



Contractor Environment, Health and Safety Manual

July 2023
Environmental Health and Safety



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 1 of 22

Disclaimer	3
Application	3
Commitment	3
Definitions & Acronyms	4
Contractors Categories	4
Roles and Responsibilities	
All Contractors	5
MRU Project Managers	6
Environmental, Health & Safety (EH&S)	7
Procurement Services	7
Security	7
Prime Contractors	7
Prime Contractor Designation	8
General EH&S Requirements	9
Health, Safety and/or Environmental Program	9
Public Safety	9
Inspections & Audits	9
Access, Security & Orientation	9
Respiratory Illness Requirements	10
Conduct	10
Fit for Duty	10
Personal Protective Equipment (PPE)	11
Housekeeping	11
Training and Competency	11
Safety Documentation	11
Incident Investigation and Reporting	11
Management of Change	12
EH&S Risks and Hazards	12



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 2 of 22

First Aid / Medical Emergencies	13
Emergency Evacuation	13
Work Area Protection and Hazard Notification	14
Ground disturbance (Utility Locates)	14
Electrical Safety	14
Working at Height	14
Scaffolding	15
Mobile Elevated Work Platforms	15
Ladders	15
Material Handling	15
Tools and Equipment	16
MRU Owned Tools and Equipment	16
Power Tools & Fastening Tools	16
Noise	16
Asbestos Containing Material (ACM) & Mould	16
Vehicles & Parking	17
MRU Notifications / Permits	17
Life and Fire Safety	17
Hazardous Materials Management	17
Spills and Releases	18
Confined Space	18
Hot Work	18
Hazardous Energy Isolation	19
Lifting Equipment (Cranes and Hoists)	19
Other Requirements	19
Appendix A – Documentation Required	19
Pre-Project Specific EH&S Documents	20
Appendix B - Contractor Categories	20

Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 3 of 22

Revision History

21

Disclaimer

MRU's Contractor Health, Safety & Environment Manual is to provide a written overview of MRU minimum policies and processes with respect to Environment, Health and Safety (EHS). This Manual may be modified at any time at MRU's discretion. For the purpose of this Contractor Health and Safety manual, "Contractor" is inclusive of a third party contractor, prime contractor and any subcontractors under the direction of the contractor.

Application

The intent of the Contractor Health, Safety and Environment Manual is to provide contractors and Project Managers with an understanding of MRU's minimum requirements while undertaking work at/on MRU campus/grounds for MRU. MRU's protocols should be understood and used in conjunction with the Contractor's own EH&S policies, procedures and programs for optimal safe working conditions. Contractors are responsible for maintaining a safe and healthy work environment. The expectation is that the contents of this Manual are communicated to all of the Contractor's employees and subcontractors. If the Contractor is unable to meet or exceed the contents outlined in this Manual, the Contractor will notify the MRU Project Manager prior to the commencement of work. Compliance with the requirements of this manual will be solely at the Contractor's expense and at no cost to MRU unless otherwise expressly stated.

As part of our contractor management program, Contractors will:

- Take reasonable steps to ensure all Prime Contractor, Contractor and Subcontractor employees are aware of and comply with the requirements within this manual.
- Ensure any variations from this manual are formally written and agreed upon with the MRU Project Manager* prior to commencing.
- Review, understand and comply with OHS legislation and MRU' EH&S policies and procedures.
- Communicate with their MRU Project Manager any discrepancies regarding their EH&S requirements.
- Confirm competency and/or compliance when requested
- Be aware of the hazards and risks and understand their impacts related to their work activities.



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 4 of 22

Commitment

MRU is committed to creating and maintaining a safe and healthy working environment. MRU holds their contractors to the highest standards in EH&S performance of their operations. The responsibility of the Contractor's EHS performance lies solely with the Prime Contractor, Contractor and their subcontractors. The Contractor and/or Prime Contractor will meet or exceed MRU's EHS standards to ensure commitment to MRU's EHS Vision.

Definitions & Acronyms

ACM - Asbestos Containing Material.

Contractor - A service provider (who is not employed with Mount Royal University) with an agreed upon outlined written contract with Mount Royal University. May also include Prime Contractor for the purpose of this document.

EH&S – Environment, Health and Safety

MRU - Mount Royal University, deemed the owner/Company in relation to this Manual.

