

Contractor Safety Management Program

Department of Risk Management – Environmental Health and Safety
June 2025

Approval

The signatures below certify that this health and safety management system program has been reviewed, accepted, and demonstrates that the signatories are aware of the requirements contained herein and are committed to ensuring their provision.

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Amendment Record

This program is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below:

| Page No. | Context | Revision | Date |
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Company Proprietary Information

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this procedure is uncontrolled, except when provided with a document reference number and revision in the field below:

Document Ref. EHS-002 Rev _____

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1. Purpose and scope

The Contractor Safety Management Program at Carleton University is designed to manage risks associated with contracted work and to minimize the occurrence of accidents, injuries, and illnesses. It achieves this by implementing processes that ensure contractors, and their employees perform their duties in a manner that protects the health and safety of the entire University community. Furthermore, the program establishes mechanisms to ensure compliance with applicable laws, regulations, and Carleton University policies governing contracted work.

Purpose

The purpose of this Program is to ensure that when external parties are engaged to perform construction or other work on behalf of Carleton University, all reasonable precautions are taken to:

- Safeguard the health and safety of workers, students, staff, and visitors.
- Ensure that all contracted workers adhere to the requirements of the Occupational Health and Safety Act (OHSA), associated regulations, and Carleton University's policies and procedures; and
- Demonstrate Carleton University's due diligence in fulfilling its legal obligations under the OHSA and its regulations.

Scope

This Program applies to all contractors and service providers engaged to perform work on properties owned or occupied by Carleton University. It is also binding on all Carleton University employees who manage or oversee contractor-performed work.

1.1. Terms & Definitions

| TERM | DEFINITION |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Constructor | The term refers to an individual or company that undertakes a project on behalf of an owner. This includes owners who manage all or part of a project themselves or through multiple employers. For the purposes of this document, the term "Prime Contractor" will be used to indicate either a Constructor or General Contractor |
| Contractor | Is an individual or company that is hired to conduct work, whether construction or non-construction, under the direction of an employer or constructor. |
| Contractor Personnel | Any person or company retained or employed by a Contractor to perform the Contracted Services |
| Contracted Service | This means any Construction, engineering, or maintenance work for which Carleton University has signed an agreement or issued a purchase order with a Contractor. |
| CU Contractor Representative | A representative of the University who is accountable for managing the Contractor. May be referred to as the Project Manager. |
| Construction | According to the Occupational Health and Safety Act, 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. |
| Construction Project | See the definition of “construction” above and “project” below. When a project meets both definitions it is a “construction project”. |
| Designated Substances | Designated substances are hazardous materials specifically identified and regulated under Ontario's Occupational Health and Safety Act (OHSA) due to their potential to cause serious health risks, such as cancer or chronic illnesses. Examples include asbestos, lead, and silica. |
| Employer | 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. |
| Owner | Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate. Carleton University is the Owner for the purposes of this document |
| Project | Whenever there is a “project,” there is a “constructor”- means a construction project, whether public or private, including: 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, water main, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof. The moving of a building or structure; and Any work or undertaking, or any lands or appurtenances used in connection with construction. |
| Subcontractor | Means a person or entity having a direct contract with the Contractor to perform a part or parts of any Contracted Services |
| Supervisor | A person who has charge of a Workplace or authority over a Worker. |

1.2. Roles and Responsibilities

1.2.1. Facilities Management and Planning

- Ensure compliance with the University’s building design standards.
- As required, hire an approved environmental consultant to perform preconstruction project-specific designated substance assessments and any other specifications work required for bid documents.
- Ensure that the university complies with all OHSA requirements as owner, constructor, employer as appropriate to the approach taken for the work.
- Work with the Project Managers and take the lead for completion of the Contractor Coordination

1.2.2. CU Contractor Representative

CU Contractor Representatives are representatives of Carleton University. The Contractor Representative may hold one of the following roles:

- Project Manager or Coordinator
- Maintenance Supervisor
- Departmental or Faculty hiring manager.

A CU Contractor Representative MUST be designated for all contractors working at the university. A key role of the CU Contractor Representative is to ensure that contractors follow all aspects of Contractor Management procedures and safety requirements.

CU Contractor Representative general responsibilities:

- To determine the type of work to be performed and the approach required based on the type of work (Construction Project vs. Service Contract work)
- If the work is a “construction project,” determine whether the university will be contracting the project to a third-party general contractor who will act as “constructor,” **or** whether the University will act as the “constructor”.
- Ensure that all necessary documentation is obtained from the Contractor prior to the commencement of work (i.e. Certificate of Insurance, WSIB Clearance), and ensure that it is valid for the duration of the work to be performed.
 - When engaging contractors from out of province, ensure that all necessary documentation from the province or region they are coming from is received prior to scheduling a start date, including any provincial requirements such as WSIB related exemptions.
- Documentation must be updated in accordance with the schedule in Appendix 6.
- To ensure that the necessary level of supervisory monitoring is implemented.
- Conduct a pre-start meeting with all Contractors prior to the commencement of the work to ensure that all safety information and scope of work has been communicated, and to ensure that an orientation is completed.
- Ensure that Contractor Personnel are aware of and comply with this Program, all other relevant Carleton University policies, the OHS Act and applicable Regulations and Standards
- To provide the contractor with reports of all designated substances (Designated Substance and Hazardous Materials Assessment Report) and their location within the project site, as well as access to relevant information from the Carleton University Asbestos Containing Materials database.
- To receive injury, incident or environmental event reports from contractors and constructors and to enter them into the CU WorkSafe incident reporting portal advising the Environmental Health and Safety Office.

When Carleton University is the **Employer** for Contracted Services (e.g. Maintenance Contracts) the CU Contractor Representative must ensure that the following documents are completed and verified for compliance with this program:

- Pre-Start Hazard Assessment (Appendix 4).
- Hazardous Materials Acknowledgement (Appendix 7), as applicable
- Contractor Health and Safety Self Assessment (Appendix 3)
- Contractor/Constructor Safety Information with signed Contractor Statement of Understanding (Appendix 2)

- Monitor work activity at regular intervals for compliance.
- Coordinate activities among Contractors when more than one Contractor is working in close proximity.
- Maintain all site records, as outlined in Contractor Health & Safety Self Assessment and have the same available upon request.
- Manage any safety infractions related to the work being performed in accordance with the program requirements. Contact Environmental Health and Safety if notified of a critical injury or other serious injury or in the event of an environmental incident.
- Before the start of work, ensure the preferred proponent or bidder is made aware of any Designated Substances to which it may be exposed.

