

Mount Royal University Contractor Safety Orientation Highlights

To be reviewed with all employees and subcontractors during daily tailgate meetings and to be included as part of the site orientation for new workers and subcontractors

COVID Protocols

Complete the [Daily Health Declaration form](#) prior to arriving on campus.

A paper copy of this is available for print - [here](#).

Upon arrival to campus, contractors shall:

- Enter at West Gate
- Immediately sterilize their hands at the sanitation station
- Don their face masks
- Re-sterilize their hands
- Proceed to Security to obtain keys or cards, as needed

While working on campus, contractors shall:

- Disinfect your hands with sanitizer upon entering the building.
- Frequently wash your hands thoroughly for a minimum of 20 seconds (or apply hand sanitizer), particularly if you have touched items in public or common areas.
- Avoid touching your face, nose or mouth with unwashed hands.
- Practice physical distancing when on campus, staying a minimum of 2 m / 6 ft from others.
- Limit interactions on campus by only visiting areas that you need to go to (e.g. work area, nearest washroom, nearest smoking area).
- Stay at home and away from others if you feel unwell and avoid close contact with others who are sick.
- Maintain clean worksites and practice good housekeeping, removing all garbage / debris and hazardous materials as work is complete

Face Masks

Face masks must be worn by all contractors for the duration of their time on campus.

- When the work zone is under the direction of a prime contractor other than MRU, this requirement only applies when contractor employees are on campus but outside of the work zone.
- While inside a work zone managed by a non-MRU prime contractor, contractors must follow the direction of the prime contractor.

Contractors must provide PPE for their employees, including face masks. These may be N95, reusable cloth masks, or something comparable.

Building Access

- General: 8 AM - 5 PM Monday to Friday, through West Gate Entrance
- Stick to your work zones where you have been permitted to work

Alarms

- Slow beat alarm – stop work, muster in place, prepare to evacuate to a muster point and listen for instructions
- Fast beat alarm – evacuate immediately to the nearest Muster Point

Emergency Response

- Life Threatening Medical Emergency – call 911, then alert Security at 403-440-5900 or 5900 from an internal phone or use a Blue Phone
- Non-Life Threatening Injury – alert Security at 403-440-5900 or 5900 from an internal phone or use a Blue Phone
- All incidents (including injury, property or environmental damage, and near miss) must be reported to MRU via the MRU Project Manager

Emergency Equipment

- Review location of emergency equipment on worksite

Work Zones

- All work zones must be appropriately flagged, signed and / or barricaded PRIOR to any work beginning

Parking

- All parking is paid parking, unless space is available in the contractor staging area
- Parking outside of parking lots is prohibited without arrangements by the MRU Project Manager

Smoking

- Smoking in designated areas only – see map provided