



St. Francis Xavier University (StFX) Contractor Safety Package

The safety information in this manual does not take precedence over provincial occupational health and safety legislation, or any manufacturer's specifications. All workplace parties shall know their responsibilities under the Nova Scotia Occupational Health and Safety Act.

StFX Contractor Safety Package

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Contractor Safety Package Transmittal

Contractor Company Name:

Name of Recipient:

Title of Recipient:

Date of Receipt:

Completed By:

Date Completed:

Contractor Safety Package

I have received a copy of the StFX Contractor Safety Package and understand the contents and requirements associated with this safety package and accept responsibility for the implementation of policies, procedures and documentation provided within, prior to commencement of work on property under the University's control.

Acknowledgement	
_____	_____
Contractor Representative (print)	Contractor Representative (sign)

Date	

StFX Contractor Safety Package Checklist

All contractors must complete and return the following documents to the StFX Project Manager prior to performing any work at the job site:

- StFX Safety Package Transmittal:** completed, signed and dated.
- Health & Safety Agreement:** signed and dated.
- Health & Safety Policy Statement:** signed and dated.
- Project Health & Safety Rules:** signed and dated.
- Four Safety Absolutes:** signed and dated.
- Project Health & Safety Plan:** Project Health & Safety Plan complete with attachments noted in the Plan.
- Training Records:** copies of all safety training certificates for each contractor employee and subcontractor employee assigned to the site (WHMIS: all employees. As required: first aid, fall protection, aerial lift, swing stage, crane operation, excavation, etc).
- Workers' Compensation (WCB):** a copy of the contractor's most recent WCB Clearance Letter.
- Experience Rating Statement:** a copy of the contractor's Experience Rating Statement from WCB for the most recent year.
- Liability Insurance:** a copy of the contractor's insurance policy as per purchase order requirements.
- Safety Certification:** a copy of the contractor's Letter of Good Standing from an authorized provider.

Acknowledgement	
_____	_____
Contractor Representative (print)	Contractor Representative (sign)

Date	

Health & Safety Agreement

With the acceptance of a contract with St. Francis Xavier University (StFX), I accept the responsibilities for safety as outlined under the Nova Scotia Occupational Health and Safety (OH&S) Act and all the Regulations made pursuant to the Act.

As a contractor, I will ensure that:

1. I have read, understood, and will comply with the St. Francis Xavier University Health & Safety Policy Statement and Project Health & Safety Rules.
2. Our work complies with the Nova Scotia OH&S Act, and all applicable Regulations and/or the policies and procedures of the StFX Project Office and the contractor safety program, whichever is more rigorous.
3. I have submitted a copy of the StFX Project Office's Project Health & Safety Plan including all attachments required within.
4. A competent supervisor is provided who is authorised to make necessary decisions, take action and perform the required safety activities.
5. Workers are safety oriented to the StFX Project Office safety program and site prior to working on any property under the University's operational control.
6. The actual and potential hazards associated with our work have been communicated to all of my employees and sub-contractors and all have signed off on the Project Health & Safety Plan and Project Hazard Assessment.
7. All incidents that occur on our jobsite are reported to the StFX Project Manager immediately and a copy of all accident/incident investigation reports are made available for review by the StFX Project Manager within 24 hours of occurrence.
8. Toolbox Meetings are held daily with all crews and minutes are available for review by the StFX Project Manager.
9. Field Level Risk Assessments (FLRAs) conducted for each job/task and copies are available for review by the StFX Project Manager.
10. A sufficient number of trained first aid personnel are on the jobsite as required under the Nova Scotia First Aid Regulations.
11. An adequate number/type of fire extinguishers, first aid kits, eyewash stations, and any other safety equipment required to complete all work safely are provided, inspected and maintained as per the Regulations and/or manufacturer's instructions.
12. A copy of Nova Scotia OH&S Act and applicable Regulations is provided onsite and made readily available for employee use.
13. A copy of the MSDS/SDS for all controlled products used by our employees on site will be made readily available to our employees on the jobsite. The StFX Project Manager may request to review the MSDS/SDS at any time during the project.
14. Our employees will only use tools/equipment that are in good working order with all guards in place and designed for use with no modifications.
15. The name of our safety representative is known to all employees.
16. Our employees will cooperate as requested by the StFX Project Office safety staff, other project staff and Nova Scotia OH&S Division Inspectors, as needed.
17. Our employees have WHMIS training and any other safety training required for the Nova Scotia OH&S Act and applicable Regulations. Copies of all applicable safety training records will be sent to the StFX Project Manager prior to starting work and current records will be kept on site at all times.

