



# Contractor Health and Safety Code of Practice

2018

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UNIVERSITY OF  
SASKATCHEWAN

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## A. Definitions – as applicable to the CCOP

**Authorized Person/Representative:** Any person(s) authorized to act on behalf of the University.

Examples: Project Manager and/or Contract Authority, Safety Resources personnel.

**Contract:** An agreement between the University of Saskatchewan and an organization, business, or individual that is enforceable by law.

**Contract Authority (CA):** The university representative responsible for overseeing coordination and delivery of contracted work or services at the University of Saskatchewan.

**Contractor:** For the purpose of the CCOP, a contractor is an organization, business, or individual engaged by the university to do “work”.

**Contractor Pool:** A list of contractors and service providers pre-approved to work at the University of Saskatchewan.

**Contractor Safety Orientation:** A mandatory safety orientation for all contractors and service providers. Orientation is provided by Safety Resources and is required prior to work beginning on site.

**Contractor Safety Program:** A fully implemented occupational health and safety program that meets national standards of safety recognition in the safety industry.

**Contractor Site Specific Safety Plan:** When Prime Contractor is designated, a contractor site specific safety plan is prepared by the Prime Contractor to identify the actions put in place to:

- Mitigate the hazards identified in the Group HIRA
- Continually assess for new hazards
- Respond to emergencies

**Certificate of Recognition:** COR designation is granted by the Saskatchewan Construction Safety Association (SCSA) to a contractor or service provider that has achieved a prescribed health and safety performance score from an SCSA audit.

**Dangerous Occurrences:** Any occurrence defined in the Saskatchewan Occupational Health and Safety Regulations 1996 Part II, Section 9 (1). Generally agreed to be: “Any occurrence that does not result in, but could have resulted in serious injury or death.”

**Delineation:** Markings, fencing, flagging, hoarding, signage, etc. indicating the exact position of a border or boundary of work area or work site.

**Due Diligence:** The act of taking all reasonable precautions, under the circumstances, to prevent injuries or incidents in the workplace.



**Exposure Hours:** Exposure Hours represent the total number of hours of employment for work including overtime but excluding leave, sicknesses and other absences.

**First Aid:** A minor workplace injury where no medical assessment or treatment from a health care professional is required.

**Group Hazard Identification Risk Assessment (Group HIRA):** A health and safety document and process that prompts the user(s) to assess safety risks through identification of hazards and analysis of probability and severity before and after control methods are put in place. This process and document are completed prior to work starting and will involve the PM/CA, Contractor, and Safety Resources.

**Health and Safety Checklist for Contractors:** Prequalification health and safety criteria for consideration of a Contractor to be approved to work at the U of S.

**Health and Safety Box or Board:** An area at a worksite where a company's health and safety information is located, typically on a cork board or in a cabinet.

**Hazard:** A hazard is a thing or condition that may expose a person to a risk of injury or occupational disease

**Hazard Identification:** A health and safety function that allows a worker to identify an unsafe act or condition in his/her workplace, including the steps taken to mitigate the hazard and who is responsible for follow up.

**Hazard Identification Risk Assessment (HIRA):** A health and safety document and process that prompts the user(s) to assess safety risks through identification of hazards and analysis of probability and severity before and after control methods are put in place.

**Hazardous Energy Sources:**

There are nine (9) potentially hazardous energy sources that are to be considered when conducting a hazard identification and risk assessment. If one or more of the following is identified, control methods must be in place:

1. Electrical
2. Hydraulic
3. Pneumatic
4. Chemical
5. Nuclear/Radiation
6. Gravity
7. Mechanical
8. Biological
9. Thermal



**Hot Work Permit:** Work in which flame or sparks or other sources of ignition may be produced including cutting, welding, burning, air gouging, riveting, drilling, grinding, using electrical equipment not classified for use in hazardous location. A hot work permit would also be required when introducing a combustion engine to a work process.

**Incident:** An event that does or could result in unintended harm to an individual or damage to property.

**Infrastructure:** Identified as U of S property or utilities.

**Inspection:** A formalized process to help identify hazards and assess a contractor or service provider's performance in establishing, maintaining and using relevant health and safety programs.