Prime contractor - A prime contractor is required when two or more employers (or self-employed persons (or combination of these)) are involved in work at a construction, oil and gas or other work site/class of work designated by the Director.

Project Manager - The MRU employee who is responsible for the planning and execution of contractor work on behalf of Mount Royal.

Worksite – a work area on MRU grounds or under the ownership of MRU which can be designated to a contractor.

Contractors Categories

Major Project Contractors: Contractors hired to complete capital projects or other projects with significant risk, e.g. new building construction, large renovations / infrastructure changes.

Facility Service Contractors: Contractors hired to complete limited scope projects related to facilities management, e.g. plumbing projects, window repair, IT network repair, repairs to existing facilities and equipment.

Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 5 of 22

Program Initiated Contractors/Service Providers – High Risk and/or Long Term:

Contractors hired to provide longer term services (e.g. food services, performances, deliveries) or perform higher risk activities that require specialty equipment and extra attention to the safety of the activity (e.g. field trips).

Program Initiated Contractors/Service Providers – Low Risk and/or Short Term:

Contractors hired to perform short term projects (less than 1 week) or tasks without any significant associated risks, e.g. speakers and presenters (without displays), computer software set up, artists in residence. The complexity, risk and scope of the services provided also varies greatly, including contractual requirements, professional development presentations.

Roles and Responsibilities

All Contractors:

- Remain compliant with Alberta OHS legislation and MRU EH&S program expectations.
- Sign in and out at Security and complete the MRU Safety Orientation and subsequent MRU contractor Orientation Completion & Understanding Acknowledgement form
- Wear their assigned Contractor ID Card when performing work on campus and return it to Security or the MRU PM when work is complete. Follow Security access restrictions and do not share keys or ID cards.
- Complete Field Level Hazard Assessments (or equivalent) as part of daily tailgate meetings and provide copies of the FLHAs and meetings to their MRU project manager when requested or, at a minimum, weekly basis.
- Ensure that onsite contractor employees are trained and competent and maintain required safety certifications for their tasks.
- All Contractors and subcontractors must be fit for duty to perform work at MRU, this includes being free from drugs and alcohol as well as being rested and not suffering from fatigue. Do not come to campus if ill.
- Use and provide their own equipment and tools and ensure they are in good working order. Approval of Building Operations Management is required if contractors require use or access to MRU equipment.
- When applicable, follow the MRU hot work and lockout / tag out procedures and complete MRU hot work training.
- Park in designated areas on campus unless other arrangements have been made by the MRU Project Manager.
- Ensure that exits and emergency equipment (e.g. fire extinguishers, overhead sprinklers, or first aid kits) are kept accessible and not blocked during work.

Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 6 of 22

- Maintain a clean work area and ensure that equipment is safely stored when not being used.
- Work within cordoned off work areas making all reasonable efforts to protect the safety of the workers, MRU employees, visitors and students
- Secure the worksite from public access when not present at the work site. This includes removing or securing all hazardous tools and equipment and hazardous chemicals and storing them in secured areas.
- If required to work alone, or in restricted access areas at any time, establish a working alone check in procedure.
- Follow MRU emergency response procedures and directions, and report all incidents (including close calls or near misses) to the MRU Project Manager.
- Cooperate fully with MRU project managers and MRU EHS.
- Maintain a strong commitment to protecting the health and safety of their employees and others who may be impacted by their activities.
- Protect the environment by complying with EHS Standards and Alberta Regulatory requirements.
- Allow for Project Managers and EH&S to attend project specific meetings i.e. tool box meetings.

MRU Project Managers

MRU Project Manager is the term in this manual used for the MRU individual responsible for the contractor and their work (ie. the department and/or individual who hired the contractor). The Project Manager is ultimately responsible for the Contractor(s) they hire and for the work they are doing while on site.

- Fully understand the scope of work being performed by the contractor
- Understand the Contractor's HSE requirements and actions of contractor and subcontractor under their direction.
- Ensure that the Contractor(s) have Workers Compensation Board (WCB) coverage and appropriate insurance.
- Ensure the MRU Safety Orientation has been completed by all contractors or scheduled before they arrive at site (including subcontractors).
- Obtained a signed copy of the most current Contractor EH&S Manual by the Contractor or Prime Contractor.(Attestation can be made during the orientation process).
- Assist contractors in obtaining ID cards from Security and inform all contractor workers of any security access restrictions, including the authorized use of keys and ID cards.
- Communicate safety expectations to all contractors, including their responsibilities as outlined in this document and under the MRU Environmental Health and Safety Management System.

Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 7 of 22

- Join EH&S during inspections of contractor projects to ensure they are compliant with Alberta OHS legislation and MRU safety requirements.
- Make contractors aware to secure work zones appropriately when they are not present in the area.
- Communicate with the contractor to forward copies of contractor tailgate meetings and Field Level Hazard Assessments (or contractor equivalent) to the Project Manager and MRU EH&S.
- Insure that any injury or property damage is immediately to EH&S

MRU Environmental, Health & Safety (EH&S)

- Assist Project Managers with questions, concerns and safety expectations of contractors.
- Review MRU safety expectations with contractors and perform safety inspections of contractor worksites to ensure they remain compliant with Alberta OHS and MRU safety requirements.
- Confirm onsite contractors have required safety certifications when applicable, e.g. WHMIS, hot work, working at heights, or confined space entry.
- When requested, review contractor safety documentation as part of the procurement process and provide assessments to project management staff.

Procurement Services

- Ensure that all contractors maintain the appropriate requirements.
- Provide copies of MRU EH&S programs or procedures that will apply to the project.
- Ensure that contractors have completed any required training requirements for their project and are prepared to present training certificates to the Project Manager or EH&S staff on request.

MRU Security

- Provide contractors with Contractor ID cards when requested.
- Manage annual validity of contractor cards.
- Oversee building access to contractors.
- Confirm that all contractors are aware of the security access restrictions, including restrictions on sharing keys and ID cards.

Prime Contractors

- Post company name and safety board in a clearly visible place at the worksite.

Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 8 of 22

- Ensure all employees and subcontractors performing work on their designated work site adhere to the All Contractor responsibilities outlined above, and comply with Alberta OHS legislation and applicable MRU program expectations.
- Review MRU’s Safety Orientation with any subcontractors and new employees arriving at the site.
- Share MRU’s Contractor Safety Orientation highlights with employees regularly (ie. daily toolbox or tailgate meetings).
- Ensure all subcontractors are aware of security access restrictions, working alone responsibilities, and expectations for securing unmanned work sites.
- Ensure that any subcontractors brought to site have been prequalified, remain compliant with Alberta OHS legislation, retain valid WCB status and are included in orientations, safety meetings, and incident investigations (as required) while working at MRU.

Prime Contractor Designation

MRU may designate a contractor working at/on MRU grounds to act as the “Prime Contractor” where two or more employers are engaged in work at the worksite. MRU will make the designations in writing outlining the roles and responsibilities of the designated Prime Contractor and affected parties. Confirmation from the designated Prime Contractor representatives supervising the work of understanding, accepting and undertaking all responsibilities of a Prime Contractor.

Prime Contractors have an important role in coordinating the health and safety of persons on the worksite, this includes compliance to the Alberta Occupational Health and Safety legislation. Prime Contractors are responsible for coordinating and overseeing the performance of all work at the worksite. The Prime Contractor must ensure as far as reasonably practicable, no person is exposed to uncontrolled hazards in connection with the worksite.

A site-specific safety plan must be developed by the Prime Contractor. This includes, but is not limited to; setting up a system to coordinate safety programs of the employers on site, ensuring there is an information flow across the worksite. Site safety rules must be posted and understood along with; what to do in the event of an incident, managing controlled products, emergency response plan (site wide), Health and Safety Committee obligations, implementing a plan to ensure activities of one employer don’t impact others and establishing a site-specific inspection process. MRU reserves the right for site safety visits after designating Prime Contractor status, however must contact the designated company representative prior to entering the worksite.

The Prime Contractor obligations do not relieve other employers or the Prime Contractor from their legal responsibilities.



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 9 of 22

General EH&S Requirements

Health, Safety and/or Environmental Program

All contractors and subcontractors must have a current health, safety and environmental program in place. Upon request, contractors must submit to MRU evidence of a comprehensive health, safety and environmental program (index) and specialized plans which may be required. This should include aspects identified in this Manual as well as any identified Subcontractors. All Contractors are required to review this manual with their subcontractors and are responsible for ensuring all MRU policies, procedures and processes are complied with. MRU reserves the right to request Contractors to audit their subcontractors EH&S program and forward action plans for any non-compliance.