For **Projects** where the **contractor** serves as **Constructor**, the CU Contractor Representative is responsible for ensuring the following documents are received:

- Notice of Project Form (if applicable)
 - Pre-Start Hazard Assessment (Appendix 4)
 - Constructor Designation and Responsibilities (Appendix 5);
- Contractor/Constructor Safety Information with signed Contractor Statement of Understanding document (Appendix 2).

For **Projects** where **Carleton University** is assuming the role of **Constructor**, CU Contractor Representative must ensure that subcontractors complete the following documents:

- Notice of Project Form, if required.
- Pre-Start Hazard Assessment (Appendix 4). Contractor/Constructor Safety Information with signed Contractor Statement of Understanding document (Appendix 2)
Contractor Health and Safety Self Assessment (Appendix 3) and
Hazardous Materials Acknowledgement (Appendix 7)

Ensure that all safety and environmental conditions pertaining to the Project or Contracted Service are provided before the project start. When the scope of a project changes, any new or potential hazards must be appropriately assessed, and documentation must be obtained to support these changes

1.2.3. Environmental Health and Safety / Department of Risk Management

EHS is responsible for identifying and mitigating operational risks within the university, with effective contractor safety management being a key component of this responsibility. The specific duties include:

- Ensuring the development and maintenance of a Contractor Safety Management Program, incorporating stakeholder input, and establishing a defined and current process for its implementation.
- Developing and implementing Contractor Safety Orientation through online platforms and/or assisting with pre-startup meetings for contractors.
- Assist with reviewing the Project Hazard Assessments, Contractor Health and Safety Checklists provided by Contractors, as required.
- Periodically auditing the university's practices to ensure adherence to the Contractor Safety Management Program and verifying that contractors are working safely.

- Providing consultation, guidance, and direction to the university regarding compliance with applicable OHSA legislation related to the contracted work.

1.2.4. Procurement

Procurement is integral to effective contractor safety management, with specific responsibilities including:

- Ensuring that all contractual obligations related to health and safety are clearly defined and included as part of the Health & Safety (H&S) schedule within the contract.
- Ensuring that the procurement documents include a statement that the Contractor has in place a safety program that addresses the hazards related to the Project, as described on the Pre-Start Hazard Assessment (Appendix 4), and that it complies with the requirements of the OHSA, environmental requirements, Workplace Safety and Insurance Act, and any other applicable legislation and standards as well as Carleton University specific safety requirements.
- Implementing and maintaining a formal Vendor Performance Management (VPM) process to evaluate and document contractor performance, particularly in relation to health and safety compliance.

2. Procedure

2.1. Assessment and designation of contract work

Contract work must be evaluated to determine whether it falls under **contracted /non- construction services** or qualifies as **construction project** work. When the university contracts for non-construction services, it assumes the role of employer under the OHSA. The responsibilities will be distinctly different depending on whether it is established that Carleton University is acting as the Employer overseeing Contracted Services or strictly as the Owner, in which case a third-party Constructor will be responsible for the Construction Project. The responsibility for health and safety cannot be delegated to the contractor when non-construction services are involved.

If the assessment identifies the work as a “construction project” then the university evaluates whether to proceed with the work acting as the “constructor” (to oversee, control and ultimately assume liability to ensure construction safety at the project) or if it would be beneficial to contract to the third party to act as “constructor.” In the latter instance, the university retains responsibility as “owner” without having “constructor” responsibility for the health and safety of the contractor’s (and any subcontractor’s) employees regarding activities at a workplace.

If it is determined that the work will be defined as a Construction Project, document that determination as well as the roles and responsibilities of each party on the Construction Project Form (Appendix 5). Also refer to Appendix 6 (Contractor Situation Identification Chart) as a reference for examples of Carleton University responsibilities dependent on the type of work.

2.2. CONTRACTED/NON-CONSTRUCTION SERVICES - CARLETON UNIVERSITY WITH SHARED OR SOLE EMPLOYER RESPONSIBILITIES.

2.2.1. Planning

When it has been established that Contracted Services will be provided by a Contractor, and planning for such work is taking place, the CU Contractor Representative shall carry out the following prior to the commencement of work:

1. In the event that there are shared responsibilities as an Employer between Carleton University and the Contractor, the Project Manager shall assign to the Contractor its responsibilities as an Employer for the particular project.
2. Request and collect all necessary insurance documentation, including Certificate of Insurance and WSIB Clearance Certificate.
3. Ensure that access to all documents pertaining to the project is available to EHS as necessary.
4. Obtain copies of any training certifications or verification of competency relevant to the work to be performed (e.g. Confined Space Certificate, Fall Arrest Training).
5. Coordinate a pre-job meeting with the Contractor/representative to review the work plan and communicate site safety policies related to the work to be performed for the protection of the Contractor and affected staff (e.g. Safety Orientation).
6. File and maintain submitted documentation as well as verification of completed safety orientation.
7. Ensure that provisions are made for supervision of the work and, if other than the CU Contractor Representative, that Carleton University point of contact is established and communicated to the Contractor and that emergency contact numbers have been exchanged with the Contractor.
8. Communicate any known areas where designated substances exist, or may exist, and ensure that the Contractor is aware that such substances cannot be disturbed without prior discussion, planning and control measures in place.

2.2.2. Commencement of the Contracted services

1. Adequate supervision of the work activities must be provided in collaboration with CU Contractor Representative. The CU Contractor Representative shall ensure that adequate oversight is provided to ensure the safety of contractors, workers and visitors as well as ensure that the services provided meets safety standards and quality expectations in accordance with the purchase agreement.
2. The Contractor will follow all safe work practices in accordance with OHS Act (and any other applicable legislation) and Carleton University policies and procedures.
3. The Contractor will only enter areas of the site authorized by the CU Contractor Representative.
4. The Contractor shall not use Carleton University tools, materials or equipment.
5. Exchange emergency contact information with the Contractor and confirm who is the site Supervisor
6. The Contractor shall notify the CU Contractor Representative or alternate in the event of any safety concerns or incidents that occur while performing work on site.

