requirements and signage instructions.
 - Compliance with the Occupational Health and Safety Act of Ontario, applicable regulations and standards.
 - Compliance with all applicable environmental legislation.
- The Contractor shall erect impermeable barriers, rope off, barricade, or otherwise demarcate all work areas as appropriate, such that there will be no danger of exposure to work site hazards by building or property occupants or contamination of adjacent areas by construction dust, debris, or hazardous materials. Such barriers are required to consider emergency egress and accessibility. Carleton University Project signage shall be installed, restricting access to said work areas and identifying the project.

- Inform the CU Contractor Representative of all accidents and near-miss incidents (note that Carleton refers to “Near Miss” incidents as “Good Catch” incidents) related to the work performed, including any environmental incidents.
- Ensure all accident investigations are reviewed, root cause determined and appropriate and effective corrective actions are taken
- Contractors are responsible for arranging and removal of the waste generated during their work on Campus unless otherwise specified in contract documents. Hazardous waste (like asbestos) must be disposed of according to provincial and/or municipal regulations.

4.3 General administrative requirements

- No work is to be performed outside of regular business hours without prior authorization. Regular administration hours are from 7:00 am to 4:00 pm.
- No use or possession of alcoholic beverages or intoxicating substances are permitted at any of Carleton University work sites or facilities, nor is anyone under the influence of such substances. It is strictly the Contractor’s responsibility to ensure that its employees, agents, or subcontractors are not under the influence of alcohol or any controlled substances while on university premises.
- Contractors/Constructors shall perform work only in the assigned areas and are not to enter offices, laboratories or other non public areas without authorization.
- Work site mud, drywall dust, or other debris shall not be tracked off of the work site. The Contractor must diligently apply appropriate dust/dirt control measures, e.g. walk-off mats, sticky pads, and wash floors as necessary to keep surrounding areas clean.
- Corridors, walkways, and doorways must be kept clear of work materials, and debris at all times.
- Exterior doors and doors to electrical/mechanical/utility rooms and IT (communications) closets are NOT to be propped or wedged open. Storage of job site materials in electrical/mechanical/utility rooms, and IT closets or similar is strictly forbidden. Storage is only permitted in spaces agreed upon through CU Contractor Representative.
- The Contractor/Constructor shall operate motor vehicles safely throughout the site, obeying all traffic signs and not exceeding the facility’s posted speed limit.
- Vehicles shall be secured and not left running while unattended (within line of sight) and care must be taken not to obstruct access points and other vehicle traffic. No idling is permitted at loading docks or in proximity to air intakes.
- Smoking is not permitted on Carleton University premises except in permitted exterior areas a minimum of 9 meters from any entry per the posted by-law signage. Note that some exterior areas are specifically designated as non-smoking and are signed accordingly.
- Use or possession of firearms, or other weapons, horseplay, or photographing of staff, guests, or students without their express permission on university premises is strictly forbidden and will result in immediate and permanent removal from the site. Theft or willful damage to university property is strictly forbidden.
- The use of any UAVs (unmanned arial vehicles) at Carleton University is to be brought to the CU Contractor’s attention, who will facilitate appropriate university authorization.

- If the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) issues a contractor or subcontractor an order of violation under the Occupational Health and Safety Act, the Contractor shall provide a copy of the order to the CU Contractor Representative within 24 hours. A copy of the submittal with corrective actions is also to be provided upon completion.

Pre-start activities are steps and processes that must be conducted before the work starts on campus. This is the initial planning and site preparation stage.

4.3.1 Pre-start Hazard Assessment

Contractors are required to conduct hazard and risk assessments on every process of a project and determine control measures for hazards and risks identified prior to the commencement of work. The contractor must take reasonable steps to assess all potential workplace hazards. This involves an ongoing and active assessment of hazards, particularly in situations where multiple contractors are present and intermingling or where the workplace environment is not familiar.

4.3.2 Pre-Start Hazard Communication

Before the commencement of work, it may be necessary to inform occupants in the area regarding the timing, duration, and possible impacts on them and their activities. Examples of impacts include noise, dust, disruption of services, etc. As requested, notices will be distributed, and signs will be posted.

The contractor will have identified these impacts with the CU Contractor Representative, who will then be responsible for drafting and disseminating the communication. In all cases, the CU Contractor Representative will be the contact for the project and all communications.