**Lock Out Tag Out (LOTO):** A system of engineered and administrative controls intended to eliminate the unintended release of hazardous energy.

**Time Loss Injury:** When a worker has time away from work due to a workplace injury, beyond the day of injury.

**No Time Loss Injury:** When a worker does not miss any time from work following an injury.

**Medical Aid:** A workplace injury that requires professional medical assessment and treatment.

**Near Miss:** An event that does not result in injury, illness, or property damage but had the potential to do so. A Near Miss could be classified as a Dangerous Occurrence.

**Owner:** The University of Saskatchewan (U of S or university).

**Pre-Bid Hazard Assessment:** The initial hazard assessment completed following finalization of scope and prior to issuing for bid.

**Prime Contractor:** A designation for an owner, contractor or service provider performing construction activities. The prime contractor is responsible for all health and safety activities, service providers and workers on a work site(s). Prime Contractor responsibilities can be assigned to a contractor or service provider if there are ten or more workers under the direction of two or more employers.

**Project:** All labour, materials, equipment and construction-related services supplied and incorporated as defined by the *Contract*.

**Project Manager (PM):** The University of Saskatchewan designate responsible for liaising with the Contractor or Service Provider on all matters concerning the project.

**Risk Assessment:** A health and safety function that identifies tasks, hazards, and risks, and controls to mitigate or reduce risk to acceptable levels.



**Site:** Any University of Saskatchewan owned or leased property.

**Service Provider:** An organization, business, or individual that provides a construction-related service to the University of Saskatchewan. Construction-related services could be and are not limited to a utility, consultancy, inspection, review, delivery or assembly.

In the context of the CCOP, a Service Provider is any organization, business, or individual that provides a service that involves work taking place on university owned or leased property, where the work includes the use of tools, access to hazardous locations, or the manipulation of products, equipment or infrastructure.

**Small Employer Certificate of Recognition (SECOR):** A designation granted by the Saskatchewan Construction Safety Association to a contractor or service provider that has achieved a prescribed health and safety performance score from an SCSA audit.

**Subcontractor:** Any firm or individual that a contractor or service provider may form a contract with, to perform work.

**Supervisor:** A person who is authorized by an employer to oversee or direct work.

**Supplier:** A company bringing material, goods or services onto University of Saskatchewan property. The Contractor Health and Safety Code of Practice does not apply to vendors or suppliers who are not doing work on site.

**U of S Trades:** Employees of the University of Saskatchewan who work in operations or maintenance trade services.

**University Project Safety Plan:** A project specific plan created by the PM/CA that captures safety details and requirements of both the prime contractor and university safety.

**Vendor:** A company supplying material and/or equipment to be placed on University of Saskatchewan property. The Contractor Health and Safety Code of Practice does not apply to vendors or suppliers who are not impacting U of S infrastructure.

**Work:** Work involves, but is not limited to, building, erecting, changing, adjusting, modifying, adapting or altering infrastructure components. Infrastructure components include, but are not limited to: ceilings, walls, floors, utilities, emergency equipment and systems, electrical systems and components, grounds, rooftops, mechanical spaces rooms or equipment located inside, roads, sidewalks, landscaping, trees, plants, animals, heating ventilation and air conditioning (HVAC), structural systems and components.

**Work Stoppage:** A temporary cessation of work being performed due to substandard acts, conditions, and/or failure to comply with occupational health and safety requirements.



## B. Purpose

The purpose of the Contractor Health and Safety Code of Practice (CCOP) is to provide the necessary structure to ensure that work undertaken by contractors on University of Saskatchewan owned or leased property is executed safely.

Specifically, the CCOP:

- ❖ Provides the minimum safety requirements for executing contracted construction or service projects on university owned or leased property
- ❖ Defines the roles and responsibilities for safely executing contracted construction or services projects on university owned or leased property
- ❖ Provides the processes for safely executing contracted construction or service projects on university owned or leased property

This document is intended for use by Project Managers, Contract Authorities, Safety Resources, Purchasing Services, and Contractors. It is meant as a resource to assist in identifying responsibilities for ensuring safety is addressed in contracted work.

