

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	

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.	

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)