2.2.3. Site Inspections and Infractions

Carleton University staff members (including the CU Contractor Representative, University or Departmental Health and Safety Specialists, designated inspectors) may enter the Workplace or worksite to inspect the work that is being carried out, to ensure that the Contractor is complying with the contract clauses regarding the OHSA, Workplace Safety and Insurance Act and any Carleton University safety requirements. Such entering of the site to be scheduled with the Site Supervisor, and to comply with any site-specific health and safety requirements as established by the Contractor.

If Carleton University identifies any safety infraction or potential safety infractions related to the work, they shall:

Report in writing a description of the infraction, including the following to the CU Contractor Representative:

- Name(s) of applicable parties,
- Date/Time,
- Location, and
- Nature of the Safety Concern.

If a safety infraction is immediate or reasonably foreseeable and is dangerous to the life or health of any Contractor Personnel, Carleton University staff member, student, or member of the public, or is damaging Carleton University property, then the CU Contractor Representative shall have the authority to stop the work immediately (following consultation with EHS).

The CU Contractor Representative shall then follow up with the Contractor in writing and request corrective action for the safety infraction. Work shall only commence again once the Carleton University is satisfied that: (i) the safety infraction has been addressed and resolved at the reasonable satisfaction of the Carleton University; and (ii) appropriate and **effective** measures have been put in place to prevent recurrence. Should the University disagree with the resolution, the University reserves the right to arrange for the MLITSD to inspect the site.

2.3. CONSTRUCTION PROJECTS – THIRD PARTY CONSTRUCTOR (CU IS NOT THE CONSTRUCTOR)

2.3.1. Planning Construction Projects – Pre-construction Meeting with the Constructor

Once a contract has been awarded, the CU Contractor Representative shall organize a pre-construction meeting and discuss the following with the General Contractor:

1. Ensure that the role of the Constructor has been assigned to the General Contractor (Appendix 5).
2. Ensure that the Constructor has filed the appropriate Notice of Project with the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) if required.
3. Ensure that the Constructor has provided a copy of the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) Form 1000 for every contractor and subcontractor where applicable.
4. Ensure that the most recent copy of the General Contractor's Workplace Safety and Insurance Act clearance certificate has been received.
5. Ensure that Carleton University has received all the required documentation identified in the

Contractor Health & Safety Self Assessment and Constructor Designation and Responsibilities forms and discuss it with the Constructor.

6. Ensure that the Constructor has a Health and Safety program. Request and keep on file for the duration of the Project a copy of the Contractor's Health and Safety policy statement.
7. Communicate any known areas where Designated Substances exist or may exist and that the Constructor is aware that such substances cannot be disturbed without prior discussion Carleton University and planning and control measures are in place.
8. Exchange emergency contact information with the Constructor and determine who the site Supervisor is for the Constructor.
9. Establish a defined delineation of the Project and any restricted work-zones

2.3.2. Commencement of Construction Projects – Constructor Responsibilities

1. The Constructor shall post the Notice of Project in a conspicuous location in accordance with the contract and the applicable legislation.
2. The Constructor shall share with all subcontractors any known areas where Designated Substances exist or may exist and that the subcontractors are aware that such substances cannot be disturbed without prior discussion with Carleton University and planning and control measures are in place.
3. The Constructor shall immediately report any newly identified actual or suspected Designated Substances to the CU Contractor Representative.
4. In the event of a critical injury, the Constructor shall notify the CU Contractor Representative without delay. The CU Contractor Representative shall also notify the EHS.

2.3.3. Site Inspections and Infractions

1. General Oversight

While the Constructor has sole responsibility for managing health and safety on the construction site, Carleton University retains the right and obligation, as the Owner, to monitor for compliance with contract terms, particularly regarding site conditions that may pose a risk to public safety or university property.

2. University Inspections – Access and Scope

Weekly inspections will focus on ensuring that safety, security, and environmental expectations are being met along the perimeter of the site, as viewed from public areas. These inspections are conducted using a standardized **Construction Site Perimeter Inspection Checklist (Appendix 8)** developed by Facilities Management and Planning (FMP).

3. Inspections will assess:

- **Site Security** (e.g., intact fencing, locked gates, visible hazard signage)
- **Public Safety and Access** (e.g., clear walkways, dust/noise control)
- **Site Cleanliness and Environmental Controls** (e.g., proper waste management, drainage)
- **Regulatory Displays** (e.g., permits, contact signage)

4. Reporting and Follow-Up

If any non-compliance is observed, it will be documented and reported in writing to the Constructor. The report will include:

- A description of the infraction
- Date/time and specific location
- A risk-based assessment of potential impact

A formal **Letter to Contractor** will advise them of the noncompliance and require their response. Subsequent inspections will verify that issues have been resolved.

5. **Immediate Hazards**

If any condition observed from the perimeter presents an immediate or reasonably foreseeable danger to life, health, or university property, the issue must be communicated urgently to the Constructor by the CU Contractor Representative or EHS. While Carleton may direct that work be stopped, **at no time shall University personnel instruct the Constructor on how to resolve the issue.** If necessary, the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) may be contacted for further action.

2.4. **CONSTRUCTION PROJECTS – CARLETON UNIVERSITY AS CONSTRUCTOR**

Prior to the procurement process for a Project where Carleton University will act as the Constructor, seek the advice of the EHS to assist in determining the University's responsibilities as a Constructor under the OHS Act. The CU Contractor Representative shall be responsible for the following:

2.4.1. **Notice of Project (NOP)**

Prepare a Notice of Project for any Project for which any of the following apply:

- Labour and materials are valued at \$50,000 or more.
- Erection or structural alteration of a building more than 2 storeys or 7.5 meters high will occur.
- Demolition of a building at least 4 meters high with a floor space of more than 30 square meters will occur.
- Erection, structural alteration or structural repair will be carried out in respect of any:
 - Bridge,
 - Earth-retaining structure,
 - Water-retaining structure more than 3 stories high, or
 - Silo, chimney or similar structure more than 7.5 meters high.
- Work in compressed air is to be done at the project. A tunnel, caisson, cofferdam or well into which a person may enter will be constructed on the project.
- A trench more than 300 meters long or more than 1.2 meters deep and over 30 meters long is to be excavated and entered; or
- A part of the temporary or permanent work is required to be designed by a professional engineer.

2.4.2. **Planning for Construction Project**

The CU Contractor Representative shall:

1. Review all pre-existing hazards associated with the Work and/or Project as identified in the Pre-Start Hazard Assessment (Appendix 4).

