

**CONTRACTORS'/CONSTRUCTORS'**

**ACKNOWLEDGEMENT AND UNDERTAKING**

Prior to commencing any Project at George Brown College, you must read, sign and date this page, in the presence of the George Brown Coordinator. Your signature indicates that you have read and understood the contents and that you accept all responsibilities and liabilities as outlined herein. You must keep the signed copy of this booklet available on site.

***I acknowledge that I have read and understood the contents of this booklet and I undertake to adhere to and accept all responsibilities and liabilities as indicated herein.***

\_\_\_\_\_  
Contractors'/Constructors' (Name & Signature)

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Name and Company (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
George Brown College Coordinator (Name)

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

This contract is valid from \_\_\_\_\_ to \_\_\_\_\_

## CONTENTS

OUR COMMITMENT TO HEALTH AND SAFETY .....	3
SECTION 1 – CONTRACTORS'/CONSTRUCTORS' SAFETY .....	4
Definition of a "Project" .....	4
Terms and Conditions .....	4
SECTION 2 – LEGISLATIVE AND ADDITIONAL REQUIREMENTS .....	5
SECTION 3 – ON-CAMPUS REQUIREMENTS .....	6
Smoking .....	6
Alcohol Consumption .....	6
SECTION 4 – CONTRACTOR GENERAL CONDITIONS .....	7
Health and Safety in General .....	7
Notice of Project .....	8
Work Notification .....	8
Maintenance Contractors' Responsibility and Work Plan .....	8
General Conduct .....	8
Protection of Facilities .....	8
Housekeeping .....	8
SECTION 5 – ACCESS TO COLLEGE PREMISES .....	9
Parking .....	9
Security and Access .....	9
Hours of Work .....	9
Delivery to Premises .....	9
Elevators .....	9
SECTION 6 – CLOTHING AND FOOTWEAR .....	10
Clothing .....	10
Hard Hats and Safety Footwear .....	10
SECTION 7 – BARRICADING, LIMITING ACCESS AND HOARDING .....	11
Ladders and Other Equipment .....	11
SECTION 8 – WORKING AT HEIGHTS .....	12
Window Cleaning .....	12
SECTION 9 – SHUTDOWNS/TIE-INS .....	13
SECTION 10 – ELECTRICAL LOCK-OUT POLICY AND PROCEDURES .....	14
SECTION 11 – CHEMICAL SAFETY .....	15
SECTION 12 – PAINTING .....	17
Painting Hours .....	17
George Brown College and the Use of Latex Paint and Products .....	17
SECTION 13 – ASBESTOS .....	18
SECTION 14 – HOT WORK PERMITS AND PROCEDURES .....	19
SECTION 15 – CONTACT NUMBERS .....	20
APPENDIX 1 – REGULATIONS UNDER THE OCCUPATIONAL HEALTH AND SAFETY ACT .....	21

## **OUR COMMITMENT TO HEALTH AND SAFETY**

George Brown College is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on our premises. The College 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.

George Brown College requires that health and safety be the primary objective in every area of operation and that all persons utilizing College premises comply with procedures, regulations and standards relating to health and safety.

## **SECTION 1 – CONTRACTORS'/CONSTRUCTORS' SAFETY**

### **Definition of a “Project”**

Section 1 (1) of the Occupational Health and Safety Act, 1990: “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, watermain, 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.

### **Terms and Conditions**

- (1) A “George Brown College Coordinator” shall be assigned to every Project to ensure the contract is fulfilled.
- (2) Where there is disagreement as to the meaning of statutory requirements, policies, regulations and/or practices, the interpretation of George Brown College and the George Brown Coordinator shall apply.
- (3) All Contractors/Constructors shall accept full responsibility and liability for the safe operation and completion of the Project.
- (3) All Contractors/Constructors shall take every reasonable measure to ensure the safety of members of the George Brown community.
- (4) The Contractors/Constructors shall comply with the *Workplace Hazardous Materials Information System (WHMIS) Regulation* and ensure that all employees performing work in the College have received WHMIS training. The Contractors/Constructors shall provide the George Brown College Coordinator with proof of training upon request.

## **SECTION 2 – LEGISLATIVE AND ADDITIONAL REQUIREMENTS**

Relevant legislation includes but is not limited to:

- (a) Occupational Health and Safety Act – Revised Statutes of Ontario, 1990 and applicable Regulations (see Appendix 1).
- (b) Workplace Safety and Insurance Act, 1997. Statutes of Ontario, 1997 and Chapter 539 and Regulations 1101 (First Aid Requirements) and 1102 (General).
- (c) Ontario Building Code Act and applicable Regulations.
- (d) Environmental Protection Act, Revised Status of Ontario, 1990 and associated Regulations.
- (e) Transportation of Dangerous Goods Act, 1981, Statutes of Ontario 1981 and Chapter 69 and associated Regulations.