## C. Strategic Alignment

The principles underlying the University of Saskatchewan Mission and Vision identify “*a healthy work and learning environment*” as a priority for the university. The University of Saskatchewan Health and Safety Policy further elaborates on the university’s commitment to safety. Specific to construction projects, an objective of the Health and Safety Policy is to “*minimize the risk of injury and damage to property and environment*”. The Health and Safety Policy also empowers Safety Resources to “*...take any action necessary and appropriate to meet all health, safety and environmental legislative requirements.*”

## D. Regulatory Considerations

Pursuant to the Saskatchewan Employment Act and Occupational Health and Safety Regulations, as an Owner and Employer, the University of Saskatchewan is required to provide a safety program for the safe execution of projects on university owned and leased property. The CCOP is one component of an overall safety program at the University of Saskatchewan. It fulfills the requirement for addressing safety for contracted work.



## E. Scope

The *CCOP* applies to all construction or service related activities executed by contractors or service providers on university owned or leased property. This includes, but is not limited to building, erecting, changing, adjusting, modifying, adapting or altering University of Saskatchewan infrastructure.

U of S infrastructure includes, but is not limited to:

- Property – buildings, land, fixed or mobile equipment
- Utilities – electrical, steam, plumbing, heat ventilation and cooling (HVAC), safety equipment, fire safety systems, irrigation

## F. Roles and Responsibilities

Five specific roles have been identified under the *Contractor Health and Safety Code of Practice.*, Each role has varying and sometimes overlapping responsibilities.

### 1. Prime Contractor

The Prime Contractor is any construction contractor assigned the status of Prime Contractor by the University of Saskatchewan, in a contract. Prime Contractor can be assigned when there are ten or more workers directed by two or more employers.

#### General Role:

The Prime Contractor is responsible for the direction, supervision, and safe execution of all construction activities on a construction site.

#### Responsibilities:

**The Prime Contractor is responsible for:**

- 1) Participating in the project kick-off meeting
- 2) Participating in the Group HIRA
- 3) Continual assessment and mitigation of hazards
- 4) Adhering to:
  - The University Project Safety Plan
  - The Contractor Site Specific Safety Plan
  - The Contractor Safety Program that includes how the Prime Contractor will address, investigate and report unsafe acts and conditions, near misses, incidents, first aids, medical aids and dangerous occurrences
  - All legislative requirements pertaining to the work
- 5) Adhering to all requirements identified in the contract and in this document. Where standards conflict, the higher standard is agreed to be in effect.





- 6) Participating in safety meetings and site inspections as required by the PM/CA
- 7) Participating in the Group Hazard Identification Risk Assessment (GHIRA)
- 8) Providing mitigation plans for all hazards identified on site, including those identified in the GHIRA.
- 9) Communicating all identified hazards to the PM/CA, as required by the University Project Safety Plan.
- 10) Adhering to safety directives including Work Stoppages as outlined in *Section H* below.
- 11) Ensuring all employees and subcontractors complete the U of S Contractor Safety Orientation prior to beginning work.
- 12) Maintaining a list of current workers who have completed a University contractor safety orientation within 3 years.
- 13) Ensuring all employees carry University Contractor Safety Orientation card with them on the job site.
- 14) Providing a Contractor Site Specific Safety Plan to the PM or CA for review, acceptance and insertion into the University Project Safety Plan prior to work beginning.
- 15) Posting the following information at the location stated in the Contractor Site Specific Safety Plan:
  - Name of the Prime Contractor
  - Required site specific personal protective equipment
  - Site and emergency contact information
  - First-aid location and personnel
  - Location of MSDS/SDS information
  - Site specific Emergency Response Plan
  - Requirements for site specific orientation
  - Hazards posted and updated:
    - Every time the scope of the work changes
    - When new hazards are identified
    - When new processes, procedures or equipment are introduced
    - When critical project milestones are reached
    - When new workers are on site
- 16) Ensuring all supervisors and workers are competent and knowledgeable regarding the worksite health and safety policies, procedures and practices. Ensuring that all hazards are:
  - Identified and controlled before work begins
  - Communicated to the Project Manager as identified in the University Project Safety Plan
- 17) Delivering a summary of all health and safety related activities to the Project Manager and/or Contract Authority as identified in the Project Safety Plan.
- 18) Reporting any incident, property damage, or dangerous occurrence to the PM/CA, as soon as it is safe to do so.



