



# Health and Safety Manual for Contractors

Toronto Metropolitan University

2022 – Environmental Health and Safety

**Toronto  
Metropolitan  
University**

**Facilities  
Management  
& Development**

## Important Contact Information

- **Emergency (Police, Fire, Ambulance) — Call 911**
- **TMU Security**  
416-979-5040 or ext. 555040 from any internal phone  
Email: security@torontomu.ca
- **Facilities Management & Development**  
Facilities Help Desk: 416-979-5091 or ext. 555091 from any internal phone  
Email: fixit@torontomu.ca
- **Environmental Health & Safety (EHS)**  
416-979-5000, ext. 553770  
Email: ehs@torontomu.ca
- **Peel Police Service**  
905-453-2121
- **Ontario Poison Centre**  
416-813-5900
- **Ontario Spills Action Centre (24 hour) – Regulatory Spill Reporting**  
416-325-3000, Toll-free: 1-800-268-6060
- **Ontario Ministry of Labour, Immigration, Training and Skills Development**  
1-877-202-0008
- **TMU Project Manager:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## I. Introduction

Toronto Metropolitan University (TMU) is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on our premises. The university endeavours to provide a hazard-free environment and minimize risks by adherence to all relevant legislation and, where appropriate, through development and implementation of additional internal standards, programs and procedures.

Toronto Metropolitan University requires that health and safety be the primary objective in every area of operation and that all persons utilizing the university premises comply with procedures, regulations and standards relating to health and safety.

While working at Toronto Metropolitan University, the Contractor must adhere to the university policies and various procedures and are required to familiarize themselves with TMU's environmental health and safety policies, rules, procedures and guidelines. This document summarizes Environmental Health and Safety's (EHS) performance expectations of Contractors working for the university.

**This manual does not replace or limit the requirements of federal and provincial legislation.** It is the Contractor's obligation to meet all applicable EHS requirements whether they are addressed in this document or the Contractor's site-specific safety program.

## II. Definitions and Abbreviations

- Constructor: "A person 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". (*Occupational Health and Safety Act*, RSO 1990, c 0.1, "OHSA", s 1(1))
- Contractor: A company or person who is retained under contract to perform, wholly or partially, work activities on premises occupied by TMU. For the purpose of this manual, "Contractor" includes, but is not limited to, constructors, vendors, service providers and general and trade contractors.
- 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". (OHSA, s 1(1))
- Critical Injury: A critical injury means an injury of a serious nature that:

- a. places life in jeopardy;
- b. produces unconsciousness;
- c. results in substantial loss of blood;
- d. involves the fracture of a leg or arm but not a finger or toe;
- e. involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f. consists of burns to a major portion of the body; or
- g. causes the loss of sight in an eye. (*Critical Injury – Defined*, O Reg 834, RRO 1990, s 1)

**Designated Substance:** Means a “biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure of a Worker is prohibited, regulated, restricted, limited or controlled”. (OHSA, s 1(1))

The following chemical agents are prescribed as Designated Substances:

- a. acrylonitrile;
- b. arsenic;
- c. asbestos;
- d. benzene;
- e. coke oven emissions;
- f. ethylene oxide;
- g. isocyanates;
- h. lead;
- i. mercury;
- j. silica; and
- k. vinyl chloride. (*Designated Substances*, O Reg 490/09, s 1)

Note: Special considerations may apply for the handling and treatment of asbestos under *Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations*, O Reg 278/05.

**Incident:** An unplanned event that has occurred from a leak, spill, explosion, release or unexpected contact with a chemical/substance/object that did *not* result in an injury/illness or loss time from the workplace.

**Project:** Means a Construction project, whether public or private, including,

- a. 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, pipe line, duct or well, or any combination thereof,

- b. the moving of a building or structure, and
- c. any work or undertaking, or any lands or appurtenances used in connection with Construction. (OHSA, s 1 (1))

**Project Manager:** Any TMU employee (a contract administrator/coordinator or a manager or a director) who engages, hires, arranges, approves or manages Contractors performing work at TMU.

**Supervisor:** “A person who has charge of a workplace or authority over a Worker”. (OHSA, s 1(1))

**Subcontractor:** Any person or entity having a contract with the Contractor or another subcontractor to perform a part or parts of the work.

**Worker:** Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

- a. a person who performs work or supplies services for monetary compensation;
- b. a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled;
- c. a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution; and
- d. such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation. (OHSA, s 1(1))

**Abbreviations:**

EHS Environmental Health & Safety

FMD Facilities Management and Development

MOL Ontario Ministry of Labour, Training and Skills Development

OHSA *Occupational Health & Safety Act*, RSO 19990, c O.1

WHMIS Workplace Hazardous Materials Information System, O Reg 860, RRO 1990 under the OHSA

### III. Relevant TMU Policies

- [Discrimination and Harassment Prevention Policy](#)
- [Environmental Health and Safety \(EHS\) Management System Policy](#)
- [Smoking and Vaping Policy](#)
- [Workplace Civility and Respect Policy](#)

### IV. Code of Conduct, Rules and Responsibilities

This Contractor Code of Conduct is designed to achieve a consistent approach to Contractor behaviour in order to provide a respectful and safe environment for all TMU students, faculty, staff and visitors.