Acknowledgement	
_____	_____
Contractor Representative (print)	Contractor Representative (sign)

Date	

Health & Safety Policy Statement

ST. FRANCIS XAVIER UNIVERSITY HEALTH AND SAFETY POLICY STATEMENT

St. Francis Xavier University is committed to the provision of healthy, safe work, and learning environments in accordance with the Nova Scotia Occupational Health and Safety Act and Regulations.

St. Francis Xavier University's Occupational Health and Safety Manual is designed to comply with the Nova Scotia Occupational Health and Safety Act (hereinafter called the "Act"), and the Regulations and Codes of Practice made pursuant to the Act. Should a provision of this policy or Manual conflict with a section of the Act, the Act shall prevail.

Implementation of this policy through the establishment of an Occupational Health and Safety Program, based on the concepts of internal responsibilities, will assure that the employer and employees work together to promote health and safety.

Active participation and adherence to the University's safety policy, Manual and/or Act is continually supported and is a condition of employment.

All faculty, staff, and students are expected to and responsible for following all procedures, working safely, and wherever possible, improving safety measures. Also, they are equally responsible and accountable for their own well-being as well as that of their colleagues.



Dr. Kent MacDonald President

May 22, 2016

Date

Acknowledgement

Contractor Representative (print)

Contractor Representative (sign)

Date

Project Health & Safety Rules

Violations will be subject to appropriate corrective action, which may result in disciplinary action up to and including termination of employment or services contract. Under most circumstances, the StFX Project Office uses a progressive disciplinary process. However, infractions or violations of a serious nature including some single acts of misconduct (zero tolerance activity) will be investigated and upon confirmation, instant termination or dismissal from University property could result. Terminable infractions, violations or acts may include, but not limited to the following:

- Violation of one or more of the safety absolutes:
 1. Confined Space;
 2. Working at Heights;
 3. Energy Isolation; and
 4. Trenching & Excavation
- Failure to obtain a work permit from StFX prior to entering into a Confined Space, performing Hot Work or completing Energy Isolation
- Any criminal or illegal activity on the jobsite.
- Possession of firearms, unless allowed by the jurisdictional authority.
- Any physical fighting or other acts of workplace violence.
- Theft or attempted theft of property of any value.
- Vandalism.
- Smoking in non-designated areas.
- Bomb threats.
- Unauthorized access/modification to a red flagged area or red tagged scaffold.
- Failure to comply with the manufacturer's specification on the use and maintenance of equipment.
- Tampering with first aid or fire prevention equipment.
- Operating equipment without proper authority or qualifications.
- Failure to utilize properly designated sanitary facilities.
- Failure to evacuate a building upon hearing a fire alarm or being directed by a University official.
- Harassment of any student, employee or visitor on University property.

Additional zero tolerance activities for each project shall be identified to facilitate commitment to the StFX Project Office's policies and goal for zero incidents. Where the violation does not involve a zero tolerance activity, the following are guidelines for disciplinary action resulting from health and safety infractions, violations and/or misconduct:

- On first offense, the employee/worker receives a documented verbal warning.
- On second offense, the employee/worker receives a written warning.
- On third offense, employee/worker's employment may be terminated.

Any infraction involving one of the four safety absolutes will be addressed immediately by the project team. All disciplinary actions will be recorded on a Disciplinary Action Form.

For any infraction that involves a contractor, the contractor supervisor will receive a written notice of the safety violation. The Disciplinary Action Form is to be completed informing StFX Project Office personnel of the corrective actions taken and signed off by the contractor supervisor.

STFX PROJECT OFFICE PERSONNEL RESERVE THE RIGHT TO TERMINATE/OR REMOVE FROM SITE ANY EMPLOYEE/WORKER ON A SINGLE HEALTH/SAFETY INFRACTION, WITH OR WITHOUT PRIOR NOTICE.

