



# Contractor Safety Orientation Facilitator's Guide

Form OHS-0000

## A Materials Needed

Item	Quantity
1. Copy of the StFX Health & Safety Policy Statement*	1
2. Copy of the StFX Project Health & Safety Rules*	1
3. Copy of the Health & Safety Responsibilities*	1
4. Copy of Contactor Safety Orientation Checklist (Form HSE-0000)	One for each attendee

\* Refer to Contractor Safety Package

## B OH&S Topics

Topic	Guide
Health & Safety Policy Statement	Read the most current StFX Health & Safety Policy Statement.
Project Health & Safety Rules	Read the StFX Project Health & Safety Rules. Reinforce the 4 Safety Absolutes: <ol style="list-style-type: none"> <li>1. Confined Space Entry</li> <li>2. Fall Protection</li> <li>3. Trenching &amp; Excavations</li> <li>4. Energy Isolation</li> </ol>
Disciplinary Process	Review the progressive disciplinary process for non-compliance.
Worker Rights	Explain the 4 Workers Rights from the Nova Scotia OH&S Act: <ol style="list-style-type: none"> <li>1. <u>Right to Know</u>: Every employee has a right to know what hazards are present in the workplace and be given the information, training and supervision needed to protect themselves.</li> <li>2. <u>Right to Participate</u> - Every worker has the right to participate in safety meetings when it concerns his/her safety at a worksite. This may be as representative on a Project Joint Occupational Health and Safety Committee (JOHSC) or in a regular toolbox meeting. The primary purpose is to involve workers and their employers in</li> </ol>



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	<p>the exchange of safety information.</p> <ol style="list-style-type: none"> <li>3. <u>Right to Refuse</u> - Every worker has the right to refuse to do work when there is reasonable grounds for believing that the act is likely to endanger that worker or the health and safety of any other person.</li> <li>4. <u>The Right to Make a Complaint</u> - Every worker has the right to make a complaint if they feel they've been treated unfairly or threatened to be treated unfairly. Some examples of being treated unfairly:             <ol style="list-style-type: none"> <li>a. Exercising your right to refuse.</li> <li>b. Complying with the OH&amp;S Act.</li> <li>c. Speaking to a JOHSC member.</li> </ol> </li> </ol>
<p>Work Refusal Process</p>	<p>Explain the Work Refusal Process as defined in the Nova Scotia OH&amp;S Act.</p> <p>If an employee refuses to work, s/he must:</p> <ol style="list-style-type: none"> <li>1. Report to a supervisor that they refuse to do the work and explain why.</li> <li>2. Report to the JOHSC or Safety Representative if the situation is not remedied to his/her satisfaction.</li> <li>3. Report to Nova Scotia Labour and Advanced Education (OHS Division) if the situation is not remedied to his/her satisfaction.</li> </ol> <p>Note: The employee's refusal to work cannot result in Discriminatory Action. Examples of discriminatory action by an employer would be: reduction in hours, shift changes, reduction in pay, etc.</p> <p>The employee may refuse work until:</p> <ul style="list-style-type: none"> <li>• The employer remedies the situation to the employee's satisfaction.</li> <li>• The Committee has investigated the work refusal and all members unanimously agree that the employee return to work.</li> </ul>



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	<ul style="list-style-type: none"> <li>OHS Officer inspects and advises the employee to return to work.</li> </ul>
<p>Responsibilities for Safety – <b>Who is responsible for your safety?</b></p>	<p>Review health &amp; safety responsibilities (general and site-specific).</p> <p>Project Managers / FM Supervisors OH&amp;S Contractor Supervisors Contractor Workers</p>
<p>PPE Policy</p>	<p>Review the site-specific PPE requirements.</p> <p>Define required PPE and task-specific PPE.</p> <p>Appropriate personal protective equipment must be used when any person is on a worksite. At all times all persons must wear personal protective equipment as circumstances require (i.e. noise, respiratory protection, etc).</p>
<p>Violence &amp; Harassment</p>	<p>Review the violence and harassment policy. Workplace Violence includes:</p> <ol style="list-style-type: none"> <li>1. Threatening behavior – shaking fists, destroying property.</li> <li>2. Verbal/Written threats – an expression of an intent to inflict harm.</li> <li>3. Harassment – any behavior that demeans embarrasses, humiliates, annoys, alarms, or verbally abuses a person and that is known or would be expected to be unwelcome. Words, gestures, intimidation, bullying, or inappropriate activities.</li> <li>4. Verbal abuse – swearing, insults.</li> <li>5. Physical attacks – hitting, shoving, pushing, kicking.</li> </ol> <p>May result in disciplinary action up to and including dismissal from site.</p>
<p>Reporting Incidents &amp; Hazards</p>	<p>All workers are required to report all incidents including near misses to their Supervisor immediately. The Supervisor is required to report</p>