2. Review all Designated Substances identified from the DSR and the Contractor's program to eliminate or control exposure.
3. Ensure the Form 1000 is completed as required under Section 5 of the Construction Projects Regulations under OHSA. Ensure that the Contractor's Health and Safety Self Assessment (Appendix 3) has been completed and provided to the CU Contractor Representative
4. Ensure that Carleton University has received all of the required documentation identified in the Contractor Health & Safety Self Assessment form (Appendix 3) and discussed it with the Contractor (s).
5. Ensure that the Contractor Statement of Understanding Form (Appendix 2) has been completed and provided to the CU Contractor Representative. Representatives from contractors working on a construction project must sign off on this form before starting work.
6. Review or obtain a copy of the Contractor's WSIB clearance certificate.

3. Training

University Employees

Carleton University shall provide appropriate awareness training on the requirements of the Contractor Safety Management Program to all Carleton individuals who will be involved in managing contractors.

Instruction shall include the following:

- Carleton University Contractor Safety Management Program elements
- Responsibilities under the Contractor Safety Management Program
- Duties and Responsibilities of the Employer, Owner and Constructor under the Occupational Health and Safety Act of Ontario, due diligence when acting as employer, owner, constructor.
- Awareness of the Hazards applicable to the work that contract employees perform.
- Awareness on correctly utilizing the administrative tools provided as part of the contractor safety management program.
- Protocol for unsafe work practices/non-compliance.

Service Contractors, construction contractors and subcontractors

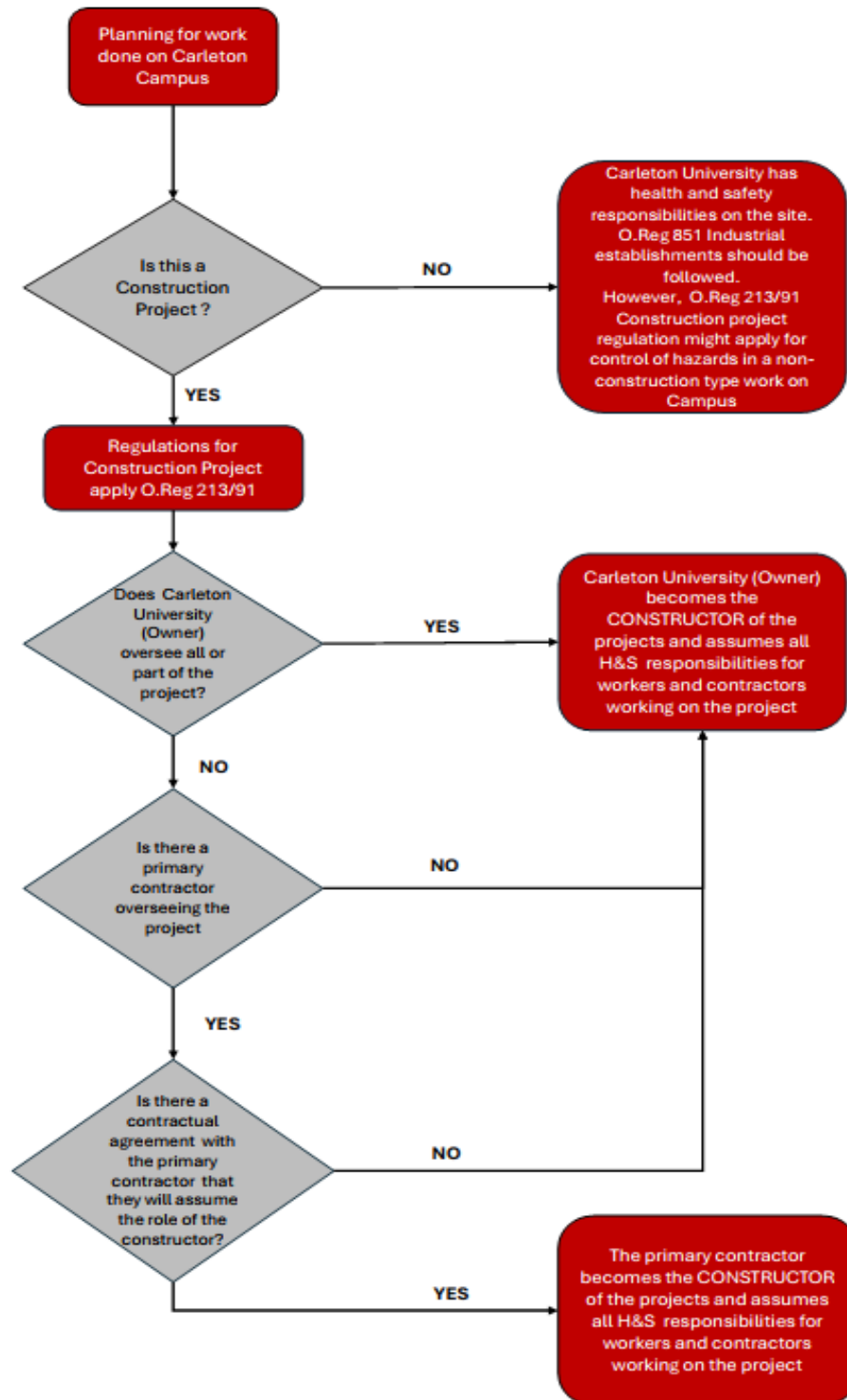
All service contractors who are contracted to perform work at Carleton University shall provide written evidence that their employees have received adequate training in the Carleton University hazards and safe work practices associated with the type of work that will be performed.

4. Program Evaluation

To ensure the effectiveness and compliance of the Contractor Management Program, periodic evaluation will be conducted. The Environmental Health and Safety (EHS) will be responsible for reviewing and evaluating the program regularly, but at least every three years. This evaluation will include an assessment of training adequacy, adherence to procedures, and overall program implementation.

5. Reference Documents

5.1. Appendix 1- Contractor/Constructor Decision tree.



5.2. Appendix 2- Contractor Statement of Understanding

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

5.3. Appendix 3 - Contractor Health & Safety Self-Assessment

CONTRACTOR HEALTH & SAFETY SELF ASSESSMENT - Must be submitted (2 weeks before the start of the project).

The following requirements must be met to work at the University; hence, all questions must be answered with Yes (Y) No (N) or Not Applicable (N/A).