The manager/superintendent or direct supervisor of the employee/worker is responsible for the issuance of the disciplinary action.

The StFX Project Manager is responsible to document and maintain consistency in the disciplinary process.

Contractors and their sub-contractors must enforce their discipline policy as per their program or Union Agreement.

Acknowledgement	
_____	_____
Contractor Representative (print)	Contractor Representative (sign)

Date	

Four Safety Absolutes

The four Safety Absolutes are the safety rules that the University has determined to be of utmost priority. Failure to follow these rules may create a greater risk of injury to our employees, contractors, students, faculty and the public and may be subject to severe penalties.

StFX Project Management must demonstrate zero tolerance of any willful disregard of these safety absolutes by our employees or contractors. StFX employees and contractor employees who violate safety rules are subject to immediate disciplinary action including and up to immediate removal from the jobsite.

1. **Confined Space:** Enclose a copy of your site-specific confined space entry plan. Including but not limited to training, certification of; harness, respiratory protection, confined space entry procedure; training of person certifying the confined space, date and time tests were performed, type of work that can be performed and work that is explicitly banned, method by which the work is to be performed, expiry date and time of certification, record of all tests performed and results certifying the confined space at regular intervals and/or continuous basis, purging of confined space procedures, flammable and/or chemical substances safe work procedures, electrical shock prevention safe work procedures, safety watch, type of communications during confined space entry, confined space rescue procedure.
2. **Working at Heights:** Working at heights above 3m a fall protection plan is required. Enclose a copy of your site-specific fall protection plan including but not limited to; training, nature of the work to be performed, duration of work, description of work, tools and equipment, site-specific hazard assessment including weather, type of fall protection to be used, equipment inspection checklists, required PPE, procedures for the use of anchorages, guard rails, temporary flooring, scaffolding, raised platforms, ladders, aerial platforms, special assembly procedures, procedures in identifying and securing the worksite, types of barricades and monitoring of the worksite, site rescue plan.
3. **Energy Isolation:** The requirements for lockout/tagout applies to all machines, equipment, tools or electrical installations. Enclose a copy of your site-specific lockout/tagout plan. Including responsibilities, training, lockout/tagout procedures including but limited to; employees authorized to do lockout, how to bring a machine to zero energy, how and when to place lockout devices and lockout tags on the machine, how to verify lockout effectiveness and test for zero energy state, how to communicate to all persons that lockout has occurred, how are persons are instructed to clear or be removed from the area before the machine is reenergized, what steps are taken to energize the machine after lockout.
4. **Trenching and Excavation:** Enclose a copy of your site-specific trenching and excavating plan. Including responsibilities, training, trenching and excavating procedures including but limited to; trench shoring, bracing, trenching cage, falling debris precautions, rock cut trench precautions, use of mobile crane beside trench precautions, trenching near a utility pole, building or other structure what type of support and/or precautions are required, fencing/guards/barricades requirements, excavated material storage, access to trench; air testing, ladders, water removal, how is the area reclaimed for use.

Acknowledgement

Contractor Representative (print)

Contractor Representative (sign)

Date

E Actual & Potential Hazards <i>(Check all that apply and list any not identified below)</i>	
<input type="checkbox"/> Working Alone	<input type="checkbox"/> Working with Hazardous Materials
<input type="checkbox"/> Confined Space Entry	<input type="checkbox"/> Working with Mechanical Equipment
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Working with Pneumatic Equipment
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Working in Hazardous Areas
<input type="checkbox"/> Working with Crane	<input type="checkbox"/> Working with Electrical Equipment
<input type="checkbox"/> Trenching / Excavation	<input type="checkbox"/> Heavy Equipment Traffic
<input type="checkbox"/> Vehicle / Pedestrian Traffic	<input type="checkbox"/> Scaffold Install/Use
<input type="checkbox"/> Dust	<input type="checkbox"/> Other:
<input type="checkbox"/> Noise	<input type="checkbox"/> Other:
<input type="checkbox"/> Odors/Fumes	<input type="checkbox"/> Other:
<input type="checkbox"/> Working with Hydraulic Equipment	<input type="checkbox"/> Other:

F List of All Tools / Equipment to be Used On Site			
Make	Purpose	Inspection Date	Inspected By
1.			
2.			
3.			
4.			
5.			