- 19) Including the Project Manager and/or Contract Authority on all communications with all regulatory officials related to incidents and Dangerous Occurrences on university owned or leased property.
- 20) Submitting all investigation reports to the Project Manager and/or Contract Authority within 48 hours of the incident unless other arrangements are made.
- 21) Immediately addressing any substandard act or condition.
- 22) Stopping work if there is Immediate Danger to Life or Health (IDLH).
- 23) Participating in a safety performance evaluation at the end of the contracted work.

## 2. Contractor or Service Provider

### General Role:

The Contractor or Service Provider is responsible for the safe execution of their specific task or scope of work.

### Responsibilities:

**The Contractor or Service Provider is responsible for:**

- 1) Ensuring that all employees working on university owned or leased property, complete the U of S Contractor Safety Orientation prior to beginning work.
- 2) Maintaining a list of current workers who have completed a University contractor safety orientation within 3 years.
- 3) Participating in the Group HIRA prior to work commencing.
- 4) Providing ongoing hazard assessments/risk assessments to the Prime Contractor at the work site:
  - Every time the scope of the work changes
  - When new hazards are identified
  - When new processes, procedures or equipment are introduced
  - When critical project milestones are reached
  - When new workers are on site
- 5) Ensuring hazard identification risk assessments are signed and control methods understood by all workers on site.
- 6) Participating in inspections and completing any corrective actions assigned by the Project Manager, Contract Authority, or Safety Resources.
- 7) Adhering to safety directives including Work Stoppages as outlined in *Section H* below.
- 8) Completion of all required permits and delivery of permits to the PM/CA.
- 9) Providing all required documentation to the PM/CA.
- 10) Participating in a safety performance evaluation at the end of the contracted work



### 3. Project Manager (PM) and/or Contract Authority (CA)

#### General Role:

##### **The PM/CA is responsible for:**

- Coordinating resources
- Leading and planning the work (when the owner is the prime contractor)
- Contract compliance
- Communication with stakeholders

#### Responsibilities:

##### **The PM/CA is accountable for:**

- 1) Ensuring Prime Contractor status is assigned (if required) in Bid Document and Contract.
- 2) Completing a Pre-bid hazard assessment to identify known hazards.
- 3) Ensuring pre-bid hazard assessment is included in bid document.
- 4) Ensuring that contractor safety documentation is reviewed and accepted by Safety Resources.
- 5) Ensuring that the Group HIRA is completed and endorsed by Safety Resources and the Prime Contractor.
- 6) Leading the project kickoff meeting.
- 7) Creating and distributing a university project safety plan that includes:
  - The contractor's site specific safety plan.
  - Required permits.
  - Method of evaluating the contractor's compliance to the contractor's safety program, contractor site specific safety plan, and university project safety plan:
    - Frequency of inspections.
    - Inspection responsibilities.
    - Frequency of contractor safety reporting.
    - Identification of individuals with authority to issue Work Stoppage.
- 8) Site emergency plans.
- 9) Ensuring the contractor is compliant with:
  - The University Project Safety Plan.
  - The Contractor Site Specific Safety Plan.
  - The Contractor Safety Program.
- 10) Ensuring that Safety Resources is provided with:
  - All correspondence associated with contractor incidents, dangerous occurrences, and investigations
  - Contractor Site Specific Safety Plan
  - The University Project Safety Plan
- 11) Completion of a Contractor Health and Safety Evaluation at the end of the contracted work.



## 4. Safety Resources

### General Role:

Safety Resources is responsible for developing, managing, and supporting comprehensive health and safety programs and processes, conducting worksite inspections, investigations and injury reporting as required.

### Responsibilities:

#### **Safety Resources is accountable for:**

- 1) Delivery of Contractor Safety Orientation, issuance of proof of attendance (wallet card) and maintenance of attendance records.
- 2) Providing Purchasing Services with the most recent version of the CCOP.
- 3) Providing Purchasing Services with the most recent contractor construction safety requirements.
- 4) Integrating Contractor and university emergency response plans.