Public Safety

Contractors must be mindful of work activities in regard to students and the public. Addressing public safety hazards and controls must be discussed with MRU Project Manager in order to protect MRU students, staff, faculty and the general public.

Inspections & Audits

EH&S with MRU Project Managers will establish whether Contractors are required to inspect their worksites within the applicable provincial / federal legislation. MRU requires all construction worksites to be inspected regardless of size or scope of work. Required frequencies are at the start of a project, when site conditions change, after an incident, after a government inspector visits/inspects the site or at a minimum once per month thereafter. All inspection reports shall be forwarded to the Contractor's MRU Project Manager.

MRU reserves the right to inspect & audit the Contractor for compliance. The contractor has the right to have a representative present during an MRU inspection and/or audit. An audit may include an inspection of the workplace, visual observations, interviews and document review, including training records, certifications and EH&S related statistics. Detailed action plans are to be provided to the MRU Project Manager.

Prime Contractor will conduct regular EH&S inspections and reviews of the work where established with MRU Project Manager.

Access, Security & Orientation

Contractors are to review facility access and security requirements with their MRU Project Manager prior to coming on-site. The Contractor must immediately inform their MRU Project



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 10 of 22

Manager of any security or facility access issues. A Health and Safety orientation by the MRU EHS department will be provided to the contractor and any subcontractors coming to MRU prior to work being performed.

Respiratory Illness Requirements

All contractors (and subcontractors) must abide by any respiratory illness requirements for the worksite they provide services for. This could include physical distancing, facial coverings, completion of daily self-assessment for symptoms, travel history and any close contact with those who have a respiratory illness. Requirements of this type are identified in communications from MRU. Follow the Safe Work Guideline and any MRU updates.

Conduct

All Prime Contractors, Contractors and subcontractors are to conduct themselves in a safe, professional manner. Violations of MRU policies or potential to endanger the health, safety and/or well-being of staff, employees, general public, students and other contractors is grounds for removal from MRU. MRU reserves the right to have the Prime Contractor, Contractor or subcontractor to remove any Prime Contractor, Contractor or Subcontractor personnel from the worksite if there is unsafe work performed.

Behaviour deemed inappropriate includes but is not limited to:

- Disorderly or violent conduct
- Theft or property damage
- Entering restricted areas, including crossing Danger tape
- Harassment & psychological misconduct
- Use, distribution, offering, sale or being under the influence of alcohol, drugs, drug paraphernalia or while on company business or premises.
- Other criminal activities not listed

Fit for Duty

The Contractor must ensure all their employees and subcontractors are “fit for duty”. Impairment of Contractor Employees or Subcontractors from the use of alcohol, drugs, (and/or the negative effects of prescribed medications), illness, or any other substance that could cause impairment, while providing services to MRU, MRU Students/Staff or Faculty, shall be sufficient grounds for MRU to terminate the Contractor agreement immediately.



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 11 of 22

Personal Protective Equipment (PPE)

Contractors are to provide the necessary PPE for their employees. Contractors are responsible for conducting job hazard assessments to determine the appropriate PPE necessary for the work being conducted. Contractors will ensure their employees have been trained in proper inspection, maintenance, and safe use of their personal protective equipment. All PPE must be in good working order, not expired and appropriate for the task. MRU may request the Contractor to provide PPE which exceeds the requirement for the job and will provide the additions in writing to the Contractor.

Housekeeping

The Contractor is to maintain a clean work area. Contractors are to remove all non-hazardous solid waste and recyclables at regular intervals and. Required waste/recycling containers are to be provided by the Contractor. Clear access and egress is to be maintained in contractor working areas. Access to electrical panels, safety and emergency equipment, life safety and fire systems are to be kept free and clear of all obstructions.

Training and Competency

Contractors must have appropriate professional training, licenses and certifications required for the work being performed. Records and copies of applicable documents are to be available upon request. Contractors must confirm in writing their employees have received and understood all appropriate EH&S training for their work. This includes training with respect to emergency response, ppe usage and any job-related training. All Prime Contractors and Contractors (including subcontractors) will be competent to perform their duties/work scope in a safe and efficient manner.