To be completed at least every two years, or more frequently, should circumstances change

| | | | |
|---------------------------|--|--------------|--|
| Contractor Business Name | | | |
| Contractor Representative | | Contact Info | |

****PLEASE ENSURE ALL SECTIONS ARE COMPLETED****

Service Information

What services will you provide to Carleton University? (Select ALL that apply.)

| | | | | |
|-----------------------------|--------------------------|-----------------------------------------|--------------------------|--|
| Abatement Service | <input type="checkbox"/> | Delivery and rigging of heavy equipment | <input type="checkbox"/> | |
| Confined Space Entry/Rescue | <input type="checkbox"/> | Pest removal and control | <input type="checkbox"/> | |
| Hazardous Waste | <input type="checkbox"/> | Roofing installation/maintenance | <input type="checkbox"/> | |
| Plumbing Repairs | <input type="checkbox"/> | Millwright services | <input type="checkbox"/> | |
| Duct Cleaning | <input type="checkbox"/> | Inspections | <input type="checkbox"/> | |
| Emergency spill response | <input type="checkbox"/> | | | |
| HVAC Service | <input type="checkbox"/> | | | |
| General/Prime contractor | <input type="checkbox"/> | | | |
| Other (please describe) | | | | |

| Occupational Health and Safety Performance | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------|
| Is your company COR/ISO 45001 Certified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Has your company been fined or received/pending prosecution for Health & Safety violations in the last 3 years? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Occupational Health and Safety Programs | | | |
| Do you have a Health & Safety policy that is reviewed and updated on a regular basis? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Does your company ensure supervisors are "competent persons" as defined by the Occupational Health and Safety Act? "Competent person" means a person who a) is qualified because | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| 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 | | | |
| Do procedures/programs exist for the following Health & Safety areas: | | | |
| Chemical Management | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Confined Space Entry | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Emergency Response & First Aid | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Energized Equipment Lockout | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Harassment & Violence | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Hazard Assessment & Control | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Hot Work | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Incident Reporting & Investigation | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Personal Protective Equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Powered Lifting Devices | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Field level risk assessment | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Working at Heights | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Workplace Inspections | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Training | | | |
| Is there a program that ensures employees are trained to perform their tasks/jobs safely? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Are training records available for all training conducted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Do you have a specific Health & Safety training program for supervisors and managers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Subcontractor Management – Please only complete if you use subcontractors | | | |
| Does your company have a Contractor Management program in place that includes Health & Safety | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Required Additional Information to be Submitted | | | |
| Copy of COR/ISO 45001 Certification (if applicable) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Current copy of Certificate of Insurance | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Current copy of a WSIB Clearance Certificate | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Current copy of your WSIB Injury Summary Report | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Copy of the current Health and Safety Policy for the company | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

The Contractor agrees and confirms that the information provided above is true and accurate and deems that their employees are competent to carry out the work

Contractor Representative Name: _____

Signature: _____ Date: _____

5.4. Appendix 4 – Pre-start Hazard Assessment

PRE-START HAZARD ASSESSMENT

A copy of this Appendix 4 must be kept on file by CU Contractor Representative for a minimum of 12 months and must be available for the purposes of auditing.

JOINT HAZARD REVIEW.

To be filled out by the CU Contractor Representative on Carleton University hazards, then completed by the Contractor to identify job hazards.

The hazards/activities are not limited to the following list. Please indicate Yes or No to each hazard/activity as it applies to the job scope.

- Instructions for **CU Contractor Representative**: Fill in the CU column and identify hazards that may need to be disclosed to the contracting company.
- Instructions for **Contractor**: Fill in the Contractor column and identify the hazards that apply to the specific project/job scope. Then fill out Part B, Hazard Control

PART A

| Project/Work Information - to be completed by CU Contractor Representative | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Project / Work location and Project number | |
| Scope of work to be performed | |
| CU Contractor Representative contact info (cell and email) | |
| Contractor information - to be completed by the contractor | |
| Contracting Company | |
| Prime Contractor (Constructor) Will your firm be accepting the roles and responsibilities of CONSTRUCTOR for services being provided? If yes, please ensure completion of Appendix 5. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of employees on site | |
| Subcontractors <i>Please list any subcontractor companies that you will use to complete work at Carleton University.</i> | |

| | | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| CONSTRUCTION | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | <ul style="list-style-type: none"> • CU Contractor Representative to designate contractor or CU as constructor. • If multiple contractors are working in the same building, the CU Contractor Representative must ensure they are separated in time and space | |
| DOCUMENTS/PERMITS/NOTICE | <ul style="list-style-type: none"> • Notice of Project for Construction Projects submission to MLITSD by constructor. • Registration of constructors and employers engaged in construction (Form 1000) • Designation of constructor letter submission to MLITSD by CU if multiple construction projects are happening in the same building | |
| ACTIONS | <ul style="list-style-type: none"> • Mandatory copy of Notice of Project (NOP) on construction site. A signed copy of the completed form, whether done online or on paper form, must be posted in a conspicuous place at the project or be available at the project for review by an inspector. • Form 1000 does not have to be submitted to the MLITSD, but it must be at the project while the employer is working there. | |
| DESIGNATED SUBSTANCES | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | <ul style="list-style-type: none"> • CU Contractor Representative must fully disclose all relevant information to the Contractor regarding designated substances present on the project site. Carleton University is responsible for hiring a third-party consultant to create a DSR report. • The contractor's safe work procedures must meet or exceed CU program/procedure requirements and applicable legislation and standards for designated substances (comply with Ontario Regulation 278/05) | |
| DOCUMENTS/PERMITS/NOTICE | Notice of asbestos-removal work for type 3 and certain type 2 asbestos removal operations by contractor. | |
| ACTIONS | The contractor must receive the DSR report before the start of the project | |
| MOULD | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | <ul style="list-style-type: none"> • CU Contractor Representative must fully disclose all relevant information to the Contractor regarding designated substances present on the project site. Carleton University is responsible for hiring a third-party consultant to create a DSR report. | |