4.4 Incident Responding and Reporting

With the complexity of CU building layouts and interconnections, contacting emergency responders is not a simple phone call to 911. There are locations on campus where there are very poor or no cellular connections. It is imperative to have other forms of contacting emergency responders. This can be in the form of sending designated personnel to seek help from occupants nearby.

At a minimum, CU Campus Safety Services emergency procedures must be implemented. CU Campus Services emergency line and services are available 24 hours a day, 7 days a week. This ensures that a Carleton University CSS Officer can direct emergency services to the correct location and assist with rendering aid until emergency responders arrive.

Call Campus Safety Services at ext. 4444 from a landline or 613-520-4444.

In the case of a critical injury or fatality, the Contractor should follow emergency procedures as noted above and as outlined in the OHSA and Construction Regulations, including immediate notification of the MLITSD. In the event of a critical injury or fatality as defined by OHSA, under no circumstances shall the scene of such an injury be altered, except to:

- Save lives or relieve human suffering.

- Maintain an essential public service.
- Prevent unnecessary damage to equipment or other property.

The CU Contractor Representative is to be advised immediately, as they will be the liaison with Environmental Health and Safety. In addition to the Contractor advising the MLITSD, EHS will advise the MLITSD of the critical injury to a person on our property.

5 Occupational Health and Safety

The health and safety of all individuals on university premises is to be a primary consideration in all decisions made by the Contractor, its agents, and its subcontractors.

The Contractor shall comply with the Occupational Health and Safety Act (OHSA) and all applicable Regulations, including specifically the Construction Regulations.

5.1 Personal Protective Equipment

Personal protective equipment is required on all work sites as per the Occupational Health and Safety Act and Construction Regulations. This may include but is not limited to safety eyewear, face shields, safety footwear, protective gloves, hard hats, hearing protection, respiratory equipment, and fall protection equipment, as defined by the hazards and the scope of work.

5.2 Hazardous Material Spills

Any uncontrolled release of hazardous materials is considered a spill. Contractors are responsible for all hazardous materials clean-up and removal/disposal in compliance with all applicable environmental legislation, bylaws, standards, and codes and in consultation with the university. If a water source is in proximity, every precaution is to be taken to prevent contamination of water systems. The Contractor shall notify the CU Contractor Representative immediately of any spills involving chemicals, solvents, oils, biologicals, or other potentially harmful substances. Should the CU Contract representative be unavailable, CSS is to be advised, as they will contact EHS.

5.3 First Aid Stations

The Contractor shall ensure that first aid stations are in place in accordance with the Workplace Safety and Insurance Act (WSIA) and First Aid Regulation in the event of illness or injury.

5.4 Drilling/Excavation

Precautions are to be taken before the drilling/penetration of/excavation of existing construction or sites to ensure that any building services (e.g. conduits, gas/water lines, etc.) are not interrupted or that workers or building occupants are exposed to unsafe conditions. For all excavation work that requires a worker to enter a trench, pit or other sub-grade area where there is a potential for collapse, the work area shall be sloped, stepped, shored or secured with a trench box to protect the safety of the worker.

5.5 Elevators

According to the Elevating Devices Act, contractors are not allowed access to university elevator control rooms. Only a TSSA elevator inspector or a licensed elevator mechanic can enter these rooms for inspections, tests, repairs, maintenance, or alterations, unless authorized by TSSA and accompanied by a licensed elevator mechanic. Access authorization is coordinated through the CU Contractor Representative (PM).

5.6 Laboratory Access

All laboratories have restricted access. Before gaining entry, the CU Contractor Representative shall arrange a consultation with the Building Authority. This consultation is intended to exchange information about contractor work activities, determine any additional safety requirements, and assess the potential for conflicts between scheduled contractor activities and laboratory research or teaching.

5.7 Laboratory Renovation

Renovations on any laboratories are not to proceed unless the contractor is presented with a completed decommissioning form (temporary for an occupied laboratory or permanent for a vacant lab) to be filled out by the Lab Supervisor and signed off by EHS before the start of the project. This form will define the actions taken by the lab to render the area safe to accommodate the work to be undertaken. Laboratory renovations should adhere to the FMP Construction Design Guidelines.