All Contractors/Constructors shall ensure that:

- (a) the measures and procedures prescribed in the Occupational Health and Safety Act and the Regulations are carried out on the Project.
- (b) every employer and every worker performing work on the Project complies with the Act and the Regulations.
- (c) The health and safety of workers on the project is protected.
- (d) The Contractor shall ensure that all sub-Contractors hired by him/her comply with the terms of this document and all George Brown College policies, including the requirements for liability insurance, workplace safety and insurance coverage and all requirements under the Occupational Health and Safety Act and related regulations.

## **SECTION 3 – ON-CAMPUS REQUIREMENTS**

- (1) When on College premises, Contractors/Constructors must ensure that:
  - (a) Emergency numbers for Contractor contact are posted, including the name of the George Brown Coordinator and contact number.
  - (b) All hazardous substances are clearly labelled and properly stored per WHMIS Regulations.
  - (c) All accidents or near misses involving Contractors/Constructors, their subcontractors or their agents, are fully investigated and an Investigation Report is produced, with preventative measures identified and implemented. A copy of the Investigation Report shall be provided to George Brown College upon request.
  - (d) All accidents involving or affecting members of George Brown College are fully investigated and an Investigation Report is produced. The Contractors/Constructors, subcontractors or their agents shall provide the George Brown College Coordinator with a copy of the Investigation Report.
  
- (2) All documented programs and schedules shall be reasonably available to George Brown College, should the George Brown College Coordinator require access to them. If Contractors/Constructors, subcontractors and/or their agents are in breach of any safety requirements, they may be asked to leave the College premises. It will be up to the George Brown College Coordinator to determine whether the Project shall continue. Contractors/Constructors, subcontractors and their agents will not be permitted to resume work on College premises until such time as they have proven compliance with all safety requirements, legislation and practices.

### **Smoking**

Smoking is not allowed on the Project site or in any of the College buildings.

### **Alcohol Consumption**

No consumption of alcohol is allowed on the Project site.

## **SECTION 4 – CONTRACTOR GENERAL CONDITIONS**

### **Health and Safety in General**

The Contractor shall observe all health and safety requirements including the following procedures, methods and responsibilities:

- (1) The Contractor will take all necessary steps to protect personnel (workers, visitors, students, general public, etc.) and property from any harm during the course of the contract.
- (2) All work procedures will be in accordance with George Brown College and legislated standards.
- (1) All equipment shall be in safe operating condition.
- (2) The Contractor shall ensure that only competent personnel are permitted to work on site. George Brown College will also determine at the site introduction and throughout the term of the contract who is competent and will cause to remove from the site any persons not observing or complying with the safety requirements.
- (3) The Contractor shall provide competent personnel to implement their safety program and ensure that George Brown College standards and those of the Ontario Health and Safety Act are being complied with.
- (4) The Facilities Management Department and/or the consultant will monitor regularly to ensure that the safety requirements are met and that safety records are properly kept and maintained. Continued disregard for safety standards can cause the contract to be cancelled and the contractor or subcontractors removed from the site.
- (5) The Contractor will report to George Brown College and jurisdictional authorities any accident or incident involving the contractor, College or public personnel and/or property arising from the contractor's execution of the work.
- (6) The Contractor shall comply with all federal, provincial and municipal safety codes and the Occupational Health and Safety Act.
- (7) The Contractor shall ensure that every "controlled product" used at the work site shall meet the labelling requirements and have an updated corresponding material safety data sheet as per the Workplace Hazardous Materials Information System (WHMIS) legislation.

## **Notice of Project**

The Contractor is required to fill in Notice of Project.

## **Work Notification**

For all construction services, verbal or written Work Notification to the Facilities Management Department is required, through the project coordinator.

## **Maintenance Contractors' Responsibility and Work Plan**

The maintenance contractor must submit written certification that employees have been trained in the operation of, and can demonstrate competency in the use of the products/equipment in accordance with the manufacturers' recommendations and shop drawings.

## **General Conduct**

- No horse-play permitted on the Project site or on GBC premises.
- Inappropriate behaviour / language will not be tolerated.
- Must adhere to the College's Code of Conduct.

## **Protection of Facilities**

The Contractors' and Sub-Contractors' staff shall protect the existing building. Any damage shall be repaired by the Contractors/Sub-Contractors at their expense and to the satisfaction of the College.