| | | |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> Contractor's safe work procedures must meet or exceed CU program/procedure requirements and applicable legislation and standards | |
| DOCUMENTS/PERMITS/NOTICE | CU Contractor Representative must notify building occupants before mould remediation starts | |
| ACTIONS | Upon completion of removal and cleaning, the Environmental Consultant shall inspect the Level II and Level III work areas for acceptable completion, through a combination of careful visual inspection, and air sampling | |
| LABORATORY RENOVATION/CONSTRUCTION | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | Contractor should follow FMP laboratory design guidelines. Contractor's safe work procedures must meet or exceed applicable legislation and standards | |
| DOCUMENTS/PERMITS/NOTICE | Laboratory Decommission Form | |
| ACTIONS | CU Contractor Representative will coordinate with EHS, and a laboratory space owner laboratory decommission process before the start of the project | |
| CONFINED SPACES (HIGH-RISK ACTIVITY) | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | The contractor's safe work procedures must meet or exceed CU program/procedure requirements and applicable legislation and standards | |
| DOCUMENTS/PERMITS/NOTICE | Coordination Document required between Contractor and CU Contractor Representative as applicable | |
| ACTIONS | EHS must be consulted before a project/work that involves confined space entry starts. | |
| HAZARDOUS ENERGY/PRESSURE (E.G. ELECTRICAL, MECHANICAL, GAS, ETC.) | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | Contractor's safe work procedures (including Lockout/Tagout) must meet or exceed applicable legislation and standards. | |
| DOCUMENTS/PERMITS/NOTICE | Shutdown/safety notices must be coordinated by CU Contractor Representative. | |
| ACTIONS | CU Contractor Representative must communicate the details of the shutdown process with the affected parties. | |
| WORK AT HEIGHTS: ELEVATED WORK PLATFORMS, SCAFFOLDING, ROOFTOP ACCESS (HIGH-RISK ACTIVITY) | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | Contractor's safe work procedures must meet or exceed CU program/procedure requirements and applicable legislation and standards. Contractor will ensure that only those with certified training will complete work at heights at Carleton University | |

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|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| DOCUMENTS/PERMITS/NOTICE | The contractor must complete the "Rooftop Access Request" Form | |
| ACTIONS | EHS must be consulted before a project/work that involves working at heights starts. | |
| WINDOW CLEANING | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | The contractor's safe work procedures must meet or exceed the applicable legislation and standards | |
| DOCUMENTS/PERMITS/NOTICE | Employers, contractors, or sub-contractors must notify the MLITSD before starting window cleaning work at a building involving the use of a suspended scaffold, boatswain's chair, or similar single-point equipment | |
| ACTIONS | EHS must be consulted before a project/work that involves working at heights start | |
| EXCAVATION | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | The contractor's safe work procedures must meet or exceed applicable legislation and standards. | |
| DOCUMENTS/PERMITS/NOTICE | Constructors must notify the MLITSD before beginning work on a construction project if the project includes work on a trench more than 1.2 meters (4ft.) deep into which a worker may enter | |
| ACTION | EHS must be consulted before a project/work that involves excavation. | |
| HOT WORK | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | The contractor must follow safe work procedures that meet or exceed CU permit requirements and applicable legislation and standards. | |
| DOCUMENTS/PERMITS/NOTICE | Hot Work Permit | |
| ACTIONS | CU Contractor Representative will coordinate a Hot work permit with EMCO department | |
| USAGE OF UNIVERSITY EQUIPMENT <i>Use of Carleton equipment is not allowed UNLESS otherwise specified in the contract</i> | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | CU Contractor Representative must work with the CU department which owns the equipment to ensure equipment is in good order and maintained as per manufacturer and applicable legislation and standards. Contractor must ensure employees using the equipment are qualified and trained to use the equipment safely as per applicable legislation and standards. | |

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| DOCUMENTS/PERMITS/NOTICE | Contractors might be asked to present a valid training certificate when using Elevated Work Platform type of equipment | |
| ACTIONS | CU Contractor Representative must ensure that the equipment is returned in good working condition. Contractors will be responsible for any damages to the Carleton equipment. | |
| TRAFFIC CONTROL | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | Where work is to be performed on or near a roadway and workers may be exposed to a hazard from vehicular traffic, the Contractor must make use of the traffic control measures as prescribed by the regulation including developing and implementing a written traffic protection plan for the project. | |
| DOCUMENTS/PERMITS/NOTICE | Traffic protection plan | |
| ACTIONS | The traffic protection plan must be kept on-site, be specific to the site location, and specify the vehicular traffic hazards of the location. All temporary condition signs and traffic control measures must follow the Ontario Traffic Manual Book 7 | |
| CRANES | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | CU Contractor Representative must coordinate the oversized load transportation, roadway, parking and sidewalk closure with CSS. | |
| DOCUMENTS/PERMITS/NOTICE | Site specific safety plan that at the minimum includes following information: <ul style="list-style-type: none"> • Pedestrian Control Measures • Traffic Control Measures • Copies of appropriate training certificates and any other critical information specific to the crane activities. | |
| ACTIONS | Crane owners and operators must ensure that their crane safety program is up to date and reflects the most recent changes to the OHS Act and O. Reg. 213/91: CONSTRUCTION PROJECTS | |
| IMPACT TO BUILDING OCCUPANTS | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | Impacts on building occupants must be minimized by ensuring: <ul style="list-style-type: none"> • Multiple access/egress routes to/from occupied work areas are maintained. • Construction site access is restricted and secured. • Areas near the construction zone and transportation routes for construction • Materials are kept clear and clean. • Emissions and dust are controlled from spreading outside of the construction area (e.g. placing walk-off / tacky mats at site | |

| | | |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| | egresses, disabling the ventilation system in the construction area, sealing air vents and duct opening as appropriate | |
| DOCUMENTS/PERMITS/NOTICE | Notice to occupants | |
| ACTIONS | CU Contractor Representative must notify the Building Authority if the project/ work affects only occupants of the single building OR coordinate a communication plan with the F&A communication department if the project/work will affect the broader CU community | |
| OTHER HAZARDS | CONTRACTOR <input type="checkbox"/> Yes <input type="checkbox"/> No | CU CONTRACTOR REPRESENTATIVE <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SPECIFIC REQUIREMENTS | Other Hazard / Activity – can include but is not limited to: <ul style="list-style-type: none"> • Heat stress. • Cold environment • Noise • Vibration • Pinch points • Weather • Ergonomics • Poor lighting • Poor ventilation • Slip/trip hazards. • Working alone • Workplace violence The contractor's safe work procedures must meet or exceed applicable legislation and standards | |
| DOCUMENTS/PERMITS/NOTICE | As required or appropriate to the specific hazard or project scope | |
| ACTIONS | As required or appropriate to the specific hazard or project scope | |

PART B

Hazard control to be completed by Contractor

For the identified hazards, contractors must describe the controls they will implement to mitigate the associated risks. These controls should align with the hierarchy of controls framework, prioritizing the most effective measures to reduce risk.