G OH&S Training Required for the Job / Project <i>(Check all that apply and list any not identified below)</i>		
<input type="checkbox"/> WHMIS	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Contractor Safety Orientation
<input type="checkbox"/> First Aid	<input type="checkbox"/> Forklift Safety	<input type="checkbox"/> Lockout/Tagout
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Elevated Work Platform	<input type="checkbox"/> Scaffold User and/or Install
<input type="checkbox"/> StFX Safety Orientation	<input type="checkbox"/> Crane Operator	<input type="checkbox"/> Arc Flash
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Excavation/Trenching	<input type="checkbox"/> Other:

H PPE & Emergency Equipment Required for the Job / Project <i>(Check all that apply and list any not identified below)</i>		
<input type="checkbox"/> Head Protection	<input type="checkbox"/> Rainwear	<input type="checkbox"/> Gas Monitor
<input type="checkbox"/> Face Protection	<input type="checkbox"/> Coveralls	<input type="checkbox"/> Fire Extinguisher
<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Respirator	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Eye Wash Station
<input type="checkbox"/> Hand Protection	<input type="checkbox"/> Insect Repellent	<input type="checkbox"/> Air Horn
<input type="checkbox"/> Foot Protection	<input type="checkbox"/> Communication Equipment	<input type="checkbox"/> Other:
<input type="checkbox"/> High Visibility	<input type="checkbox"/> Fall Arrest Harness and Lanyard	<input type="checkbox"/> Other:
<input type="checkbox"/> Lifeline	<input type="checkbox"/> Rescue Equipment	<input type="checkbox"/> Other:

Describe the site-specific PPE Inspection & Maintenance Plan. Include: service/maintenance logs, defective/damaged PPE, formal inspections of specialty PPE, etc.:

--

I Hazardous Materials Management

Complete the chemical register below. List all hazardous materials to be used on this project. Please include additional materials on a separate sheet.

Product Name	Hazard	Controls	Quantity
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

J Sub-Contractor Management

Complete the sub-contractor list detailing the sub-contractors to be used and the details of the sub-contractor management.

Sub-Contractor Name	Authorized Rep.	24HR Emergency Contact Name & Phone Number	Description of Work
1.			
2.			
3.			
4.			
5.			

Describe the site-specific Sub-Contractor Management Plan:

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K OH&S Program / Safe Work Practices / Job Procedures

Enclose a copy of your Company's OH&S Program and all safe work practices and job procedures related to this job/project.

Enclosed Not Applicable

Comments:

L Leadership & Administration

Enclose a copy of or describe below the site-specific Leadership & Administration Plan including all project staff and their responsibilities on this project. Include: project management, project supervisor, project safety personnel, workers, sub-contractors., visitors, suppliers, consultants, etc. Include: hazard identification/assessment/control, inspections, enforcement of safety rules, PPE, incidents, etc.

Enclosed Not Applicable Described Below

Site-Specific Leadership & Administration Plan:

M Hazard Identification & Control

Enclose a copy of or describe below your site-specific Hazard Reporting, Identification and Assessment Plan. Include: project hazard assessments, JSA/JHA, field level risk assessment (FLRA), hazard reporting procedure, employee training, etc.

Enclosed Not Applicable Described Below

Site-Specific Hazard Identification & Control Plan:

N Project Hazard Assessment

Enclose a copy of your Project Hazard Assessment. Include: actual and potential hazards, hazard sources, control measures, responsibility, implementation dates, priority ranking system, etc.

Enclosed Not Applicable

Comments:

O Safety Communication

Enclose a copy of or describe below your site-specific Safety Communication System. Include: toolbox meetings (frequency, attendance, distribution of minutes, etc), project JOHSC (where required), safety flashes/alerts/bulletins.

Enclosed Not Applicable Described Below

Site-Specific Safety Communication System:

P Inspections & Audits

Enclose a copy of or describe below your site-specific Inspection & Audit Plan. Include: frequency, formal/informal, responsibility, sub-contractor involvement, government, etc.