## **Housekeeping**

- All areas outside a construction site are to be kept clean of dust, debris and construction materials, on a daily basis.
- Contractor to arrange location of bins and remove debris from premises. No debris to be stored on loading docks or areas other than on the construction site.
- GBC carts and equipment are not to be used for storage, or the transportation of debris.



## **SECTION 5 – ACCESS TO COLLEGE PREMISES**

### **Parking**

- (a) Where available, Contractors'/Constructors' vehicles must be left in designated areas and when not in use must not obstruct emergency vehicles or roadways.
- (b) All vehicles must be pre-registered with Facilities Management.

### **Security and Access**

- (a) All Contractors/Constructors must sign in/out with Security (especially after hours and weekends) and will be asked to show identification documents.
- (b) When making deliveries of tools/equipment/supplies, building doors must be closed after use and must not be left open.

### **Hours of Work**

Work may be carried out during regular College working hours, generally 7:00 a.m. till 11:00 p.m., however, it is to be assumed that when necessary the Contractor will be asked to stop noisy or heavy work and re-schedule at the sole discretion of the College due to the interference with the normal operation of the College.

Hours of work must comply with the requirement of local Authorities Having Jurisdiction (AHJ) regarding noise control.

### **Delivery to Premises**

The Contractor is solely responsible for receipt of their own deliveries.

### **Elevators**

Contractors, when using elevators, are responsible for use and protection of elevators from damage and to keep them free of construction debris. Spills of any kind are to be cleaned up. Damage shall be fully restored by the responsible contractor. Generally, contractors should use designated "service" elevators.

## **SECTION 6 – CLOTHING AND FOOTWEAR**

### **Clothing**

- Shirts and long pants should be worn at all times
- For individual protection, do not wear:
  - Loose clothing or cuffs
  - Greasy or oily clothing, gloves or boots
  - Torn or ragged clothing or any encumbrances

### **Hard Hats and Safety Footwear**

- Hard hats and safety footwear shall be worn by everyone in vicinity of a construction site.
- Hard hats shall meet the requirements of the CSA or ANSI as outlined in Construction Regulations (O.Reg. 213/91)
- Safety footwear shall be CSA certified

## **SECTION 7 – BARRICADING, LIMITING ACCESS AND HOARDING**

- (a) It shall be the responsibility of the Contractors/Constructors to provide appropriate barricading, fencing, hoarding, drop sheets or other dust containment measures, warning lights and signage on the work site. The location and extent of the work site isolation shall be discussed with the George Brown College Coordinator prior to the commencement of the work.
- (b) Barricades must be placed in such a manner as to prevent unauthorized personnel from entering the work site and potentially placing themselves in danger of injury. No fire prevention equipment or fire exits may be blocked for emergency access.

### **Ladders and Other Equipment**

- When using ladders and other equipment, Contractors must ensure cones and proper signage are put in place to ensure safety of the public.
- Employ good ladder practice to ensure safety of user and public.
- Contractors shall be responsible to have all employees properly trained.

## **SECTION 8 – WORKING AT HEIGHTS**

### **Window Cleaning**

- Contractors are responsible to ensure proper use of approved roof anchors and for certification prior to use ladder, scaffold, etc. The College will provide the appropriate documentation.
- Contractor shall comply fully with requirements of AHJ and pertinent regulations.

The following paragraphs are the duties of the employers, supervisors and workers in accordance with the Occupational Health and safety Act and Regulation for Window Cleaning (R.R.O. 1990, Reg. 859 as amended by O.Reg. 523/92), Issue Date: December 1994.

- Every Employer who proposed to carry out window cleaning using a suspended scaffold, boatswain's chair or similar single-point suspension equipment or to carry out sill work shall prepare a work plan in writing, signed by the employer, indicating the manner in which any primary support lines and lifelines used are to be attached to the anchor points or related structures shown on any sketch mentioned in subsection 39(1) or 40(1), and settling such other information as may be required for the safety of workers.
- The employer shall cause a copy of the work plan referred to in subsection (1) to be provided to each worker who engages in window cleaning or sill work at the building and shall retain a copy for examination by an inspector.
- No worker shall begin window cleaning that requires the use of scaffold, boatswain's chair or similar single-point suspension equipment and no worker may begin sill work until the worker has received a copy of the work plan referred to in subsection (1).

## **SECTION 9 – SHUTDOWNS / TIE-INS**

All shutdowns of or tie-ins to building systems must be coordinated with the Campus Manager's office; a minimum 48 hours notice is required.

The Contractor shall ensure that the design details of critical elements such as temporary construction, scaffolding and the use of lifting equipment and its support shall be approved by a professional engineer as required by the appropriate code.