Note: Hazard control can be submitted as a part of the Site-Specific Safety Plan

| Hazard | Control(s) (elimination, substitution, engineering, administrative, PPE) |
|--------|-----------------------------------------------------------------------------|
| | |
| | |
| | |

5.5. Appendix 5 – Constructor Designation and Responsibilities

Constructor Designation and Responsibilities

Note: This form applies to contract work that qualifies as a construction project as defined in Section 1(1) of the Occupational Health and Safety Act.

Department / Work Location: _____

CU Contractor Representative/Project Manager: _____

Start Date of Project: _____ Estimated Completion Date: _____

(dd / mm / yy)

(dd / mm / yy)

Location of Project: _____ Project No.: _____

Description of Project: _____

Who is the Constructor?

☐ Carleton University (department, school)

CU Contractor Representative/Project Manager: _____ Telephone: _____

Site Supervisor: _____ Telephone: _____

☐ Contractor or Third-Party Representative (Company):

Representative: _____ Telephone: _____

Site Supervisor: _____ Telephone: _____

The Constructor must fulfill the responsibilities listed in this Form

DEFINITIONS

Owner: Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate. Carleton University is the Owner for the purposes of this document.

Prime contractor/constructor: Means an individual or company 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.

DESIGNATION

By signing this agreement, the Contractor agrees to assume the responsibilities of a Constructor as outlined in the Ontario Occupational Health and Safety Act and its Regulations.

As a Contractor signing this agreement with Carleton University, you are agreeing that your company, management staff, supervisory staff, and workers will comply with the Ontario Occupational Health and Safety Act and applicable Regulations including those provisions specifically relevant to Constructors.

It is also understood that Carleton University will still hold duties as the Site Owner^{*}, regardless of whether they are the Constructor, and those duties as Owner will be respected by the Constructor

This appointment will endure until the completion of the project unless written confirmation and agreement are established to revoke this appointment.

Carleton University, CU contractor Representative: _____ Date: _____
Constructor Representative: _____ Date: _____

Duties of the Constructor*: (Confirm the following prior to job start-up)

| Constructor Responsibilities | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Is a Notice of Project Required? (Refer to s.6(1) of O.Reg. 213/91) | | |
| If yes, has it been filed with the Ontario Ministry of Labour and posted at the Project Site? | | |
| Has a completed MOL Form 1000 registration for the constructor and all contractors associated with the project been submitted to Carleton University | | |
| Are you familiar with and prepared to comply with all applicable health, safety, and environmental legislation? | | |
| Has the constructor provided a hazard analysis for the work and control of access to the site? | | |
| Has the constructor provided to Carleton University– A WSIB Clearance Certificate and a Certificate of Insurance | | |
| Are all workers hired to perform work on the project competent in the work they are hired to perform (i.e. all necessary training, certifications, knowledge of hazards, experience)? | | |
| Has the constructor provided contact information and a list of competent supervisors appointed to oversee the work at all times? | | |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Has a copy of the constructor's Health & Safety Program been provided to Carleton University? | | |
| Has the constructor provided emergency contact information to the CU contractor Representative and posted emergency contact information at the project location? | | |
| Will the constructor disturb any building materials or materials known to contain a designated substance? | | |
| If yes, has Carleton University provided a copy of a Designated Substances Survey? Have all employees been made aware of the contents of the survey? | | |
| Are you aware that as the Constructor, you are taking on sole control and responsibility for the health and safety of everyone working on the Project? | | |
| Has a list of contractors and subcontractors that will be working on the project been provided to Carleton University? | | |
| Although it is not the intent of Carleton University to interfere with the duties of the Constructor, are you aware and in agreement that Carleton University reserves the right and responsibility as site Owner to communicate to you any health and safety concerns that may be observed regarding work being performed on the Project? (if no, work cannot be initiated until agreement acknowledged) | | |

Note: As the site Owner, Carleton University reserves the right to have authorized personnel access the project in collaboration with the Constructor/Supervisor to review and assess safety performance periodically during the project.

5.6. Appendix 6- Contractor Situation Identification Chart

| Contract situation | Example | CU Contractor Representative responsibilities |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Consultants</p> <p>A consultant is a professional who provides expert advice in a particular area such as security, management, education, human resources, marketing, finance, engineering, science, or any of many other specialized fields.</p> | <p>An engineering consultant is hired to perform a structural review of a building.</p> | <ul style="list-style-type: none"> • Ensure work does not elevate the level of risk and all hazards are identified and communicated to the Consultant. • Ensure all necessary insurance is available and current. • Ensure consulting agreement has been executed. • Provide copies of any applicable Carleton University Policies as required by the scope of the work. • Requires a minimum of \$2, 000,000 in errors and omissions insurance. • Requires a minimum of \$5,000,000 in liability insurance |
| <p>Contractor</p> <p>A third party retained by Carleton University to provide Contracted Services.</p> <p>Contracted Service</p> <p>Means any Construction, engineering or maintenance (replacement like for like) work for which Carleton University has signed an agreement or issued a purchase order with a Contractor.</p> | <p>A HVAC contractor is retained to replace an air handling unit in a building.</p> | <ul style="list-style-type: none"> • Responsible for the health and safety of the hired contract employees as though they are Carleton University employees. • Notify all contractors engaged in the work of any known Designated Substances and ensure completion of the Hazardous Materials Acknowledgement (Appendix 7). • Ensure that Pre-Start Hazard Assessment (Appendix 4) and Contractor Health & Safety Clearance Self-Assessment (Appendix 3) are complete prior to the start of work. • Ensure an orientation is provided and all contractor workers have signed off on the Contractor Agreement and Understanding (Appendix 2). • Ensure all necessary insurance is available and current. Requires a minimum of \$5,000,000 in liability insurance. |
| <p>Subcontractor</p> <p>A third-party Contractor is hired by Carleton's initial Contractor to perform work at Carleton University worksite or facility</p> | <p>The CU hires a Contractor to perform service and/or complete a project and in turn the Contractor hires another Contractor to complete or assist with the work.</p> | <ul style="list-style-type: none"> • If Carleton University is the Constructor of a construction project, they must ensure all required documents (Appendix 2, 3 and 7) are received from <u>every contractor</u> engaged in the work. |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> Names of the Subcontractors must be given to Carleton University by the initial contractor. University may be responsible for the health and safety of those hired contracted employees as though they are University employees Ensure they are aware of the Carleton requirements and all required information has been supplied. Ensure all necessary insurance is available and current. Ensure the subcontractor receives a copy of the Project Hazard Assessment (Appendix 4) Requires a minimum of \$5,000,000 in liability insurance |
| Contractor hired as Constructor For construction projects only (as defined by s.6 of O. Reg 213/91) | A construction company is hired to build a new residence building and accepts the role of Constructor. | <ul style="list-style-type: none"> Ensure Constructor has a valid WSIB clearance certificate. Ensure a Constructor has been designated in writing (Appendix 5, Construction Project Form. Notify Contractor of any know Designated Substances and ensure completion of the Hazardous Materials Acknowledgement (Appendix 7) Ensure that Pre-Start Hazard Assessment (Appendix 4) and Contractor Health & Safety Self Assessment (Appendix 3) are complete prior to the start of work. Ensure the Contractor has submitted a Notice of Project to the MOL (if required under s.6 of O. Reg 213/91 and form 1000 |
| Carleton University is the designated Constructor. For construction projects only (as defined by s.6 of O. Reg 213/91) | An electrical contractor, floor installer and a window glazing company have all been contracted by university to build an extension of a building with no designated Constructor assigned. | <ul style="list-style-type: none"> Determine who will be responsible for coordinating project safety. Ensure all subcontractors provide WSIB Clearance Certificates. Send the Notice of Project to the Ministry of Labour. Ensure compliance with the OHSA and Regulations. Ensure completion of the Construction Designation and Responsibilities Form (Appendix 5). Ensure that Pre-Start Hazard Assessment Form (Appendix 4) is completed and |