Safety Documentation

All Contractors should have a Safe Work Procedure (SWP)/Safe Operating Procedures (SOP)/Site Safety Plan readily available to ensure reasonable precautions for the protection of the workers are in place. Any safety considerations not addressed in SOP, SWP or Site Safety Plan must be reviewed with MRU Designate and understood by the Contract and their employees..

Incident Investigation and Reporting

Prime Contractors and Contractors are required to report all incidents, hazardous conditions/acts and potentially serious injuries, regardless of severity, to their MRU Project



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 12 of 22

Manager immediately or by using the MRU Incident Reporting system. An initial incident report will be submitted to the MRU Project Manager within 24 hours of the incident.

Incidents include (but are not limited to):

- Serious injury or illness,
- Violence
- Property or equipment damage
- Environmental incidents (spill or release)
- Psychological injuries, including harassment,
- Work Refusals,
- Potentially serious incidents
- Unplanned or uncontrolled fire, explosion or flood, as well as any collapse or failure of a building or structure (further reporting required)

Where the incident results in a recordable injury or where a regulatory authority must be contacted, MRU must be notified as soon as the regulatory authorities are contacted. It is the Contractor's responsibility to contact the appropriate regulatory authority. Copies of investigation reports are to be forwarded to the MRU Project Manager or MRU EH&S.

The Prime Contractor and/or Contractor shall comply in accordance with applicable legislation in regard to Alberta OHS investigations or inspections and, where required, the incident scene shall not be disturbed or altered until the site is released by the appropriate regulatory authority.

Contractors and Prime contractors will appropriate corrective actions derived from the incident and will track and enact to prevent recurrence.

Management of Change (“MOC”)

Prime Contractor/Contractor will have a management of change process which outlines replacing personnel, equipment, processes and procedures. MRU will be notified for any significant or high risk MOC actions initiated by the Prime Contractor or Contractor. Changes of any operation which bypass or defeat any automatic process control system component, alarms, safety critical equipment or fire protection system will require notification by the Prime Contractor or Contractor to the MRU Project Manager.

EH&S Risks and Hazards

It is the Contractor's responsibility to assess and mitigate hazards associated with the work and the work environment prior to the start of work. Should Contractors have questions regarding site hazards they can contact their MRU Project Manager. Any danger or hazard beyond the

Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 13 of 22

control of the Contractor is to be reported to their MRU Project Manager immediately and the Contractor is to avoid the hazard or danger until it is eliminated or controlled. The Contractor may not conduct any work that may result in a danger or hazard to people, environment, property or reputation. Where the Contractor reasonably believes imminent danger is present, the Contractor and/or MRU have the right and responsibility to stop work so that the hazard is eliminated or safe work practices are incorporated.

For the purposes of this manual, a hazard, as defined by the Alberta OHS Act “means a situation, condition or thing that may be dangerous to health and safety”, and is not limited to:

- Individuals not properly trained/competent or properly equipped.
- Procedures and work practices are not being followed.
- A hazard outside of the normal work activities or job.
- A worker unfit for work due to the influence of alcohol or illegal or mind-altering substances or illness.
- A danger that would normally stop work in the affected area.
- A situation where the environment may be adversely affected and regulatory authorities would be involved;
- A situation which may result in equipment / property damage.

Any stop work situations must be reported immediately to the MRU Project Manager. The MRU Project Manager is to be advised of the danger or hazard, the corrective action and when the situation is resolved.

First Aid / Medical Emergencies

All Contractors are responsible to ensure that first aid, emergency medical services and transportation are provided to their employees. Contractors are also required to provide trained first aid personnel, supplies, and equipment as applicable for a worksite by legislation. First aid incidents must be reported to MRU Security emergency line (403-440-5900). In case of a medical emergency, contact 911, then MRU Security. Contractors should review potential assistance with their MRU Project Manager. Any access to professional aid does not release the Contractor of ensuring emergency assistance is provided to its employees.

Emergency Evacuation

Contractors are required to be aware of the emergency evacuation procedures for their location of work. The Contractor is to consider the risks/hazards, plans to minimize, eliminate and mitigate any business disruptions associated with the work being done. Review this information



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 14 of 22

with your MRU Project Manager. The MRU Project Manager and/or MRU EH&S team member will provide the emergency response plan for your area, including muster points and alarms.