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	<p>all incidents, including near misses to their StFX contact immediately.</p> <p>Report any unsafe acts or conditions you observe, or know of, to your Supervisor as soon as possible. If you are capable of correcting the unsafe condition yourself, do so. <b>ALWAYS</b> make sure the Supervisor is aware of the unsafe acts or conditions observed, even if they were corrected.</p>
<p>Incident Investigations</p>	<p>Investigations are completed on all serious incidents (medical treatment, property damage) including near misses, to prevent similar events from occurring in the future.</p> <p>If you are involved or witness an incident, including a near miss, report it immediately to your Supervisor. Provide as much detail as possible, such as the time, location of the event and a description of what happened, or what almost happened.</p> <p>You may be asked to assist in the investigation process, such as preserving an incident scene (tape off the area, keep people out or away), implementing emergency response, or providing a witness statement.</p> <p>Management is required to complete an incident report, and all available details of the event are needed. This report must be sent to StFX Project Manager within 24hr of occurrence.</p>
<p>Modified Duty/Return-To-Work</p>	<p>If you are injured at work or have symptoms of a work-related illness, you must report it to your employer. The employer then is required to report an injury/illness to WCB within 5 days of being notified of the incident.</p> <p>If injured on the job, you may be required to participate in the company's return to work program. If you are injured on the job and go to a doctor, you need to notify your supervisor and/or safety officer immediately. There are forms that you may need to take your doctor and return to The Company to start the return to work process.</p>



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<p>Field Level Risk Assessments (FLRA)</p> <p>DEFINITION: Field level risk assessment is an evaluation that is completed prior to work commencing at a job site. The assessment is designed to identify hazards / assess risks that are present due to site or equipment conditions, and control exposure to the hazards before the tasks for the day begin.</p> <p><i>Note: they are sometimes referred to by other names (e.g. FLHA, PSA), but they all serve the same purpose as noted in the above definition.</i></p> <p><b>COORDINATION OF SITE ACTIVITIES WHEN SUB-CONTRACTORS ARE INVOLVED.</b></p>	<p>FLRAs must be conducted for each job/task. Must be completed at the start of any shift for each job/task and when tasks/conditions change.</p> <p>FLRAs are to be done in the field where the task/job is to be done. Documented on the appropriate form.</p> <p>All contractor and sub-contractor workers are to be involved in completing and signing off on FLRAs.</p> <p>FLRAs will be made available to StFX Project Management upon request.</p>
<p>Joint Occupational Health &amp; Safety Committee (JOHSC)</p>	<p>Where 20 or more employees are on any one project, a Project JOHSC will be formed. It is made up of representatives from each trade onsite.</p> <p>The committee has worker, supervisory and management representatives as members. The purpose of the committee is to discuss incident prevention, discuss safety concerns from the work force and recommend ways to put the recommendations into practice.</p>
<p>Safety Representative</p>	<p>Where there are more than 5 but less than 20 employees, each contractor must ask employees to nominate a safety representative. This person will be the company representative on the Project JOHSC, where one is formed.</p> <p>The name of the safety representative must be posted on the jobsite and communicated to all workers.</p>
<p>OH&amp;S Training</p>	<p>All workers must review a Company Safety Orientation, a StFX Contractor Safety Orientation, WHMIS/WHMIS 2015/GHS, on the job training, task-specific training and compliance training</p>



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	<p>(such as first aid, confined space entry, fall protection, etc).</p> <p>All workers must be trained and competent to perform all tasks.</p> <p>Training records must be made readily available to StFX Management upon request.</p> <p>As per the regulations, workers who have first aid, mobile elevated work platform and fall protection training must keep their proof of training at the worksite at all times.</p>
<p>Inspections &amp; Audits</p>	<p>Workplace inspections will be conducted on a regular basis and/or special circumstances at all of our project sites. These inspections and audits will be done by your company's supervisor, project manager, safety staff, the StFX Project Management and safety staff or government inspectors.</p> <p>Project sites active for more than 7 days are expected to do their own weekly inspections, and have records readily available to StFX management upon request.</p> <p>You may be asked to participate in an inspection and/or audit. It is also your responsibility to check your worksite daily for any hazards and ensure they are corrected promptly.</p>
<p>WHMIS/WHMIS 2015/GHS</p>	<p>Workers have a right to know what the hazardous ingredients are in the products they are likely to be exposed to on the jobsite, what to do to protect themselves from those hazards and where to get additional information on controlled products used or stored at the workplace.</p> <p>All controlled products must be labelled, and workers must be trained to safely handle or use these products.</p> <p>Workers must know the location of their company's MSDSs/SDSs.</p>