| | | |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>provided to all contractors engaged in the work. ·</p> <ul style="list-style-type: none"> • Notify all contractors engaged in the work of any known Designated Substances and ensure completion of the Hazardous Materials Acknowledgement (Appendix 7) • Ensure Contractor/Constructor Safety Information and accompanying documents are completed by any and all contractors engaged in the work. • Requires a minimum of \$5,000,000 in liability insurance. |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Documents must be updated in accordance with the schedule below:

- Appendix 7: As required if there is a designated substance survey on file for the location of the work.
- Appendix 3: Every two years. This can be extended to every three years for COR Certified companies.
- Appendix 2: Every two years, as required, as organizational changes occur. This can be extended to every three years for COR Certified companies.
- Certificate of Insurance: Annually.
- WSIB Clearance: Certificate Every 90 days
- Proof of COR Certification: Upon expiry.
- CU Orientation: Every two years unless change in the supervisory role.

5.7. Appendix 7 – Hazardous Materials Acknowledgement

Hazardous Materials Acknowledgement

Hazardous Materials at _____

Carleton University routinely conducts Hazardous Material Assessments for buildings throughout various departments. Some buildings do contain designated substances. The contractors and their employees shall review the potential for any exposure to designated substances or other hazardous materials with the project coordinator prior to work start-up.

Sign Below if Applicable to Work Performed

The Contractor below has agreed that he has received the Designated Substances Report and has no concerns with regards to his area of work. The Contractor understands the hazards and will take the necessary precautions to protect his staff and/or subcontractors, suppliers, and /or any other staff that will be on site for the work awarded to the contractor and the environment in the work area. The CU Contractor Representative (below) will ensure that their employees and/or any subcontractors suppliers, and /or any other staff that will be on site for work assigned to the Contractor have agreed to and understand the aforementioned Contractor's Responsibilities.

Name of Company:

(Please Print)

Contractor (Authority); Representative Name:

(Please Print)

Signature: _____

Date: _____

5.8. Appendix 8 - Perimeter Inspection Checklist

Project Name: _____

Project Manager: _____

Date of Inspection: _____

Time of Inspection: _____

Weather Conditions: _____

| Category / Inspection Item | C / NC / N/A | Detailed Notes / Observations (if NC) |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------|
| A. Site Security and Demarcation | | |
| 1. Perimeter fencing is intact, secure, and free of damage (no gaps, leaning sections, or easy breach points). | | |
| 2. All gates are closed and secured outside of operational hours, preventing unauthorized entry. | | |
| 3. "No Trespassing" or "Authorized Personnel Only" signage is clearly visible and correctly positioned at regular intervals. | | |
| 4. Danger/Hazard warning signs (e.g., "Hard Hat Area," "Construction Zone") are clearly visible at all access points and along the perimeter. | | |
| 5. No evidence of unauthorized entry or vandalism (e.g., cut fences, broken locks). | | |

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| B. Public Safety and Access (Considering "Sudbury Legal Case" Implications) | | |
| 1. Clear and safe pedestrian pathways are maintained outside the construction perimeter (no obstructions, debris, or materials encroaching). | | |
| 2. Designated pedestrian detours (if any) are clearly marked, well-lit (if applicable), and safely navigable. | | |
| 3. No construction materials, equipment, or debris are stored or have spilled outside the secure perimeter, posing trip hazards or falling object risks to the public. | | |
| 4. Adequate lighting is present along public walkways adjacent to the site perimeter, especially during darker hours. | | |
| 5. Measures are in place to prevent dust, excessive noise, or other pollutants from unduly impacting adjacent public areas or buildings. | | |
| 6. Signage related to site safety and public awareness is in good condition, legible, and not obscured. | | |
| C. Site Orderliness and Environmental Controls (Visible from Perimeter) | | |
| 1. General cleanliness of the visible perimeter area (no litter, waste, or discarded materials). | | |

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 2. Waste bins/dumpsters are not overflowing and appear to be managed properly (lids closed, not attracting pests). | | |
| 3. Erosion and sediment control measures (e.g., silt fencing, straw bales) appear intact and functional. | | |
| 4. No visible pooling of water or evidence of improper drainage causing issues outside the perimeter. | | |
| 5. Vehicle access points are free of excessive mud or debris tracking onto university roadways. | | |
| D. Regulatory and Information Displays | | |
| 1. Required permits, health and safety notices, and other official project information are clearly displayed and legible at main entry points. | | |
| 2. Emergency contact information for the contractor and FMP is visible and up to date. | | |
| 3. External signage clearly displays the construction company name and primary contact details. | | |

Summary of Findings: (Highlight any significant observations or recurring issues)_____