5.8 Working at heights

Fall protection plans are required where there is an unusual risk of falling or a fall of 3m may occur. The plan must be submitted to the CU Contractor Representative before starting work. Contractors are required to have their own fall protection plan, specifically developed for the CU site where work will be undertaken. The Contractor will ensure that all employees, agents, or subcontractors who will be working at heights (e.g. ladders, scaffolding, rooftop, raised equipment) have received Ontario working at heights training, and have fall protection and a rescue plan in place. The rescue plan cannot simply be to call 911.

- **Ladders:** Contractors/Constructors must ensure that ladders are in safe condition, and they are used appropriately, in a safe manner according to industry standards and regulations. Metal ladders shall not be used in connection with electrical work or near energized electrical conductors or installations.
- **Scaffolding:** All scaffolding shall be erected and dismantled by competent workers, under the supervision of knowledgeable and experienced workers. It shall be securely fastened with all braces, pins, screw jacks, base plates, and other fittings installed as required by the manufacturer. Scaffolds over 15 meters in height must be designed and approved by a professional engineer and constructed in accordance with the design.
- **Guardrails:** Guardrails shall consist of a top rail, mid-rail, and toe board. Guardrails must be provided around work platforms on scaffolds, floor openings, ramps, and open areas where a worker can fall from one level to another. When guardrails or opening covers are temporarily removed, workers in the area must be protected by a full body harness connected to a fall-arrest

system, with the belt and lanyard tied off to a secure anchor. Barricades, guardrails, and floor opening covers must be replaced in a proper manner, immediately after the work is completed.

- **Roof Tops and Heights 3 Meters or Higher:** Work on rooftops and other heights must be performed in a manner that ensures the worker is not exposed to a fall. Appropriate travel restraint, guardrails or other acceptable fall protection measures shall be employed. In addition, all tools and materials stored or used on rooftops are to be secured such that the risk of falling from above is mitigated.

5.9 Confined Spaces

Carleton University has numerous confined spaces. Contractors/Constructors are not permitted to enter any confined space without authorization from the CU Contractor Representative. Contractors are required to have their own entry, permit and rescue plan, specifically developed for the CU site where work will be undertaken, that meets or exceeds the requirements of the University's program. Contractors/Constructors shall ensure employees who are authorized to enter confined spaces are properly trained and competent to do so, following all legislated requirements. Training records shall be and maintained by the contractor for the individuals they authorize to enter confined spaces and to be produced upon request. If more than one contractor is engaged in work in or about the same confined space, a coordination document shall be completed by the Constructor. Note that in addition to traditional confined spaces, there are also hazardous spaces such as underground parking lots, which may carry similar hazards to confined spaces and should be treated in a similar manner.

5.10 Lock-Out/ De-Energization

Contractors are required to have their own lockout program that meets or exceeds Carleton University LOTO program and procedures. In addition, where the work requires an area to be de-energized the CU Contractor Representative must be consulted before de-energizing to ensure there will be no adverse effect on other building operating systems.

5.11 Electrical and Hazardous Energy Sources

All electrical equipment and installations must be in conformance with electrical safety standards. Extension cords should not be overloaded and should only be used for the purpose of providing temporary power for portable electric tools and lights. Ground fault circuit interrupters shall be used when using any electrical equipment outdoors or in wet environments. Contractors/Constructors must ensure their employees use the required personal protective equipment required when working with electrical equipment.

5.12 Traffic control

Contractors/Constructors must develop a written traffic protection plan where any worker on a project or any member of the university community may be exposed to hazards from traffic. All traffic hazards must be reduced as much as possible. Workers who may be exposed to traffic hazards must be familiar with the traffic protection plan and its control procedures.

5.13 Hazardous Materials – WHMIS

5.13.1 Bringing Hazardous Materials onto Carleton Campus

Contractors shall not bring onto university property any product controlled under the Workplace Hazardous Materials Information System (WHMIS) unless the product is appropriately labeled and employees are fully trained in WHMIS, the safe use, storage, disposal, and spill response for the product being used.

5.13.2 SDS and Labels

The Contractor shall have Safety Data Sheets (SDSs) at its site office for all materials of all trades being used on the site, and copies of SDS shall be made available if requested by EHS.

All WHMIS-controlled products used on university premises shall have the appropriate labeling (supplier or workplace provided) affixed at all times. The Contractor is responsible for ensuring that such labeling remains legible throughout the course of their work.