#### **Safety Resources is responsible for:**

- 1) Participating in project kick-off meetings as required by the PM/CA
- 2) Reviewing and accepting required contractor safety documentation
- 3) Leading the Group HIRA
- 4) Formalizing the Group HIRA and distributing to PM/CA
- 5) Reviewing and accepting Contractor Site Specific Safety Plan
- 6) Participating in the creation of the University Project Safety Plan as required by the Project Manager or Contract Authority
- 7) Leading contractor safety compliance inspections
- 8) Documenting safety deficiencies and communicating these to the PM/CA.
- 9) Reviewing and approving contractor corrective action plans.
- 10) Ensuring the contractor is compliant with:
  - Corrective Actions
  - Safety Directives
  - The University Project Safety Plan
  - The Contractor Site Specific Safety Plan
  - The Contractor Safety Program
  - Legislative Safety Requirements
- 11) Approving:
  - Health and Safety box or board
  - Prime Contractor Designation letter (for Prime Contractors)
  - Contractor Site Specific Safety Plan (for Prime Contractors)
  - Demolition Permit and Checklist
  - Contractor Hot Work Permit



- Underground Utility Locates
  - Lock Out Tag Out
  - Asbestos Abatement Plan
  - Confined Space Permit and Rescue Plan
  - Fall Protection and Rescue Plan
  - Rooftop Risk Management Plan
  - Critical Lift Plan
  - Traffic Control Plan
- 12) Leading the safety component of a contractor performance evaluation at the end of the contracted work.
- 13) Communicating any inspection reports, project related regulatory correspondence, incident investigation findings, and lessons learned to the respective project manager.

## 5. Purchasing Services

### General Role:

Purchasing Services is responsible for ensuring adherence to university procurement policy and legislative procurement requirements.

### Responsibilities:

#### **Specific to the CCOP, Purchasing Services is responsible for:**

- 1) Referencing and including this document in all construction bid requests.
- 2) Referencing and including this document in all construction contracts.
- 3) Including Prime Contractor designation in bid documents and contracts as requested by the PM/CA
- 4) Including Pre-Bid Hazard Assessment in the bid documents and contracts as requested by the PM/CA.
- 5) Updating and recording contractor safety performance.



## G. Investigations

The *Contractor Health and Safety Code of Practice* requires that all service providers and Prime Contractors:

- 1) Notify the PM/CA, , and Saskatchewan Ministry of Labour Relations and Workplace Safety as soon as possible following identification of any Dangerous Occurrence as defined in the Saskatchewan Occupational Health and Safety Regulations.
- 2) Investigate all Dangerous Occurrences and provide a written investigation report to the PM/CA. The investigation report must meet all requirements as stated in Saskatchewan Legislation Part 2, Section 9 (3). This includes the name of employer, contractor and owner at the location of the Dangerous Occurrence, date, time, location, circumstances, contact information of employer or designate to be contacted for further information, root cause(s), control(s) implemented and related communication.
- 3) Submit all investigation reports to the PM/CA within 48 hours of the incident, unless other agreements regarding timelines are in place.
- 4) Include the PM/CA on all communications with all regulatory officials related to incidents and dangerous occurrences on university owned or leased property.

## H. Work Stoppage

The *Contractor Health and Safety Code of Practice* requires that any substandard act or condition is addressed immediately and documentation of the corrective actions be provided to the Project Manager and/or Contract Authority. If there is Immediate Danger to Life or Health (IDLH), the site must be closed immediately.

Work can be stopped at any time by the PM/CA, Safety Resources, Contractor, or Prime Contractor, due to substandard acts and conditions. In the event of a university initiated Work Stoppage, a *Work Stoppage* directive will be issued by the PM/CA, Safety Resources or other personnel authorized in the university project safety plan. The *Work Stoppage* directive will be posted with details about the specific health and safety deficiencies that must be corrected before work can resume. The corrected actions must be accepted by the PM/CA, Safety Resources and any other authorized university representative identified in the University Project Safety Plan, prior to work recommencing.

## I. Review of Contractor Health and Safety Code of Practice

The Contractor Health and Safety Code of Practice will be reviewed and updated on an ongoing basis. A current version will be kept in a location accessible at all times by both the, Enterprise Project Management Office (EPMO) and Safety Resources.