All mechanical and electrical rooms are locked. Access to locked areas must be arranged in advance with Facilities Management Department. When approved, prearranged, off-hours access to mechanical and electrical service rooms is made by contacting Security. For projects of a longer duration, keys may be available at the discretion of the Manager, Facilities Management Department (or designate), in consultation with the Security Manager.

## **SECTION 10 – ELECTRICAL LOCK-OUT POLICY AND PROCEDURES**

The Contractors/Constructors must follow George Brown College Lockout and Tagout Policy and Procedures or a procedure approved by George Brown College Coordinator which provides an equivalent level of safety. Contractors/Constructors must use their own locks and tags.

## SECTION 11 – CHEMICAL SAFETY

- (8) Under the Occupational Health and Safety Act and related Regulations, specific requirements, procedures and training must be carried out to ensure that workers work safely with chemicals. George Brown College expects that all Contractors/Constructors, subcontractors and their agents will comply with these requirements, procedures and training.
- (9) Before any job is started:
  - (a) The George Brown College Coordinator shall inform Contractors/Constructors in writing of any hazardous or designated substance that is known to the College that may be encountered in the course of work, or in the area where the work takes place. The Contractors/Constructors shall ensure that when working with or around any hazardous or designated substance, all necessary precautions are followed including, but not limited to, personal protective equipment, signage, limited entry, additional ventilation, etc.
  - (b) The Contractors/Constructors shall inform the George Brown College Coordinator in a timely fashion that temporary changes in the location of workers or other precautions or arrangements may be required. The George Brown College Coordinator shall then make arrangements, as appropriate.
  - (c) Under the WHMIS Regulation, Material Safety Data Sheets (MSDSs) of all chemicals to be used on the Project shall be kept on site and readily available at all times.
  - (d) Preventative measures and procedures must be adhered to, for the protection of workers and occupants of buildings. Such measures include, but are not limited to, personal protective equipment, engineering controls, area signage and isolation. Procedures include, but are not limited to, procedures on handling, storing and disposing of waste, and cleaning up spills as outlined in the MSDSs.
  - (e) All hazardous materials will be stored and dispensed in an area suitable for that purpose, in compliance with regulations. This includes, but is not limited to, a well-ventilated area, away from possible sources of ignition.
  - (f) All chemical containers must be appropriately labelled in accordance with the WHMIS Regulation.

- (g) The Contractor shall ensure all waste is disposed of, in accordance with all municipal, provincial or federal regulations. Under no circumstances are Contractors to allow any contaminant to be added, emitted or discharged into the natural environment.
- (h) Chemical spills released into the environment must be reported immediately by the Contractor/Constructor to the project coordinator.



## **SECTION 12 – PAINTING**

### **Painting Hours**

Hours of painting must be coordinated with the College in advance.

### **George Brown College and the Use of Latex Paint and Products**

Please be advised that George Brown College has recently established a position with respect to the use of latex paint and latex products.

All George Brown facilities will restrict the use of latex related products. The following restrictions are in force and effect:

- (1) Latex based products such as latex gloves, balloons etc. are not to be used on College premises.
- (2) Where there is no reasonable alternative to having painting (latex) done, known allergenic employees will be notified with a minimum of 24 hours notice and such employee(s) will be re-located elsewhere in the College while the work is being done.
- (3) Notification of this restriction will be given to sub-contractors and suppliers.
- (4) All scheduling with latex based products to be pre-discussed with the George Brown College Coordinator.

The Contractors/Constructors shall protect the existing building. Any damages shall be repaired by the Contractors/Constructors at their expense and to the satisfaction of the College.

## **SECTION 13 – ASBESTOS**

- (1) The majority of asbestos was removed from College buildings, with a minor portion fully encapsulated. An inventory of the location of known asbestos containing materials (ACMs) at the College is available at two locations: the Campus Manager's office at the Facilities Management Department, and the Health & Safety Department. Full details will be provided to contractors.
- (2) All contractors must review the asbestos inventory prior to commencing work.
- (3) If the Contractor locates asbestos containing materials during the project then the contractor shall cease work in the area and immediately contact the consultant or the project coordinator.
- (4) George Brown College shall arrange for the removal of the asbestos (ACM).
- (5) The Contractor shall comply with all regulations relating to asbestos. The removal and disposal of asbestos shall be in accordance with the Ministry of the Environment Regulation 309, Revised Regulation as amended to Ontario Regulation 464-85 and 460-88 under the Environment Protection Act.