Work Area Protection and Hazard Notification

All work areas must be appropriately barricaded and signage posted where required. Contractors are responsible for providing signs and the materials to create an effective barricade to isolate the work environment to prevent unauthorized access. These barricades and signs must not be removed until the job is complete and there is no longer a hazard. Any requirements to block means of egress, fire, life or other safety equipment must first be approved by the MRU Project Manager. Where work being conducted could affect the building occupants, the Contractor shall inform the MRU Project Manager prior to the start of work, the MRU Project manager may need to schedule the work off-hours.

Ground disturbance (Utility Locates)

Contractors must identify, locate and mark underground services using a qualified service provider. If a service poses a hazard, it must be shut off and disconnected before the work activity begins with consultation of the MRU Project Manager. If a potentially hazardous service cannot be disconnected, the service owner must be asked to supervise the daylighting.

Electrical Safety

As required, it is the Contractor's responsibility to have a safe electrical program. Contractors working on or near live equipment must be qualified to do so. Contractors must not work on electrical unless retained to do so. Energized equipment (never left unattended) must be properly guarded to protect MRU, the contractors and the general public. All electrical devices must be properly grounded or double insulated. Live electrical work will not be conducted unless the contractor is trained and certified to do so, if the work can be performed isolating the electrical, this must be the first priority.

Working at Height

At minimum the Contractor will meet MRU's Working at Heights program. It is the Contractor's responsibility to select the appropriate fall protection measures for the work to be performed with work at 3M (10ft) or higher, or where unusual possibility of injury exists in compliance with the Alberta OHS Code. When working at height, the area below will be flagged or barricaded off to protect people from entering the work area. Contractors must ensure all of the equipment has a current inspection certificate and is maintained as per manufacturer specifications and all personnel have current and appropriate training.



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 15 of 22

Scaffolding

The Contractor will provide all scaffolds and safety equipment required. Inspection reports must be readily available. All scaffolding is to be erected, maintained and inspected in accordance with all applicable Alberta regulations, codes and engineering practices. The Contractor will not modify scaffolding unless authorized to do so. Precautions must also be taken to ensure that each scaffold does not exceed structural or design limits. A coloured scaffold tag system must be used to identify the status of the scaffold (ie. Green “Safe for Use”. Yellow “Use with Caution”, Red “Do not Use”) and it must be inspected every 21 days by a qualified inspector.

Mobile Elevated Work Platforms

All Contractors operating powered mobile equipment must be trained and licensed or certified in the operation of the particular equipment to be used. If the Contractor has received written authorization to use MRU equipment, see section “Using MRU owned tools and equipment”. When using powered vehicles, including lifting devices, a fall protection plan for working at a height must be followed. Refer to MRU’s MEWP safe work guidelines for minimum requirements.

Ladders

All ladders are to be inspected prior to use and maintained in good condition. Employees using ladders must do so in a safe manner and as per manufacturer instructions. Portable ladders are to be used on a firm, level surface. The area around the ladder should be cordoned off. Wooden ladders must not be painted. Defective ladders are to be tagged and removed from site. Contractors must use the correct ladder for the task, CSA certified and with all labels affixed and legible. Constructed portable ladders must be in compliance with the Alberta OHS Code. Do not leave ladders unattended for a period of time (or overnight). 3 points of contact must be maintained while climbing ladders with only one person on the ladder at a time. Refer to MRU’s SWP on Portable Ladders for more information.

Material Handling

All Contractors involved with manual material handling should be trained in proper material handling procedures and are to use material handling equipment where appropriate. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation. Materials will be handled with least effect on contractors employees and therefore material handling equipment is the first option for handling materials.



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 16 of 22

Tools and Equipment

Contractors are responsible to provide their own tools and general equipment. Contractors are responsible for the safe operation of equipment brought onsite and must be able to demonstrate all operators are trained and qualified to do so. Contractors are responsible for ensuring the tools and equipment have been properly maintained and are safe for use. Certifications for tools and equipment must be valid and current. Always use the appropriate tool for the job.

MRU Owned Tools and Equipment

Unless authorized, Contractors may not use MRU owned or leased tools or equipment. If the Contractor wishes to use MRU owned tools and equipment, written authorization must be obtained and the MRU's equipment loan contract completed by both parties. The Contractor must provide copies of current, valid training records and certifications required to operate the specific tools or equipment.