5.13.3 Storage

When not in use, solvents, paints, and oils must be stored in a separate enclosed fire-proof locked storage container. The appropriate fire extinguisher shall be adjacent/in proximity to the storage container. The Contractor shall not store gasoline or any volatile liquids or gases (e.g. propane) in the university building unless they are stored in a proper flammable storage container as above.

Propane tanks and other pressurized tanks shall be capped when not in use and cleaned and/or stored outside of the building in a protected area designated by CU Contractor Representative. All such tanks shall be properly secured in an upright position. Storage of any work site materials shall not be in university corridors or rooms unless assigned and approved by the CU Contractor Representative.

5.14 Hazardous Materials

5.14.1 Asbestos, Lead and Silica

Every attempt will be made by the University to notify Contractors of asbestos that may be encountered during any project, in accordance with the Asbestos Management Policy and Program through a Designated Substances Survey. All Contractors must ensure that their employees, agents, or subcontractors who, during their normal duties may be exposed to, or accidentally disturb asbestos-containing materials, are properly informed/trained regarding the potential hazard.

The Contractor may be working in an area where Asbestos Containing Materials (ACM) is located. Before impacting any building material on Carleton University Campus, the material needs to be assessed for the presence of asbestos. CU Contractor Representative will share with the Contractor the relevant sections of the Carleton ACM Inventory Database before commencing work. The presence of various friable and non-friable asbestos-containing material has been identified or is presumed to be present at all Carleton University buildings constructed before 1992.

Contractors may not intentionally disturb ACM unless specifically retained to do so, in which case Carleton Asbestos Management Program requirements must be followed. If a Contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform the CU Contractor Representative and EHS.

Lead: before impacting any painted or coated building material on the CU campus, the paint or coating needs to be assessed for the presence of lead through a Designated Substances Survey.

Silica: before impacting any building material on the CU campus, the material needs to be assessed for the potential presence of Silica through a Designated Substances Survey.

5.15 Fire Safety

5.15.1 Building Systems Interruption

Any operation that requires a shutdown of a building service such as sewer, domestic water, electricity, heat, ventilation, air conditioning, compressed air, or natural gas must complete a [Shut Down Request Form](#)

5.15.2 Fire separation integrity maintenance.

When work requires that holes are to be drilled, or openings cut, through an existing fire separation, any breach must be patched with a fire stop material, approved by the University Emergency Management Manager having jurisdiction, to always maintain the fire rating of the separation.

5.15.3 Hot Work

When a work operation requires the use of an open flame or there is the potential of hot sparks during activities such as welding, grinding, or metal cutting, a [Hot Work Permit](#) must be obtained. A permit is required for each job in a given area during a specified period of time.

Any false alarm fees as a result of contractor error will be the responsibility of the contractor at fault.

5.16 Equipment Safety

All equipment and tools required to complete the Contract shall be provided by the contractor/constructor unless otherwise specified in the contract. All tools and equipment must be used and stored in a safe manner and maintained in a safe working condition.

A contractor should ensure that all equipment and tools brought onto the university property are in safe working order, all safety features are operational, and the equipment and tools are maintained in this condition. Any equipment or tools that are not working properly, safe, or unsure of their operation/condition must not be operated and must be locked out from accidental use (e.g. signs with a physical lock or completely disconnected from operation).

5.16.1 Mobile Equipment

All mobile equipment used on campus must have been serviced by a qualified mechanic or technician prior to arrival on campus in accordance with the manufacturer's specifications. All operators must be certified with proof of training/certification that is valid and available on-site. Mobile equipment is

required to be inspected before the initial use of the day, with the inspection documented and available on site.

5.16.2 Lifting Devices (Cranes, Hoists, Rigging, Mobile Lift Equipment).

Lifting devices shall only be operated by competent workers (training records must be available and provided upon request) and must be operated in accordance with applicable regulations and standards. Warning barriers and spotters shall be used to protect the safety of workers and other persons who may enter in, or around the work area. All lifting devices and related equipment brought on site shall be in safe working order, including all required inspections, certifications, and maintenance. (Certification records shall be available and provided to Carleton University upon request).

