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10.1 Introduction

Saint Mary's University has established a process to ensure that purchased goods conform to OHS requirements, and a process on the OHS requirements of contracted work. The process to ensure that purchased goods conform to OHS requirements include the assessment of hazards associated with these goods, and elimination or reduction of the risks associated with these hazards, where possible. The purpose of the process for OHS requirements of contracted work is to ensure that construction and maintenance work undertaken by Contractors on University sites will be undertaken in a healthy and safe manner in consideration of all hazards present at the site or associated with the work to be performed and in compliance with the Nova Scotia OHS Act and regulations and the requirements of the Saint Mary's University's OHS Program.

10.2 Purchase of products, supplies, equipment, etc.

All purchases shall have a health and safety evaluation to determine whether or not there are hazards associated with the goods which could pose a risk to employees or to other persons at the workplace. Those contemplating purchases should consider any Safe Work Practice(s) relevant to the use of the equipment. Advice can be provided by the OHS Office or the JOHS Committee.

Where the OHS Act and regulations have adopted standards for the manufacture, installation, use, and maintenance of tools or equipment, the tools or equipment purchased must be bought to the current standard cited in the regulations.

Selection of office furnishings shall include consideration of ergonomics to ensure appropriate fit and function for the staff that must use them.

All products containing chemicals which are purchased shall meet all the requirements of the Workplace Hazardous Materials Information System (WHMIS) respecting labelling and provision of a Material Safety Data Sheet (MSDS) as a condition of sale.

10.3 Purchase of Contracted Services

This program is intended to apply to construction and maintenance work, where there may be some hazard to the employees undertaking the work or to other persons in the area where the work is being carried out. For all construction and renovation contracts over the value of \$5,000.00, the Contractor must have a Certificate of Recognition issued jointly by the WCB and an occupational health and safety organization approved by the WCB.

This procedure does not apply to:

“supply only” or “supply and deliver” contracts where work is not undertaken at a University site or project; or

low hazard work by contract consultants, such as lawyers, accountants, consultants, and administrative staff unless they are required to work in the area where the construction or maintenance work is being undertaken.

Facilities Management is the only authorized department who may contract with Contractors to perform construction and maintenance work on University sites.

10.3.1 Responsibilities

10.3.1.1 University Employees Contracting with a Contractor

- Advise the Contractor of any known hazards;
- Provide the Contractor with a copy of the University Contractor booklet;
- Review and monitor Contractor project safety plan;
- Take action on issues of non-compliance with the project safety plan;
- Review Contractor inspection reports and take the appropriate action for any unresolved safety concerns noted on the inspection report;
- Contact Procurement to obtain Contractor compliance information;
- Inform the OHS Office of the corrective action(s) taken in regards to issues of non-compliance.

10.3.1.2 Procurement

a. Maintain a Vendor Compliance list, including:

- i. Proof of General Liability insurance with minimum limits of \$5,000,000 and expiry date;
- ii. Current Worker's Compensation Board of Nova Scotia (WCB) Clearance Certificate;
- iii. Current Certification of Recognition (COR) from an occupational health and safety organization approved by the WCB;
- iv. In absence of COR, evidence of Contractor being in the process of qualifying for issuance of a COR; (as per Chapter 10.3.1.3)

10.3.1.3 Contractors

- Be competent, as defined in Nova Scotia health and safety legislation, in all phases of the contracted work to be done;
- Where duties being completed as part of the project require "designated competent" persons to undertake those duties, ensure that those who will be assigned to these duties have been designated in writing by their employer, including sub-contractors, as being "competent";
- Ensure the project workers are adequately trained in safe work procedures prior to