#### Identification

Contractors and their employees are expected to be identifiable at all times while working on TMU property. The form of identification may be vests, hard hats, badges etc. marked with the Contractor's company name or logo. Those found without identification may be asked to leave the premises. The Contractor will be responsible for all identification apparels.

#### Dress Code

Contractors and their employees are required to wear appropriate work wear including, but not limited to, hard hats, safety footwear and any other applicable/required personal protective equipment at the workplace. Articles of clothing shall not display offensive language, symbols or graphics. TMU has the right to decide if clothing worn by Contractors and/or their employees is inappropriate.

#### Appropriate Use of Language

When working on campus, Contractors must act in a socially responsible manner. Contractors, their employees and Subcontractors shall be respectful and sensitive to *all* members of the TMU community at all times. The use of profane, harassing or threatening behaviour (including language and gestures) is unacceptable, regardless of the actions of others. Respect, sensitivity and restraint should be shown at all times. In the event of an altercation, the Contractor shall report the matter to their named Project Manager immediately.

Contractors and their employees shall comply with TMU's [Discrimination and Harassment Prevention Policy](#) and the [Workplace Civility and Respect Policy](#).

## Smoking and Vaping

TMU's [Smoking and Vaping Policy](#) prohibits smoking or holding lighted tobacco or cannabis or using an electronic cigarette:

- a. in or on any university property that is an enclosed public place or enclosed workplace;
- b. in any university property that is a vehicle;
- c. within nine (9) meters of university property building entrances, exits, loading docks, fresh air intakes, and compressed gas storage areas;
- d. within 20 meters of university property that is a children's playground or child-care centre; or
- e. in the university's Kerr Hall Quad.

Contractors and their employees shall also comply with all municipal, provincial and federal laws, including the [Smoke-Free Ontario Act](#).

## Care for University Property

It is expected that the Contractor and its employees will take every necessary precaution to protect TMU's property prior to starting work (e.g., cover carpeting, floors, workstations, computers, personal belongings, etc.).

The Contractor shall keep the work area reasonably tidy and ensure that all entrances and corridors are kept free of obstructions for safety purposes.

The Contractor is responsible for securing and locking the work area at the end of each day and shall ensure that the work area is not left unattended unless it is secured.

The Contractor is responsible for cleaning up the work site after completion of the work to the satisfaction of the Project Manager.

## V. Roles and Responsibilities

### 1. Contractor

Contractor's responsibilities include, but are not limited to:

- 1.1 Prior to start of the work, submit all documentation and verifications to Project Manager as required including:
  - a. Contractor health and safety policy, and workplace harassment and violence policies,

- b. Name(s) of health and safety representative or joint occupational health and safety committee members, as applicable (where more than five workers are regularly employed),
- c. WSIB Clearance Certificate or equivalent,
- d. Worker training and certification records as relevant to the work to be performed and/or as requested,
- e. Contractor's emergency contact numbers, and
- f. Where applicable, signed Form 1-Constructor/Contractor Acknowledgement and Undertaking (Appendix 1);

(Please note that the Contractor shall keep track of the Expiration Date (of the signed EHS Form 1-Constructor/Contractor Acknowledgment. In the event that the Project extends beyond the Expiration Date the Contractor must ensure that a new acknowledgment is signed prior to that date.



- 1.2 Comply with the OSHA and applicable regulations, the *Workplace Safety Insurance Act, 1997* and applicable regulations, environmental regulations, TMU policies, university guidelines and the requirements set out in and the TMU Contractor Manual.
- 1.3 Assess all potential workplace hazards, discuss safety plan with Project Manager, and implement adequate controls;
- 1.4 Attend TMU's contractor safety orientation training (see section VI);
- 1.5 Provide to the Project Manager a Safety Data Sheet for any WHMIS controlled product brought on site upon request;
- 1.6 Ensure that appropriate site separation is erected and maintained to prevent TMU students and staff from accessing the work site;
- 1.7 Where applicable, maintain a list of the names of each of their worker(s) and supervisors at the work site;
- 1.8 Ensure all accident investigations are reviewed and appropriate corrective action is taken;
- 1.9 Report all accidents/injuries as required by law (e.g., critical injuries, occupational illnesses, etc.) and inform the Project Manager of all accidents and near miss incidents related to the work performed;
- 1.10 Ensure that all Supervisors, Workers, Subcontractors and employees of Subcontractors comply with all applicable legislation;
- 1.11 Ensure that no work is done without an up-to-date Signed Form 1- Contractor/Construction Acknowledgment; and
- 1.12 Take every precaution reasonable in the circumstances for the protection of all Workers;

### **Work in Interior of Occupied Buildings**

Academic classes and research activity take precedent over all Construction, renovation or maintenance work. Therefore, depending on the nature of the activities taking place in adjacent areas, there may be times when work may need to be rescheduled.