5.16.3 Generators

Generators must be located in such a manner as to prevent entry of the fuel fumes into the building and to minimize the impact of noise and vibration on adjacent occupants. To confirm requirements and identify options to mitigate potential impacts consult with the CU Contractor Representative before initiating work. **Generators must not be used indoors in spaces such as parking garages, etc.**

5.17 Workplace violence or harassment

Carleton University has a zero-tolerance policy for violence or harassment in the workplace, including all acts or threats of verbal or physical behavior that are or could be perceived as harassing or violent. Please note that at a minimum, the Contractor, its agents, and its subcontractors are to meet the standards set out in the Workplace Violence Prevention Policy and the Workplace Harassment Prevention Policy.'

The use of violence or the threat of violence against any person on university premises will result in immediate and permanent removal from the site and/or prosecution.

Socially inappropriate public behavior (offensive language, swearing, racial slurs, sexual advances, etc.) will not be tolerated, and when reported, shall be addressed immediately, and written resolution provided to the CU Contractor Representative

6 Constructor requirements

The intent of the Occupational Health and Safety Act is to have one person with overall authority for health and safety matters on a project. This person is the "Constructor" of the project.

Section 1 of the Act defines "Constructor" as "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".

The "Constructor" is the party with the greatest degree of control over the health and safety at the entire project and is ultimately responsible for the health and safety of all workers. The Constructor must ensure that all the employees and workers on the project comply with the Act and its regulations.

The “Constructor” has several duties under the OHSA, and every “Constructor” who performs work at the University must sign the ‘Statement of Understanding’ indicating that they have a good working knowledge of the OHSA (and the associated Regulations), and safe work practices for a construction site.

If the scope of work meets the criteria to be classified as a construction project (OHS Act Section 6), Carleton University and the Contractor must determine who will have charge over the construction project. This relationship must be established before the job startup up. All provisions of the Occupational Health & Safety Act concerning construction projects and the duties of the constructor or owner must be met.

7 Health and Safety Enforcement

For identified issues of non-compliance, the contractor is required to determine the appropriate and effective corrective action.

Repeat occurrences of non-compliance will not be tolerated and will result in the University taking appropriate disciplinary action. The nature of the disciplinary action will be based on the severity of non-compliance and decided by the university in consultation with the head of the pertinent department and the EHS department. In cases of wanton disregard for safety, CU may terminate the contract if deemed appropriate.

The following represents but is not a complete list of the reasons for which a worker may be prohibited from working on site:

- Possession or use of alcoholic beverages, prescribed drugs that impair a person’s ability to work safely, illegal drugs, explosives, weapons, and firearms.
- Failure to comply with smoking policy. Smoking inside buildings, on outdoor patios, and within 10 meters of any university building.
- Destruction or removal, without written permission, of any property; posting of unauthorized signs or notices.
- Intimidating, threatening, harassing, or interfering with an inspector or Carleton University employee, student, or visitor.
- Fighting, creating a disturbance, or horseplay.
- Deliberate violation/willful misconduct of safety rules.
- Not working in compliance with legislative and regulatory requirements.
- Misuse of fire prevention/protection equipment.
- Illegal dumping, handling, or disposal of hazardous materials.
- Sexual harassment of any individual or group, covert or overt, while on Carleton property.
- Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign, fall protection, or other safety and warning devices.

Contractor Statement of Understanding

Project reference number (if applicable): _____

Location: _____

SIGNATURE REQUIRED PRIOR TO START OF ANY WORK

I, _____ representing _____

have reviewed and understand Carleton University Contractor/Constructor Safety Information and agree that my company and/or its employees/agents and subcontractors will abide by the requirements contained therein. We agree that we have a good working knowledge of the Occupational Health and Safety Act (and the Regulations thereto) and the associated safe work practices required on any construction site.

I understand that non-compliance with any of these guidelines, policies, and procedures as described could result in immediate work stoppage. Work will not commence again until a resolution to any such non - non-compliance has been determined in consultation with the CU Contractor Representative

I further understand and acknowledge that any additional costs incurred due to such non - compliance with said policies and procedures will be borne solely by my company or its agents/ subcontractors.

[Signature of Company Principal] [Please Print Title of Signing Officer]

[Date (YY/MM/DD)]

This form is to be signed and returned to the CU Contractor Representative or “designate” before the Contractor and/or any of its employees/agents/subcontractors begin work on the premises.

Receipt Acknowledgement

[Name and signature of Carleton Contractor Representative]
(YY/MM/DD)]

[Date]