- commencing the contracted work;
- Exercise proper site health and safety management;
- Maintain acceptable housekeeping and material organization on the site;
- Communicate and cooperate with the University's Project Facilitator as assigned by Facilities Management;
- Ensure that the contracted work is planned and carried out in a manner that does not expose other employees, students or the public to any undue risk;
- Report any incidents within 12 hours of occurrence to Facilities Management and the OHS Office;
- Submit and maintain a Clearance Certificate from the WCB which indicates that their account is in good standing.
- Submit a Certificate of Recognition issued jointly by the Workers' Compensation Board of Nova Scotia (WCB) and an occupational health and safety organization approved by the WCB; or be in the process of qualifying for the Certificate of Recognition from an occupational health and safety organization approved by the WCB
- Submit a Letter of Good Standing to the Project Facilitator from the sponsoring health and safety organization;
- Submit a written Project Safety Management plan to the Project Facilitator that:
 - Describes how health and safety will be managed throughout the project;
 - Identifies and provides contact information for the person who will be on site at all times when work is being performed to coordinate work activities and ensure health and safety on the site;
 - When having a designated person on site at all times, when contracted work is being performed, is not feasible, identifies and provides contact information for the person that both contractor employees and the University may contact regarding health and safety concerns, as required;
 - Includes a hazard identification and assessment of the project and work requirements prior to the start of work;
 - Includes a plan to communicate the results of the assessment to all project workers and post at the work site for reference;
 - Includes an emergency response plan.
- When requested, submit a copy of the documentation respecting the contractor's occupational health and safety program;
- Not begin any work until proper authorization has been obtained from the Project Facilitator and all work permits have been obtained;
- Follow University policies as outlined in the General Requirements, ie. Digging underground and hot work.

10.3.1.4 OHS Office

- Participate in start-up meetings, whenever possible;
- Assist Facilities Management in the resolution of safety issues.

10.3.2 Construction and Maintenance Affecting University Community

The University recognizes that there may be occasions when it is necessary to undertake renovations to existing facilities where University employees, students and the public are present. In these circumstances, precautions may be required to ensure the safety of all persons present. Good planning is required to ensure that any employees who are sensitive to construction dust or materials or to the chemical products used (solvents, paints, coatings, adhesives, asbestos, etc.) are adequately protected. This may require using different materials, isolating the area being renovated or modifying the renovation schedule to undertake some procedures after hours or on weekends. Finally, it may require providing an alternate work space for sensitive employees and providing warning signage for the public. Facilities Management will communicate any known hazards to the Saint Mary's Community.

10.3.3 Contracted Work Undertaken on Verbal Contract or Purchase Order

Every Contractor contracted must be in Good Standing with the Workers' Compensation Board of Nova Scotia.

Where possible and practical, preference in awarding the contract shall be given to parties who have either:

- a Certificate of Recognition issued jointly by the WCB and an occupational health and safety organization approved by the WCB; or
- be in the process of qualifying for the Certificate of Recognition from an occupational health and safety organization approved by the WCB.
- if requested to do so by the University representative who contracts for the work to be done, the Contractor must have the sponsoring occupational health and safety organization submit a Letter of Good Standing to the University.

10.3.4 Exception to Procedure

Where it appears not to be possible or is not practical, the University may consider contracting with a contractor who does not have a Certificate of Recognition or a Letter of Good Standing providing that the following requirements are met:

- A Hazard Assessment of the contracted work is completed, by the contractor, and a work plan developed that includes consideration of:
 - whether the contracted work will present a hazard to the health or safety of any members of the Saint Mary's Community
 - whether the work of University employees will present a hazard to the health or

- safety of the Contractor;
- whether the location of the contracted work will present any hazard to the health or safety of the employees of the Contractor that is not usual for those employees or for which they have not been adequately trained; and
- whether the contracted work will present a hazard to the health or safety of any member of the public.

Where the Hazard Assessment identifies a hazard to the members of the Saint Mary's Community or to the employees of the Contractor or to the public, the University representative responsible for the contracted work to be done shall:

- request documentation from the Contractor to ensure that they have appropriate training and are competent to perform the contracted work required;
- ensure that University supervision is available to the Contractor during the time that the contracted work is being undertaken, to assist in the resolution of any safety concerns that may occur.