Power Tools & Fastening Tools

All power tools are to be double insulated or equipped with grounded power cords. Ground Fault Interrupters (GFI) or other similar devices must be used in wet or damp locations. The Contractor's employees must be properly trained in their use and the tools are to be maintained in a safe operating condition. Any Contractors using explosive actuated tools must be competent, trained and certified as required. The Contractor is to ensure all explosive actuated (or powder actuated) fastening tools are properly inspected before and after each use with no alterations to any protective guards. The contractor shall ensure all requirements regarding safe use, maintenance, storage and removal is carried out in accordance with manufacturer specifications and the appropriate legislation.

Noise

Contractors must ensure their employees have appropriate hearing protection applicable with legislation and work being performed. Contractors will work in a manner which does not disrupt the normal course of business operations at MRU. Any activity that produces noise i.e. hammer drilling which interferes with the business operations must be completed during "off-hours". A plan to work off-hours will be agreed upon with the MRU Project Manager.

Asbestos Containing Material (ACM) & Mould

The Contractor may be working in an area where asbestos containing material (ACM) is present. Please review potential ACM locations with your MRU Project Manager prior to



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 17 of 22

commencing work. The presence of various friable and or non-friable ACM have been identified at several MRU buildings. The contractor shall review the building asbestos survey prior to starting work. Contractors will not intentionally disturb ACM unless specifically retained to do so, in which case MRU' Asbestos Management Program and all Alberta regulations must be followed. If a Contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform their MRU Project Manager. The Contractor is to notify their MRU Project Manager if any mould or mildew is observed in the work location, do not disturb the area suspected of mould.

Vehicles & Parking

All Contractors operating motor vehicles are to have a current valid driver's license and a responsible driving record. All Alberta Traffic laws will be followed while on MRU property. Contractors must exercise caution when driving on campus. Parking will be arranged through the MRU Project Manager. Parking will never impede emergency vehicle access routes or access to emergency equipment.

MRU Notifications / Permits

Life and Fire Safety

Contractors will provide their own fire protection equipment ie. fire extinguishers and first aid response (unless otherwise specified). Contractors must not affect the fire safety systems, review of work procedures must be conducted with the MRU Project Manager if there is any Contractors conducting work that will affect the building's fire life safety systems unless specifically retained to do so.

Hazardous Materials Management

Use and storage of flammable and combustible materials must be conducted in accordance with all applicable codes and regulations and their use and storage must be approved by the MRU Project Manager prior to bringing the material on-site.

- All hazardous material must have a Safety Data Sheet within proximity of the storage.
- MRU and Contractors will agree upon an appropriate storage and waste location at the work site for hazardous materials (storage locations must consider emergency response personnel access).
- Quantities of hazardous materials should be minimized and will be appropriate to the scope of work.
- Contractors must maintain an updated inventory of hazardous materials on-site; It is the Contractor's responsibility that all hazardous materials are properly handled and stored



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 18 of 22

in accordance with all regulatory and code requirements and all WHMIS labeling requirements are met.

- All Contractors must be able to demonstrate their employees involved in the transporting of hazardous materials have Transportation of Dangerous Goods training.
- All hazardous waste generated by the Contractor is to be removed by the Contractor unless written authorization states otherwise.

Spills and Releases

- All material and chemicals brought to site must have an available SDS sheet.
- It is the Contractor's responsibility to have an appropriate spill response plan and required equipment available onsite.
- The Contractor must train all employees in WHMIS and must be knowledgeable in spill response required for the material at the work location.
- A spill or release resulting in contacting a regulatory authority (ie. Alberta Environment) will be investigated and reported to MRU Project Manager.

Confined Space

All Contractors entering a restricted or confined space must follow MRU's Confined Space Process and permit requirements. The MRU Project Manager must be informed prior to a confined space entry. A Contractor may only enter a restricted or confined space upon review of the MRU confined space entry process and after being issued a MRU Confined Space Entry permit and other applicable permits (if required). It is the Contractor's responsibility to provide their own safety equipment including PPE, monitoring and rescue equipment. MRU is not responsible for confined space monitoring and will not provide safety equipment.