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	MSDSs/SDSs must be made readily available to StFX Management upon request.
Emergency Response	<p><b>Fire Response</b></p> <ol style="list-style-type: none"><li>1. Alert supervisor immediately using the communication system in place.</li><li>2. Ensure there is a safe path away from the fire.</li><li>3. Attempt to extinguish the fire using the extinguisher(s) provided. (Remind worker where the fire extinguishers are located).</li><li>4. If the fire is too big or out of control, or if your escape route is threatened, report to the emergency muster point. Wait there until a headcount has been conducted and you have been given further instructions.</li></ol> <p><b>Spill Response</b></p> <ol style="list-style-type: none"><li>1. Alert your supervisor immediately using the communication system in place.</li><li>2. Ensure your own safety by wearing appropriate personal protective equipment (See MSDS/SDS), eliminating sources of ignition, and ensuring adequate ventilation.</li><li>3. Stop the flow of the material at the source, if possible, by shutting down pressurized equipment, closing a valve, plugging a hole, or up righting the container.</li><li>4. Secure the area by taping it off, putting out traffic cones, or using a traffic control person to re-direct traffic.</li><li>5. Contain the spill by using absorbent booms, pads, crystals, or soil berms. (Remind worker of spill kit location(s))</li><li>6. Dispose of used spill kits through approved disposal agency.</li></ol> <p><b>Evacuation Plan</b></p> <ol style="list-style-type: none"><li>1. Proceed directly to the designated emergency assembly area upon hearing designated emergency signal.</li><li>2. Wait there until a headcount has been conducted. If workers are missing, relay their</li></ol>



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	<p>last known whereabouts to the supervisor if you know.</p> <p>3. Be prepared to assist with rescue or recovery operations.</p>
Housekeeping	<p>Maintaining a clean work area will prevent incidents. Do not litter. Keep garbage in a location where it can be disposed of properly on a timely basis.</p> <p>When leaving a job, check to ensure that there are no tripping hazards, and that it is safe for the general public (excavations barricaded, sidewalks closed, tools picked up, etc).</p>
Cell Phone Use	<p>The personal use of cell phones is not permissible during working hours while on the jobsite, with the exception of matters requiring urgent attention. Cell phones can be used on the jobsite for company business, if it is done safely. Before answering or using a cell phone on-site, ensure you are in a safe area (out of the line of fire of equipment and vehicular traffic). "If you must take the call, put your back against a wall". The use of communication or music headphones or earbuds is not permitted on the worksite.</p>
Tool/Equipment/PPE Inspections	<p>Tools, equipment and PPE require informal inspections daily.</p> <p>Equipment such as zoom booms, scissor lifts, forklift etc require formal, documented inspections daily as per the manufacturer's specifications.</p> <p>Specialty PPE such as respirators and fall arrest equipment are required to be formally inspected daily.</p> <p>Inspection reports are to be made readily available to StFX Management upon request.</p>
<p>Where applicable, review STFX procedures:</p> <ol style="list-style-type: none"> <li>1. Confined Space Entry</li> <li>2. Fall Protection</li> <li>3. Trenching &amp; Excavations</li> </ol>	<p>See StFX Programs on each topic for more information. Provide copies of programs for reference.</p>





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4. Energy Isolation	
<b>B Other Site-Specific Topics</b>	
<b>Topic</b>	<b>Guide</b>
Site Management / Contact Information	<p>Contractor's site Supervisor(s) identified and contact information provided.</p> <p>A Site Supervisor or designate will be on site at all times while work is being performed to ensure compliance with OHS requirements and coordinate sub-trades.</p>
Communications with Project Manager/Supervisor	<p>All communication between University, consultants and contractors must be made through the StFX Project Manager/Supervisor unless other specific arrangements are made.</p> <p>Instructions to and communications from sub-trades must be made only through the contractor.</p>
Parking	Contractor is provided with Parking Regulations and map showing designated parking.
Safety Legislation & Policies	<p>Contractor has safety certification from an approved provider on file with StFX Project Management.</p> <p>Contractor has WCB Clearance Letter on file with StFX Project Management.</p>
Interferences	Contractor and tradesmen shall be aware that the function of the University is for academic teaching, scholarship, research, study, residence life, meetings and conventions. All these functions have a low tolerance for noise, odours, dust, and any other such interferences. All such instances require coordination with the StFX Project Manager to mitigate the interference.



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Sensitivity	<p>Trades personnel shall be advised that they are in a University environment and are to be professional in all regards when on site.</p> <ul style="list-style-type: none"> <li>a. No comments regarding University populace or their surroundings</li> <li>b. Interaction with staff or students shall be work related only.</li> <li>c. Interaction with staff or students shall be positive, courteous and respectful.</li> </ul>
Worker Competence & Supervision	<p>Ensure project workers are adequately trained in safe work procedures prior to commencing work and are sufficiently and competently supervised. Proof of documentation to be provided upon request.</p>
Contractor Equipment	<p>All equipment on site must be maintained in a safe operating condition.</p> <p>The University reserves the right to require the removal from the work site of any faulty, unsafe or substandard equipment.</p> <p>Only competent, and where required by law, certified workers may operate tools and equipment.</p> <p>Contractors are not permitted to use StFX equipment, without the written prior approval by StFX management.</p>
Barricades/Hoarding	<p>Adequate barricades and hoarding must be provided around all excavations and other work activities.</p>
Smoking	<p>Smoking is not permitted within any University building. 20 metres away from any buildings, athletic fields or trails.</p> <p>Smoking is permitted in designated smoking areas only.</p>
Other (as applicable)	<p>Access to Keys – explain procedure (as required).</p> <p>Review and complete Protocol for Contractor Entering Residence Common Spaces (as</p>



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	<p>required).</p>
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Review and complete Protocol for Contractor  
Entering Residence Room (as required).