## SECTION 14 – HOT WORK PERMITS AND PROCEDURES

For any hot work (roofing, welding, grinding, cutting, etc.) during construction, alteration and demolition that threatens the safety of the area, such permit is required. The Facilities Management Department inspects the specific work area prior to providing authorization to proceed.

- (a) For all hot work including, but not limited to, roof replacement, cutting, and welding, authorization to proceed must be obtained from Facilities Management Department.
- (b) The Contractors/Constructors shall maintain a fire watch during any hot work operation and for a reasonable period of time afterwards. Where the automatic fire detection system is not available, additional patrols must be implemented. The fire watch will conform to the requirements of the Ontario Fire Code.
- (c) Before commencing any hot work, the Contractors/Constructors shall inspect the work area and confirm precautions have been taken to prevent fire. In addition, all sections as outlined in the *Occupational Health and Safety Act* and Regulations for Construction Projects and the O. Reg. 388/97 shall be followed.
- (d) The Contractor will ensure the required safety equipment is present during the performed hot work, including, but not limited to, flame-proof curtains, an appropriate number of portable fire extinguishers, smoke-eaters or similar device, to limit welding fumes. The Contractor shall ensure his/her employees wear the required personal protective equipment while performing hot work.
- (e) Where the building fire alarm system has to be deactivated for facilitating the hot work, George Brown College Coordinator shall be given prior notification. Once the work has been completed and the fire watch is over, the Contractor will inform the Facilities Management Department (or designate). The Facilities Management Department will arrange for the fire alarm system to be returned to normal operation. In case of an emergency repair involving any hot work during the off-hours, Facilities Management Department shall be contacted for instructions.
- (f) Facilities Management Department will suspend or revoke the hot work authorization if any non-compliance of the required safety precautions is found upon inspection. No hot work is to continue until re-authorization.

## **.SECTION 15 – CONTACT NUMBERS**

Project Coordinator	Tel. _____ Cell _____
Renovations Manager	Tel. 416-415-5000 Ext. 4308 Cell 416-524-9314
Campus Manager, Casa Loma campus	Tel. 416-415-5000 Ext. 4529 Cell 415-346-8513
Facilities Help Desk, Casa Loma campus	Tel. 416-415-5000 Ext. 2360
Campus Manager, St. James campus	Tel. 416-415-5000 Ext. 2363 Cell 416-346-8514
Facilities Help Desk, St. James campus	Tel. 416-415-5000 Ext. 2040
Security and Housekeeping Manager	Tel. 416-416-5000 Ext. 4304 Cell 416-435-1184

### Security:

- Casa Loma campus, 146 Kendal Ave., Level 1, Front lobby  
Tel. 416-415-4532
- St. James campus 200 King St. E., Level 1, Mid lobby  
Tel. 416-415-2047
- St. James campus, 300 Adelaide St. E., Level 1, Main lobby  
Tel. 416-415-2048

First Aid Centres are located next to Tim Horton's at:

- 160 Kendal Ave., Casa Loma campus, Level 2  
Tel. 416-415-5000 Ext. 2203
- 200 King St. E., St. James campus, Level 1.  
Tel. 416-415-5000 Ext. 4588

For assistance after hours please contact the security desk.

## **APPENDIX 1**

### **REGULATIONS UNDER THE OCCUPATIONAL HEALTH AND SAFETY ACT**

Regulations made under the *Occupational Health and Safety Act*, Revised Statutes of Ontario, 1990, Chapter O.1 as amended, September, 2000.

#### **A. Safety Regulations**

- Construction Projects
- Industrial Establishments
- Mines and Mining Plants
- Window Cleaning
- Critical Injury Defined
- Training Requirements for Certain Skill Sets and Trades
- Diving Operations
- Firefighters-Protective Equipment
- Health Care and Residential Facilities
- Oil and Gas-Offshore
- Teachers
- University Academics and Teaching Assistants

#### **B. Designated Substances**

- Acrylonitrile
- Arsenic
- Asbestos
- Asbestos on Construction Projects and in Buildings and Repair Operations
- Benzene
- Coke Oven Emissions
- Ethylene Oxide
- Isocyanates
- Lead
- Mercury
- Silica
- Vinyl Chloride

### **C. General**

- Biological or Chemical Agents, Control of Exposure
- Hazardous Materials Inventories
- Workplace Hazardous Materials Information System

### **D. Hazardous Physical Agents**

- X-Ray Safety

### **E. Regulations that Directly Affect/Impact the Act**

- Training Programs
- Unilateral Work Stoppage
- Inventory of Agents or Combinations of Agents for the Purpose of Section 34 of the Act
- Joint Health and Safety Committees - Exemption from Requirements