Any activity with excessive noise, dust, or fumes should be coordinated with the Project Manager prior to the start of the work.

Audio devices, such as radios (but excluding communicative devices such as cell phones or walkie-talkies), shall not be used adjacent to the worksite, including in interior corridors, foyers and atria that are adjacent to rooms/facilities used for teaching, examination, study, research and/or administration.

## 2. Project Manager

The Project Manager is the Contractor's main point of contact for the duration of the work.

## VI. Safety Orientation

All Contractors and/or site superintendents **must** attend TMU's safety orientation. This safety orientation can be part of the initial "kick-off" meeting and will be provided by EHS or the Project Manager. Training records (sign-in sheets) are to be verified and kept by the Project Manager.

The training shall include, but is not limited to:

- reviewing all sections of this manual;
- fire safety and evacuation procedure in occupied buildings;
- parking information;
- accident/injury/spill reporting (see section VII);
- specific safety training requirements pertaining to the work activities;
- specific work permitting (see sec.VIII) and access procedures (e.g., key request);
- controls for activities causing indoor air quality concern, noise, vibration etc. in occupied spaces; and
- hazardous materials under the WHMIS Regulation and safety data sheets.

## VII. Incident/Injury/Spill Reporting

All occupational health and safety construction incidents must be reported to TMU Security immediately. A written report must be filed within 24 hours with the FMD Project Manager, TMU's executive director of campus development and TMU Security.

### 1. Personal Injury and Property Damage

Where there is personal injury or property damage, the Contractor shall immediately:

- contact 911 for a life threatening situation, then
- contact TMU Security, and then
- contact the Project Manager.

Any death or critical injury must be reported to the MOL immediately by the employer of the injured worker (and the Constructor if it is a project). The accident scene shall be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated by the MOL inspector, or until permission to clear the scene has been granted by the MOL inspector.

The injured worker's supervisor (or health and safety representative or committee, depending on the circumstances) shall investigate the accident/incident to determine the root cause and develop corrective and preventive measures.

The worker's employer shall, within forty-eight hours of the occurrence, send to the MOL a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe.

## **2. Incidents Involving Environmental Spills or Release**

Any environmental releases or spills (e.g., chemical or oil spills into waterways, soil etc.) must be reported immediately to:

1. the Project Manager (who will inform EHS);
2. Ontario's Spills Action Centre;
3. the local municipality;
4. the owner of the substance/space (if known); and
5. the person in control of the substance (if known).

Please be sure to include as much information as possible in your report such as the following details (as applicable):

- date and time of the incident;
- source and/or location of the incident;
- current status of the incident;
- type of pollutant involved;
- what impact the pollutant is having on the environment; and
- weather conditions (for example, precipitation, temperature, wind direction, etc.).

Note: The individual(s) responsible for the spill are responsible for the spill cleanup, disposal of spill recovery materials and restoration of the incident work area to its pre-spill state.

## **VIII. Specific Hazards Requiring Application for TMU's Permits**

For work that may pose a health and safety hazard to TMU community members, Contractors are required to obtain TMU work permits from Facilities Management and Development ("Facilities") in advance of the work for approval by the relevant TMU department.

TMU has specific permitting for:

- hot work (e.g., welding),
- industrial radiography (e.g., coring, x-rays),
- fire protection system by-pass (e.g. sprinkler systems, heat detector, fire alarms, etc.),

- building systems shut down (electrical, air, building automation, gas, vacuum, water system etc.) and
- confined space entry

All requests for TMU's work permits shall be sent to the Project Manager or by emailing the request to [fixit@torontomu.ca](mailto:fixit@torontomu.ca) at least 10 business days in advance.

In addition, requests to access utility rooms, roof areas or other occupied areas of the facility, outside the construction area, must be provided in writing to the Project Manager five business days in advance of the access date. Requests to access roof areas, must be provided to the Project Manager at least three working days in advance of the requested access date subject to the proof of completion of a MOL- approved Working at Height training program.

## Appendix 1: EHS Form 1-Constructor/Contractor Acknowledgement and Undertaking

Prior to the start of any work on Torontal Metropolitan University (TMU) property, the Constructor/Contractor agrees to follow the rules and regulations outlined in the TMU Health and Safety Manual for Contractors, and accepts all responsibilities and liabilities as outlined herein and statutory obligations/materials incorporated by reference.

### Constructor \_\_\_\_\_ Contractor \_\_\_\_\_ information and signature

Print Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### TMU Project Manager information and signature

Print Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

This contract is valid from: \_\_\_\_\_ to \_\_\_\_\_  
(contract expiration date)

Project reference: \_\_\_\_\_

*The signed Constructor/Contractor Acknowledge and Undertaking shall be kept on file by the Project Manager who will provide the Constructor/ Contractor with a photocopy.*