Hot Work

It is the responsibility of the Contractor's to have a hot work program. The Contractor must inform their MRU Project Manager and have a Hot Work Permit issued after taking the FM Global Hot Works course, and prior to the start of any hot work. If hot work is being conducted within a building, it must be planned (through scheduling, engineering controls etc.) and communicated with building operations, to minimize building occupant's exposure to fumes and other hazards. Precautions must also be undertaken to prevent interference with fire and life safety systems. During hot work and post-work, a fire watch is required where there is a risk of fire or where the fire life safety systems are impaired or off line. The Contractor is responsible for providing all fire protection equipment and personnel. MRU Project Manager will notify MRU security and EHS of any off line safety systems.

Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 19 of 22

Hazardous Energy Isolation

It is the Contractor’s responsibility to have a ‘control of hazardous energy program’ in place (Lockout/Tag out program) if they are maintaining and / or repairing equipment. This program will be available to MRU for review upon request. Prior to initiating an energy isolation, the Contractor must inform their MRU Project Manager of the location and estimated duration of the equipment lockout / tag out and will conduct a review of all energy sources and the equipment specific written procedure.

Lifting Equipment (Cranes and Hoists)

Contractors must have approval from their MRU Project Manager prior to bringing cranes, hoists, and any other lifting equipment on-site. All operators must be trained and certified in the equipment being used. The equipment is to be used and maintained as per the manufacturer’s recommendations. A current inspection report certifying the equipment must be available upon request. A written communication plan including crane hand signals will be available for the operator and the rigger. Tag lines must be used for all loads with a crane. The Contractor operator must ensure that loads never exceed the set limits and suspended loads are never left unattended. It is required that all contractors and employees use a fall protection harness and lanyard when moving or operating a Mobile Lift Platform.

Other Requirements

Any hazards or requirements not covered by this Manual should be identified, reviewed, assessed and controlled with the MRU Project Manager immediately.

Appendix A – Documentation Required

Pre-Project Specific EH&S Documents

The contractor is to provide, at minimum, the following documentation to the MRU Project Manager before the start of a project.

- Signed and Initialed MRU Contractor Manual
- MRU Contractor Orientation
- Job Hazard Assessment
- Pre Project Safety Inspection/Audit (Where the project involves alterations to the structure of the building, a Pre Projection Safety Inspection is to be completed to identify any risks to the tenants of the facility as well as the workers completing the task).
- Project Safety Plan
- Emergency Response Plan, Review of MRU Emergency Response Plan



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 20 of 22

- Ongoing Project Specific EH&S Documents
- Toolbox/Safety Meetings
- Work Permits (Lockout/Tag out, Hot Work)
- Incident Reports - Near Misses

Any incidents/illnesses or potentially serious injuries/illnesses that occur on an MRU Project is to be immediately reported to the Project Manager. Appropriate documentation including any investigation material provided within 72 hours of the incident unless otherwise agreed upon.

Appendix B - Contractor Requirements

Services provided by third party contractors can be grouped into one of the following categories:

- **Major Project Contractors:** May be required to act as prime contractor. Required: WCB Coverage, Minimum \$10,000,000 CGL insurance coverage, GST #, business license, COR/ SECOR, \$2,000,000 Auto TPL Coverage, regular safety meetings, completion of initial safety inspection, safety orientation, written hazard assessments, emergency response plan for site, comply with MRU EHS Standards.
- **Facility Service Contractors:** Required: WCB Coverage, Minimum \$10,000,000 CGL insurance coverage, GST #, business license, COR/SECOR, \$2,000,000 Auto TPL Coverage, regular safety meetings, completion of initial safety inspection, safety orientation, written hazard assessments, emergency response plan for site, comply with MRU EHS Standards.
- **Program Initiated Contractors/Service Providers – High Risk and/or Long Term:** Required: WCB Coverage, \$5,000,000 CGL coverage insurance, Review EHS Information and contractor service provider.
- **Program Initiated Contractors/Service Providers – Low Risk and/or Short Term:** Required: WCB Coverage, \$5,000,000 CGL coverage insurance, Review EHS Information and contractor service provider.

Possible additional requirements for each category: assume prime contractor status, environmental management plan, additional insurance, architects and engineers require \$5,000,000 professional liability insurance,



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
Contractor Environment, Health and Safety Manual		
Rev: 02 DRAFT	Date: July 2023	Page: 21 of 22

Revision History

Date	Revision	Notes
August 2022	01	Creation of Contractor EH&S Manual
July 2023	02	Revision of Contractor EH&S manual