Enclosed Not Applicable Described Below

Site-Specific Inspection & Audit Plan:

Q Emergency Response

Enclose a copy of your site-specific Emergency Response Plan. ERPs are required for all applicable scenarios: fire, medical, spill/leak/release of hazardous material, flood/water leak, unscheduled power outage, natural disaster, adverse weather conditions, and storms. Include: responsibilities, contact list, evacuation plan, nearest medical facility, site plot plan, location of first aid kit/fire ex/eye wash, assembly point, controlled project storage, identify first aid personnel, communication plan, etc.

Enclosed Not Applicable

Comments:

R Public Safety

Enclose a copy of or describe below your site-specific Public Safety Plan to ensure that any site hazards do not impact others such as University staff, students, faculty, etc. Hazards could include: noise, dust, fumes, falling objects, equipment, tools, etc.

Enclosed Not Applicable Described Below

Site-Specific Public Safety Plan:

S Security

Enclose a copy of or describe below your site-specific Security Plan. Include: public/faculty/staff/student access, site fencing, gates, fire protection, theft/vandalism, signage, parking, after-hours activity, shipping/receiving/material control, key control, lighting, tool/equipment control, etc.

Enclosed Not Applicable Described Below

Site-Specific Security Plan:

T Environmental Action

Enclose a copy of or describe below your site-specific Environmental Action Plan. Include: responsibilities, training, consultants reports, permits/licenses, chemical products info, storage areas, waste management, decontamination facilities/areas, communication system, emergency plan, erosion/sediment/runoff/seepage control, management of demolished debris/excavated material, vehicle fuel/oil spill, hazardous materials spill, incident reporting, inspections/audits, records management, etc.

Enclosed Not Applicable Described Below

Site-Specific Environmental Action Plan:

U Preventative Maintenance

Enclose a copy of or describe below your site-specific Preventative Maintenance Plan for tools/equipment/machinery. Include: inspections, maintenance schedule, tool/equipment checklists, manufacturer specifications, etc.

Enclosed Not Applicable Described Below

Site-Specific Preventative Maintenance Plan:

V Incident Reporting, Investigation & Injury Management

Enclose a copy of or describe below your site-specific Incident Reporting, Investigation and Injury Management Plan. An incident is an undesired event that resulted or could have resulted in injury, illness, loss, property damage or liability. Include: reporting procedure, investigation process, investigation team, investigation kits, incident response, securing the scene, photos/sketches, witnesses, evidence, documentation, lessons learned report, statistical reporting. Include injury management plan: modified work program, case coordination, etc.

Enclosed Not Applicable Described Below

Site-Specific Incident Reporting, Investigation & Injury Management Plan:

W Traffic Control

Enclose a copy of your site-specific Traffic Control Plan. Reference: NS Temporary Workplace Traffic Control Manual.

Enclosed Not Applicable

Comments:

X Confined Space Entry

Enclose a copy of your site-specific Confined Space Entry Plan including a rescue plan. Include: responsibilities, training, safety watch, equipment, permit, atmospheric testing (before entry & continuous), rescue, etc.

Enclosed Not Applicable

Comments:

Y Working at Heights / Fall Protection

Enclose a copy of your site-specific Fall Protection Plan (for all work above 3 meters). Plan must include all elements listed in: WHS Regulations Section 21.4.

Enclosed Not Applicable

Comments:

Z Energy Isolation

Enclose a copy of your site-specific Energy Isolation Plan. Including: responsibilities, training, lockout/tagout procedures including but limited to; employees authorized to do lockout, how to bring a machine to zero energy, how and when to place lockout devices and lockout tags on the machine, how to verify lockout effectiveness and test for zero energy state, how to communicate to all persons that lockout has occurred, how are persons instructed to clear or be removed from the area before the machine is reenergized, what steps are taken to energize the machine after lockout.

Enclosed Not Applicable

Comments:

AA Trenching & Excavation

Enclose a copy of your site-specific Trenching & Excavation Plan. Include: responsibilities, training, trenching and excavating procedures including but limited to; trench shoring, bracing, trenching cage, falling debris precautions, rock cut trench precautions, use of mobile crane beside trench precautions, trenching near a utility pole, building or other structure what type of support and/or precautions are required, fencing/guards/barricades requirements, excavated material storage, access to trench; air testing, ladders, water removal, how is the area reclaimed for use.

Enclosed Not Applicable

Comments: