

CONTRACTORS'/CONSTRUCTORS'

ACKNOWLEDGEMENT AND UNDERTAKING

Prior to commencing any Project at St Lawrence College, you must read, sign and date this page. 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.

Campus: _____

Project Location: _____

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.

Contractor/Constructor

List of Subcontractors: _____

Site Supervisor & Cell Number
(Please Print)

Signature of Site Supervisor

Date

St Lawrence College Contact & Cell Number
(Please Print)

Signature of SLC Contact

Date

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SLC COMMITMENT TO HEALTH AND SAFETY

St Lawrence 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 endeavors 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.

St Lawrence 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, Acts, Regulations and Standards relating to health and safety.

Personal Injury Occurrences – Call 911 from any cellular phone or 9+911 from any college phone, followed by Security at 613-544-5400 ext. 5555

SECTION 1 – CONTRACTORS'/CONSTRUCTORS' SAFETY

1.1 Definitions

Competent Person - means a person who,

- (a) is qualified because of knowledge, training and experience to organize the work and its performance,
- (b) is familiar with this Act and the regulations that apply to the work, and
- (c) has knowledge of any potential or actual danger to health or safety in the workplace

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.

Contractor/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.

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.

Employer - A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Hazardous Material - Means a biological or chemical agent named or described in the regulations as a hazardous material.

Hot Work: Any trades activity that uses or produces flames, sparks, or heat that would act as an ignition source for any flammable or combustible material. (Example: brazing, cutting, welding). This definition

does not apply to the controlled laboratory uses of flame or hot plates or brazing, cutting or welding carried out under controlled conditions in a vocational shop.

Hot Work Permit: Written authorization to perform work capable of providing a source of ignition.

Job Hazard Analysis (JHA)/Job Safety Analysis (JSA): Review of each step of a job task as a way to identify hazards at each step before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after the hazards have been identified, steps are taken to eliminate or reduce them to an acceptable risk level.

A *JHA* for the purposes of this Information Booklet is conducted for routine or preventative maintenance (i.e. scheduled work) that is typical and frequently performed. Hazards related to each step of the entire job (beginning to job completion) must be outlined and include controls, specific to the job step, that will reduce or eliminate the hazard risk.

A *JSA* for the purposes of this Information Booklet Work is work that is not routinely performed or scheduled (i.e. typically not preventative maintenance) and requires a unique analysis of hazards related to each step. Hazards related to the entire job (beginning to job completion) must be outlined and include controls, specific to the job step, that will reduce or eliminate the hazard risk.

Owner - Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate. **SLC's goal is to maintain status of "Owner" with construction projects and not to unintentionally take on the responsibilities of becoming the "Constructor". The Constructor has overall responsibility on a project for compliance with the Occupational Health and Safety Act, the Regulation for Construction Projects (O. Reg. 213/91) and other application regulations, as amended.**

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.

Supervisor - Means a person who has charge of a workplace or authority over a worker.

Workplace Harassment - means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment.

Workplace Sexual Harassment - means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

(b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace Violence - means,

(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,

(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,

(c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

1.2 Terms and Conditions

- (a) A St Lawrence College contact shall be assigned to every Project to ensure the contract is fulfilled.
- (b) Where there is disagreement as to the meaning of statutory requirements, policies, Acts, regulations and/or practices, the interpretation of St Lawrence College, the St Lawrence College Contact and the St. Lawrence College Occupational Health and Safety Officer shall apply.
- (c) All Contractors/Constructors shall accept full responsibility and liability for the safe operation and completion of the Project.
- (d) All Contractors/Constructors shall take every reasonable measure to ensure the safety of all members of the St Lawrence College community (including staff, faculty, students, visitors and contractors).

SECTION 2 – LEGISLATIVE AND ADDITIONAL REQUIREMENTS

2.1 Relevant Legislation

Relevant legislation includes, but is not limited to:

- Occupational Health and Safety Act and all applicable Regulations, as amended.
- Workplace Safety and Insurance Act and all applicable Regulations, as amended.
- Ontario Building Code Act and all applicable Regulations, as amended.
- Environmental Protection Act and all applicable Regulations, as amended.
- Transportation of Dangerous Goods Act, as amended.
- Fire Protection and Prevention Act and all applicable Regulations, as amended.

2.2 Contractor/Constructor Responsibilities

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/Constructor shall ensure that all sub-Contractors hired by him/her comply with the terms of this document and all St Lawrence 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

3.1 General

When on College premises, Contractors/Constructors must ensure that:

Emergency numbers for Contractor/Constructor are posted, including the name of the St Lawrence College Contact & St. Lawrence College, Security at ext. 5555.

All hazardous substances are clearly labeled and properly stored per WHMIS Regulations.

All occurrences or near misses involving Contractors/Constructors, their subcontractors or their agents, are fully investigated and an Investigation Report is produced, with preventive measures identified and implemented. A copy of the Investigation Report shall be provided to St Lawrence College Contact of the project as well as the Occupational Health & Safety Officer (safety@sl.on.ca).

All occurrences involving or affecting members of St Lawrence College are fully investigated and an Investigation Report is produced, with corrective and preventative measures implemented. A copy of

the Investigation Report shall be provided to the St. Lawrence College Contact of the project as well as the Occupational Health & Safety Officer (safety@sl.on.ca)

All Policies, Programs, Practices and training certificates legislatively required under the Acts and applicable regulations shall be available to St Lawrence College upon request from the St Lawrence College Contact or the Occupational Health and Safety Officer.

If Contractors/Constructors, subcontractors and/or their agents are in breach of any legislative or College Policy safety requirements, they may be asked to leave the College premises. It will be up to the St Lawrence College Associate Director, Safety & Security 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.

3.2 Smoking

St. Lawrence College is Smoke Free. Smoking is not allowed on any of the College properties. This includes smoking, vaping or chewing of tobacco or cannabis products throughout the college property and any vehicle while on college property.

3.3 Fitness for Duty

A worker must be fit for duty and free from the influence of alcohol, legal or illicit drugs or performance-altering medication while at work. The following are prohibited while on duty:

- Reporting for duty or remaining on duty under the influence of drugs, illicit drugs or alcohol.
- Consuming any drugs, illicit drugs or alcohol during work and/or breaks.
- Possession of prescribed medications without a legally obtained prescription.
- Intentional misuse of medications (e.g. using the medication not as prescribed, using someone else's medication or combining medication and alcohol use against direction).
- Using, possessing, distributing, offering or selling drugs, illicit drugs, drug paraphernalia, medication or alcohol (trafficking).

SECTION 4 – CONTRACTOR/CONSTRUCTOR GENERAL CONDITIONS

4.1 Health and Safety in General

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

- (a) The Contractor/Constructor will take all necessary steps to protect the College community (staff, faculty, visitors, students, general public, etc.), College assets and property from any harm or damage during the course of the contract.
- (b) All work procedures will be in accordance with St Lawrence College, Health & Safety Policies and legislated requirements.
- (c) All equipment shall be maintained in safe operating condition. Records of legislatively required inspections or manufacturer's maintenance requirements shall be made available to St. Lawrence College Contact and Occupational Health and Safety Officer if requested.
- (d) The Contractor/Constructor shall ensure that only competent personnel are permitted to work on site. The St Lawrence College Contact in consultation with the College Safety Team, will remove from the site any persons not observing or complying with the safety requirements.
- (e) The Contractor/Constructor shall provide competent personnel to implement their safety program and ensure that St Lawrence College standards and those of the Occupational Health and Safety Act are being complied with.
- (f) The Health & Safety Officer and/or the consultant will regularly carry out site inspections to ensure that the health and safety requirements are met. Continued disregard for safety requirements can cause the contract to be cancelled and the contractor or subcontractors removed from the site.
- (g) In the event of a critical injury contact the St. Lawrence College Contact and Safety team (safety@sl.on.ca) immediately.

For the purposes of the Act and the Regulations "critically injured means an injury of a serious nature that,

- a) Places life in jeopardy
- b) Produces unconsciousness
- c) Results in a 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 a burn to a major portion of the body or
- g) Causes the loss of sight in an eye.

4.2 Notice of Project

The Contractor/Constructor is required to file a Notice of Project with the Ministry of Labour as required by the Occupational Health and Safety Act.

4.3 Health and Safety Role in Project Life Cycle

The St. Lawrence College Contact to consult with the Safety Team at least 5 business days prior to project implementation to determine implications regarding health and safety, parking, College community safety and emergency management. The purpose of the consultation is to:

- (1) Outline project scope to determine Health and Safety involvement required (i.e. kick-off meetings, frequency of regular construction meetings, site audits/tours);

- (2) Outline contractor/constructor expectations for hazard identification and control implementation required;
- (3) Outline impacts and disruptions to life safety devices, exits and designated walkways and controls/alternative consideration to mitigate disruption;
- (4) Review the findings of the Project Specific Designated Substance Assessment Report.

4.4 Contractors/Constructors Responsibility for Hazard Identification and Work Plan to Control Risk to Hazards

SLC has developed a structured framework for which contractors/constructors are responsible for identifying, assessing and controlling hazards before beginning their work. The process integrates College-specific health and safety requirements, field-level controls, and relevant legislative obligations.

The contractor/constructor is responsible for the completion of either a Job Hazard Analysis (JHA) or a Job Safety Analysis (JSA) contingent on the type of work being performed. A *JHA* for the purposes of this Information Booklet is conducted for routine or preventative maintenance (i.e. scheduled work) that is typical and frequently performed. While a *JSA* for the purposes of this Information Booklet Work is work that is not routinely performed or scheduled (i.e. typically not preventative maintenance) and requires a unique analysis of hazards related to each step.

Typical job tasks (Appendix B) are grouped into requiring either a JHA or JSA. Contractors are to send the existing JHA to safety team to review (one time) and maintain in database. Work requiring the creation of a JSA are to be sent to the safety team for review at least 48 hours in advance of planned work. A JSA template is available for use (Appendix C) if the contractor does not currently have existing company documentation the supports similar hazard identification and control analysis for their work.

4.5 Protection of Facilities and Assets

The Contractors/Constructors shall protect the existing building and building assets. Any damage shall be repaired by the Contractors/Constructors at their expense and to the satisfaction of the St. Lawrence College Contact.

4.6 Housekeeping

- (a) All areas within the construction site and immediately outside a construction site are to be kept clean of dust, debris and construction materials, on a daily basis.
- (b) Contractor/Constructor to arrange location of bins and remove debris from premises. No debris to be stored on loading docks or areas other than within the delineated area of the construction site. Any bins brought on site must be placed in a location approved by the College Facilities Representative or project manager.

SECTION 5 – ACCESS TO COLLEGE PREMISES

5.1 Parking

Every vehicle on campus requires valid parking, contractors/constructors are no exception to this.

Daily parking can be purchased through Honk www.honkmobile.com.

Campus Zone ID's:

- Brockville 1770
- Cornwall 1669

- **Kingston 1771**

If any parking spaces will be occupied by the project site in anyway, this must be coordinated with and authorized by SLC Parking (parking@sl.on.ca).

Vehicles are considered illegally parked if:

- (1) without a valid permit and/or
- (2) parked in a loading dock, on grass, a no parking zone, fire route, sidewalk, bike lane, pedestrian street crossing, depressed curb that gives access to persons with disability, blocking an emergency exit.

Multiple infractions will result in the loss of parking privileges on College property as well as towing of the vehicle at the owner's expense.

Unsafe driving habits, speeding, disregard for posted signage, etc. may lead to the issuance of a no trespassing notice prohibiting entry to campus property.

5.2 Security and Access

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

5.3 Hours of Work

Work may be carried out during regular College working hours, generally 7:00 a.m. until 11:00 p.m., however, when necessary, the Contractor/Constructor may be required to complete work associated with disruptive noise and dust after regular business hours due to 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.

5.4 Delivery to Premises

The Contractor/Constructor is solely responsible for receipt of their deliveries.

5.5 Elevators

Contractors/Constructors 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/constructor. Generally, contractors/constructors should use designated "service" elevators.

SECTION 6 – PROTECTIVE CLOTHING, EQUIPMENT AND DEVICES

6.1 Protective Clothing

A worker shall wear protective clothing and use personal protective equipment, or devices as are necessary to protect the worker against the hazards to which the worker may be exposed in accordance with O. Reg. 213/91, as amended.

6.2 Protective Headwear

Every worker shall wear protective headwear at all times when on a project in accordance with O. Reg. 213/91, as amended.

6.3 Protective Footwear

Every worker shall wear protective footwear at all times when on a project in accordance with O. Reg. 213/91, as amended.

6.4 Eye Protection

A worker shall use protection appropriate in the circumstances when there is a risk of eye injury to the worker in accordance with O. Reg. 213/91, as amended.

6.5 Skin Protection

A worker shall use protection appropriate in the circumstances when there is a risk of injury on a project from contact between the worker's skin and noxious gas, liquid, fume or dust; an object that may puncture, cut or abrade the skin; a hot object, hot liquid or molten metal; or radiant heat in accordance with O. Reg. 213/91, as amended.

6.6 Fall Protection

See Section 8 – Working at Heights

SECTION 7 – HOARDING OF MATERIALS AND EQUIPMENT AND EXCLUSION ZONES

7.1 Barricading, Limiting Access and Hoarding

It shall be the responsibility of the Contractors/Constructors to provide appropriate barricading, fencing, hoarding, drop sheets or other hazard control, 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 St Lawrence College Contact and the Occupational Health and Safety Officer prior to the commencement of the work.

Barricades must be placed in such a manner as to prevent unauthorized personnel from entering the work site.

7.2 Ladders and Other Equipment

When using ladders and other equipment, Contractors/Constructors must ensure cones, barriers and proper signage are put in place to ensure safety of St. Lawrence College staff, students, and the public.

Contractors/Constructors are not permitted the use of College owned ladders, tools or other equipment.

SECTION 8 – WORKING AT HEIGHTS (WAH)

Contractors/Constructors must follow the St Lawrence College “Fall Protection” Policy and Program or the Contractors/Constructors equivalent Program, reviewed and approved by the St Lawrence College Occupational Health and Safety Officer, which provides an equivalent level of safety.

The SLC Policy and Program is available upon request to the Safety Team (safety@sl.on.ca).

8.1 Contractor/Constructor Requirements for WAH

Contractor/Constructor to:

- Ensure all fall protection equipment brought to the College for use at the College comply with CSA requirements.
- Make available, proof of Working at Heights training if requested.

Ensure fall protection equipment is properly stored and secured when not in use to prevent accidental use by College staff and students.

8.2 Roof Work

Work, including inspection type work, performed on the roof of any St. Lawrence College property must be completed with leading edge hazards in mind.

Appendix A: *Campus Roof Drawings*, outlines the locations where travel restraint is required (i.e. work occurring within 2m from the edge of the parapet walls that are lower than 0.9m) or where warning barriers (i.e. bump lines) are required (i.e. work occurring further than 2m from the edge of the parapet walls that are lower than 0.9m). Contractors are responsible for providing their own warning barriers which are to be removed following the completion of the work.

8.3 Professional Engineer Requirement for Suspended Work

The Contractor/Constructor shall contact the services of a professional engineer registered in the Province of Ontario for advice & stamped drawings with respect to suspended platforms, scaffolding that exceeds fifteen metres or ten metres for scaffold constructed of tube & clamp. The owner reserves the right to request a professional engineer carry out a Health & Safety assessment where the health or safety of any worker or the public may be at risk. The cost of such assessment shall be borne by the contractor/constructor.

8.4 Window Cleaning

Window Washing contractors shall work in compliance with the Window Washing Regulations Ont. Reg. 859, as amended.

Window washing contractors using suspended access equipment shall notify the Ministry of Labour prior to beginning work on the premises.

SECTION 9 – ELECTRICAL, FIRE ALARM SYSTEMS AND ENGINEERING

9.1 Shutdowns / Tie-Ins

All shutdowns of or tie-ins to building systems must be coordinated with Facility Management Services. A minimum of 48 hours-notice is required.

All mechanical and electrical rooms are locked. Access to locked areas must be arranged in advance with Facility Management Services. When approved, prearranged, off-hours access to mechanical and electrical service rooms is made by contacting Security.

9.2 Fire Alarm System Verification and Testing

Any Fire Alarm System testing must be done during periods before classes and office hours are commence including verification of alarms and auditability to avoid disruption of students and those

working at the College. The College's Project Manager must be made aware of the proposed time of the testing to properly notify Security and the College Community. The Fire Alarm Company must notify the local Fire Department of the planned testing and again upon completion of the testing.

9.3 Prevention of False Fire Alarms

Contractors are responsible for the prevention of false fire alarms associated with their projects. Construction related work that has the potential to trigger initiating devices such as sprinkler systems, heat detectors and smoke detectors must be considered and controlled prior to beginning the work.

The contractor is responsible for the protection of sprinkler systems, including sprinkler heads, during the course of the construction project.

The contractor is responsible for ensuring that protection from construction generated heat is in place for heat detectors. Refer to Section 13 – Hot Work Permit and Procedures.

The contractor is responsible for ensuring that dust control measures are in place prior to beginning activities that have the potential to create dust (i.e. cutting, drilling, abrading, grinding, sanding or vibrating material which would produce or have the potential to produce dust or other particulates), including but not limited to, protecting the smoke detectors.

While smoke detectors are protected, the contractor must remain in the area. The smoke detector protection must be removed when the contractor leaves the area and at the end of the shift. Regardless if a fire alarm system bypass is in place, the smoke detector initiating device must be protected from dust generated from construction activities.

If a false alarm is triggered by project related work that results in fire emergency department response, the contractor will be responsible for the cost incurred in accordance with any False Alarm Bylaw associated with the respective jurisdiction.

SECTION 10 - LOCKOUT/TAG OUT POLICY & PROCEDURES

The Contractors/Constructors must follow St Lawrence College "Lockout/Tagout Programs for Equipment, Machinery and Pressure Systems" policy or a policy reviewed and approved by the St Lawrence College Occupational Health and Safety Officer, which provides an equivalent level of safety. Contractors/Constructors must use their own locks and tags. The SLC policy is available upon request to the Safety Team (safety@sl.on.ca).

SECTION 11 - CHEMICAL SAFETY

Contractor/Constructor must follow the requirements outlined under O. Reg. 860 – Workplace Hazardous Materials Information System (WHMIS), made under the Occupational Health and Safety Act.

Safety Data Sheets (SDSs) of all chemicals to be used on the Project shall be current and kept on site and readily available at all times.

All chemical containers must be appropriately labeled in accordance with the WHMIS Regulation.

The Contractor/Constructor shall ensure all waste is disposed of, in accordance with all municipal, provincial or federal regulations. Under no circumstances are Contractors/Constructors to allow any contaminant to be added, emitted or discharged into the natural environment.

SECTION 12 – ASBESTOS AND OTHER DESIGNATED SUBSTANCES

Contractors/Constructors are not to begin work until the Designated Substance Report for that work area has been provided, reviewed and the contractor/constructor has become familiar with the Designated Substances present within their work area.

Contractor/Constructor is to notify the Safety Team (safety@sl.on.ca) of building materials containing Designated Substances if the building materials are identified as damaged during the course of their work.

Contractors/Constructors are not to intentionally disturb Designated Substances in the work area. Notify the Safety Team (safety@sl.on.ca) if unintentional disturbance has been made.

Contractor/Constructor is to ensure proper training with respect to Designated Substances, particularly Asbestos-Containing Materials (ACM), has been completed for all workers who are required to work in areas that have been identified to contain designated substances or asbestos-containing building materials.

SECTION 13 – HOT WORK PERMITS AND PROCEDURES

13.1 Intention of Hot Work Permit and Procedures

SLC's Hot Work Procedure must be followed for processes that produce a spark, flame or heat and includes: welding, brazing, soldering, heat treating, grinding, using powder-actuated tools, hot riveting and all other similar applications.

For all hot work performed by contractors/constructors related to construction and/or building maintenance, the contractors/constructors must complete the hot work permit request form and submit it via email to the SLC Safety Team (safety@sl.on.ca) at least 24hrs in advance for authorization prior to beginning the hot work. The hot work permit is only valid for 24 hours. The contractor/constructor has the responsibilities of completing the pre-hot work safety inspection checklist immediately prior to performing the hot work and ensuring that there is a sufficient and competent fire watch in place throughout the duration of the hot work and for a minimum of 30 minutes after. The completed hot work permit must be submitted by the contractor/constructor to the Safety Team (safety@sl.on.ca) when the hot work and 30-minute fire watch is complete.

13.2 Policy and Procedure for requesting Hot Work Permit

The purpose of the Hot Work Policy is to meet legislative requirements for hot work activities as outlined in the Occupational Health and Safety Act and applicable Regulations, provide information on the hot work permitting procedures and to promote awareness of hazards associated with hot work.

1. The supervisor or their designate shall identify the workplace hazards before the hot work begins.
2. Hot work permit procedures shall be mandatory for contractors/constructors.

3. Openings or cracks in walls, floors, or ducts within the work area shall be tightly covered with fire-resistive tarpaulin or metal shields.
4. Appropriate fire extinguishing equipment shall be verified to be operable and readily available for immediate use.
5. Where sprinklers are provided, they are to remain in commission and will not be taken out of service. Should sprinklers have to be taken out of service it is imperative that the Manager of Risk, Contracts & Insurance and the College's Safety Team be informed. Note: Requires a minimum of 72 hours-notice.
 - Manager of Risk, Contracts & Insurance: (613) 544-5400 ext. 1190
 - Safety Team Contact: Safety@sl.on.ca
6. Nearby personnel shall be evacuated or otherwise protected from hot work activities.
7. The person who carried out the hot work shall maintain a fire watch for at least 30 minutes after the hot work is finished to detect and extinguish any smoldering fire.
8. The permit holder and the person who completed the hot work shall sign the hot work permit and forward a copy to Safety@sl.on.ca
9. The supervisor or designate of the area where the hot work is to be carried out shall obtain an electronic hot work permit from safety@sl.on.ca and complete the hot work permit in consultation with the contractor/constructor carrying out the hot work. Hot work should not begin until the contractor/constructor has submitted the HWP to the email address above and has received approval to begin.

SECTION 14 – CONTACT PHONE NUMBERS

Project Contact	Tel. _____
Associate Director Engineering & Maintenance	613 544 5400 Ext. 1816
Associate Director, Capital Planning	613 544 5400 Ext. 1684
Occupational Health & Safety Officer	613 544 5400 Ext. 1543
Custodial Manager	613 544 5400 Ext. 1214
Associate Director, Safety & Security	613 544 5400 Ext. 1253
Security Kingston	613 544 5400 Ext. 1200
Security Brockville	613 544 5400 Ext. 3105
Security Cornwall	613 544 5400 Ext. 2502
Facilities Coordinator Brockville Campus	613 544 5400 Ext. 1385
Facilities Coordinator Cornwall Campus	613 544 5400 Ext. 2284
Ministry of Labour, Training and Skills Development (MLTSD)	Toll-free: 1-877-202-0008

SECTION 15 – RECORD OF REVISION

Date of Revision	Section and Page No.	Description of Revision	Revision Approved by
March – April 2024	Throughout	Throughout with consultation request from A.D. Engineering & Maintenance, A.D. Capital Projects, Director of FMS.	T. McPherson
October 2025	-Section 8.2 Roof Work Page 10 -Appendix A: <i>Campus Roof Drawings</i>	Addition of roof related work and the requirements. Addition of roof drawings for each campus located in Appendix A	T. McPherson
April 2026	-Section 4.4 Contractors/Constructors Responsibility for Hazard Identification and Work Plan to Control Risk to Hazards -Appendix B – addition -Appendix C - addition	-Addition for contractors/constructors to complete hazard identification, risk assessment and control response for both routine and non-routine work. -Summary of job tasks that require JHA or JSA with safety team review -JSA template for contractor use	T. McPherson

IN CASE OF

EMERGENCY:

CALL

5555

FIRE

- **Rescue persons** in immediate danger
- Activate the fire alarm (if not sounding)
- **Dial ext. 5555** – college security
- Close open doors and windows as you exit
- **Evacuate** the building (wait outside, away from the building, for the “All Clear” announcement)

CHEMICAL SPILL

- **Make the area safe** for others (if safe to do so)
- **Dial ext. 5555** – college security
- **Remain at the scene** at a safe distance until help arrives (security, fire department, ambulance, police, etc.)

EVACUATION

- Remain calm
- **Stop all activities** (meetings, teaching, etc.)
- **Follow instructions** given to you by college officials
- **Exit the building** via the closest safe exit
- Do not block roadways or doorways

MEDICAL

- **Make the area safe** for others (if safe to do so)
- **Dial ext. 5555** – college security
- **Remain at the scene** until help arrives (security, ambulance, fire, police, etc.)

AGGRESSIVE BEHAVIOUR

- **Make the area safe** for others (if safe to do so)
- **Dial ext. 5555** – college security
- **Do not** try to intervene

Active Attacker

- **Call 911 or Dial ext. 5555** – college security
- **Remain calm**
- **Stop all activities** (meetings, teaching, etc.)
- **Follow the instructions** given to you by college officials
- **Exit the building** (if safe to do so)
- **If you cannot exit** the building safely:
 - Gather those persons around you and **go to the nearest open room**
 - Close the door
 - Lock/barricade the door
 - Turn off the lights and cover windows (if possible)
 - Move to the same wall as the door (if possible)
- **Lay flat** on the floor behind a barricade (desks, filing cabinets, etc.)
- **Remain quiet** and silence cell phones or other devices that could make noise
- Do not answer the door
- **Remain barricaded** until the “All Clear” announcement is given or you are evacuated by police or security
- Only make a phone call to report injuries or a threat in your immediate area

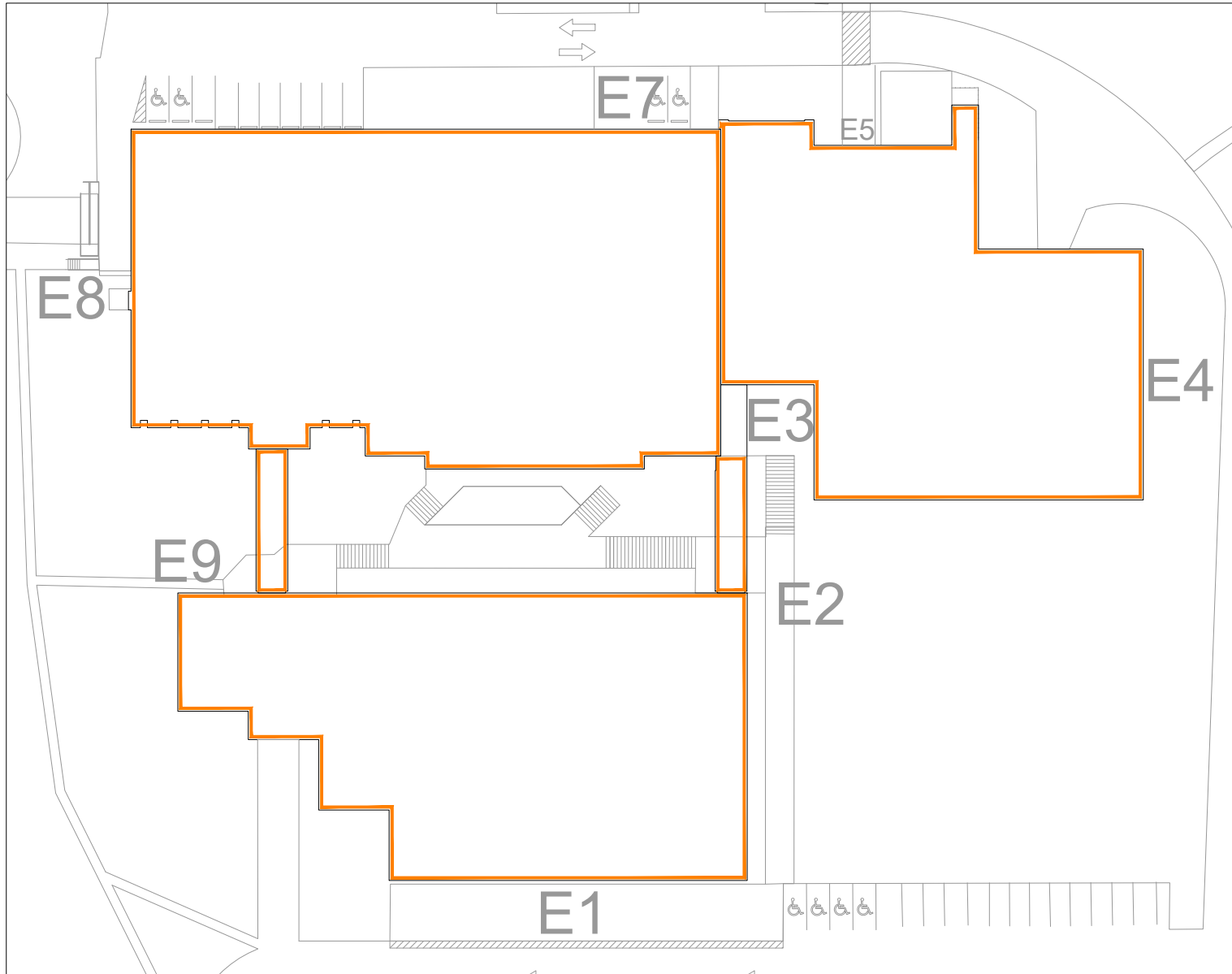
SUSPICIOUS PACKAGE

If a suspicious package is seen:

- Remain calm
- Do not touch the package
- **Dial ext. 5555** – college security
- **Ensure nobody enters the area** where the package is located until help arrives (security, police, etc.)

To reach college security from a **mobile phone dial 613-544-5400 ext. 5555**

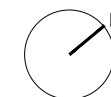
APPENDIX A: Campus Roof Drawings



ROOF NOTES:

1. TRAVEL RESTRAINT IS REQUIRED WHEN WORK IS OCCURRING WITHIN 2 METRE (6'-6") FROM THE EDGE OF PARAPET WALLS THAT ARE LOWER THAN 0.9 METRES (3'-0") AS DELINEATED ON ROOF DRAWING.
2. A WARNING BARRIER OR BUMP LINE IS REQUIRED WHEN WORK IS OCCURRING FURTHER THAN 2 METRES (6'-6") FROM THE EDGE OF PARAPET WALLS THAT ARE LOWER THAN 0.9 METRES (3'-0") AS DELINEATED ON ROOF DRAWING.
3. PARAPET NOTATIONS ON DRAWING ARE NOT TO SCALE.

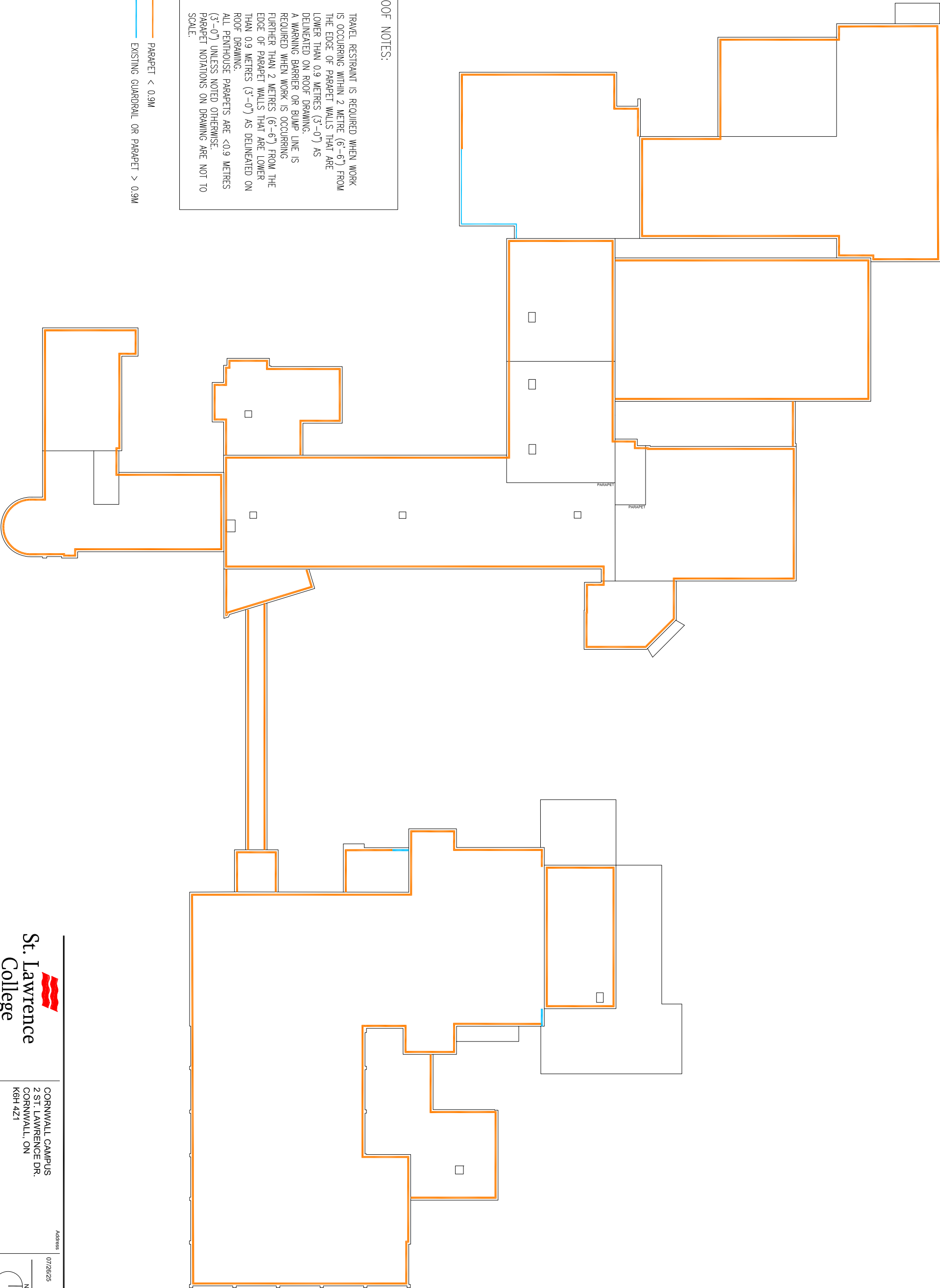
——— PARAPET < 0.9M



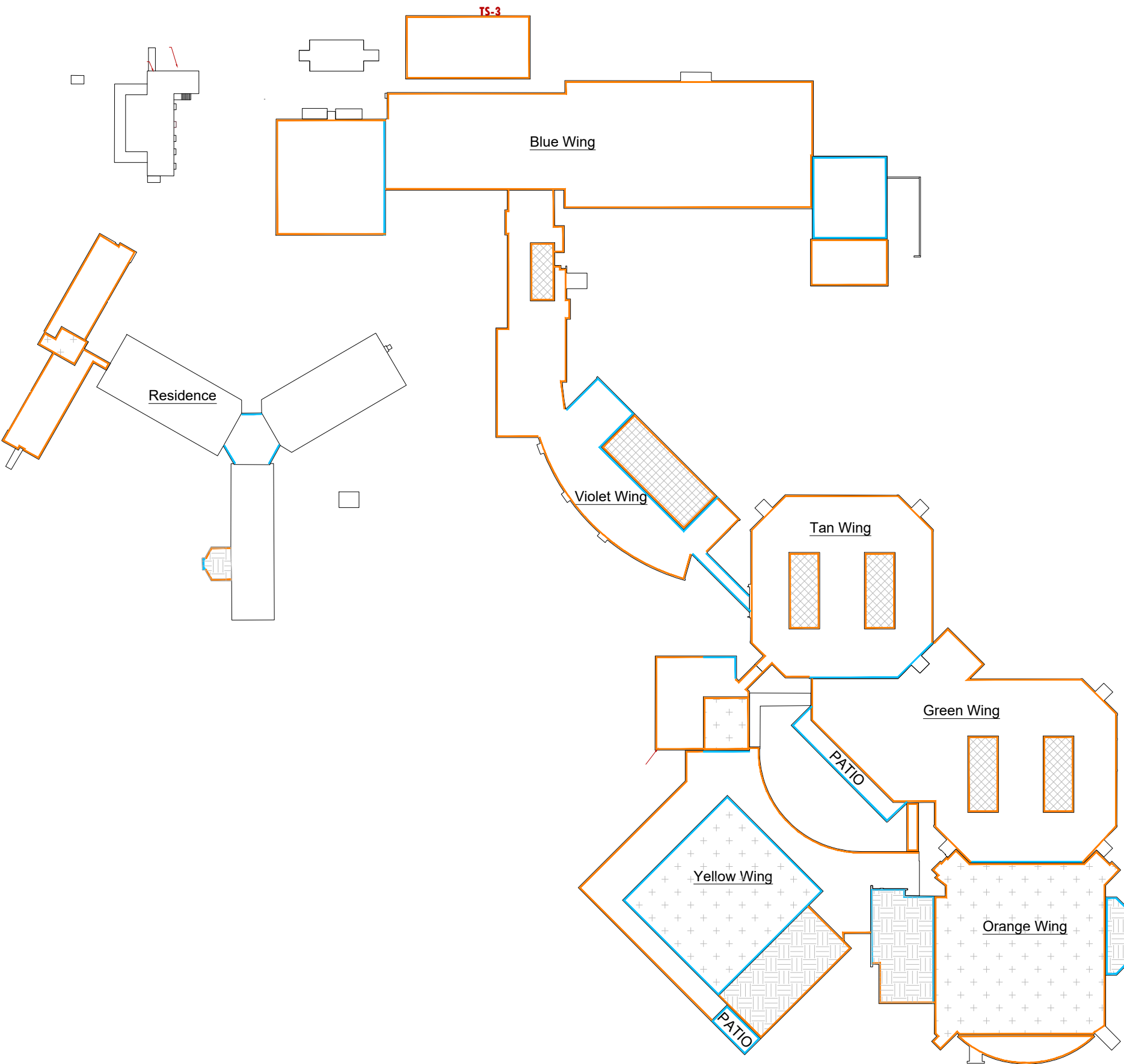
- ROOF NOTES:
1. TRAVEL RESTRAINT IS REQUIRED WHEN WORK IS OCCURRING WITHIN 2 METRE (6'-6") FROM THE EDGE OF PARAPET WALLS THAT ARE LOWER THAN 0.9 METRES (3'-0") AS DELINEATED ON ROOF DRAWING.
 2. A WARNING BARRIER OR BUMP LINE IS REQUIRED WHEN WORK IS OCCURRING FURTHER THAN 2 METRES (6'-6") FROM THE EDGE OF PARAPET WALLS THAT ARE LOWER THAN 0.9 METRES (3'-0") AS DELINEATED ON ROOF DRAWING.
 3. ALL PENTHOUSE PARAPETS ARE <0.9 METRES (3'-0") UNLESS NOTED OTHERWISE.
 4. PARAPET NOTATIONS ON DRAWING ARE NOT TO SCALE.

PARAPET < 0.9M

EXISTING GUARDRAIL OR PARAPET > 0.9M



Country Club Drive



ROOF NOTES:	ROOF LEGEND
1. TRAVEL RESTRAINT IS REQUIRED WHEN WORK IS OCCURRING WITHIN 2 METRE (6'-6") FROM THE EDGE OF PARAPET WALLS THAT ARE LOWER THAN 0.9 METRES (3'-0") AS DELINEATED ON ROOF DRAWING. 2. A WARNING BARRIER OR BUMP LINE IS REQUIRED WHEN WORK IS OCCURRING FURTHER THAN 2 METRES (6'-6") FROM THE EDGE OF PARAPET WALLS THAT ARE LOWER THAN 0.9 METRES (3'-0") AS DELINEATED ON ROOF DRAWING. 3. ALL PENTHOUSE PARAPETS ARE <0.9 METRES (3'-0") UNLESS NOTED OTHERWISE. 4. PARAPET NOTATIONS ON DRAWING ARE NOT TO SCALE.	PARAPET < 0.9M EXISTING GUARDRAIL OR PARAPET > 0.9M PENTHOUSE UPPER ROOF LOWER ROOF

APPENDIX B: External Contractor Operations requiring Safety Consult

Job Task / Project / Hazard	Documentation Required		Mandatory Controls Required
	Job Hazard Analysis (JHA) Routine or preventative maintenance (i.e. scheduled work) that is typical and frequently performed. Hazards related to each step of the entire job (beginning to job completion) must be outlined and include controls, specific to the job step, that will reduce or eliminate the hazard risk. submit to safety@sl.on.ca 48 hours in advance of planned work	Job Safety Analysis (JSA) Work that is not routinely performed or scheduled (i.e. typically not preventative maintenance) and requires a unique analysis of hazards related to each step. JSA follows the same format as a JHA where the hazards related to the entire job (beginning to job completion) must be outlined and include controls, specific to the job step, that will reduce or eliminate the hazard risk. submit to safety@sl.on.ca 48 hours in advance of planned work	
Working at Heights (WAH) where Fall Protection or Fall Arrest equipment is required	JSA		1. Valid (within 3 years) Working at Heights training certification from MOL's CPO approved training provider. 2. Establishment of exclusion zone with radius large enough to capture potential tool/material drop. 3. Safety Team reviews JSA submitted by contractor. 4. Review of current Contractors & Constructors Information Booklet (SLC document) 5. Review of current Fall Protection Policy and Program (SLC documents)
Hot Work	JHA		1. Hot work permit completed by contractor and approved by safety team. 2. Review of current Contractors & Constructors Information Booklet (SLC document) 3. Contractor to submit applicable JHA's to College contact to share with safety team 4. Review of current Hot Work Policy (SLC document)
Work involving entry into Restricted Space	JHA - if work is routine and there has been confirmation space does not have the potential to become confined space		1. Consultation with Safety Team to review work and determine if space has potential to become a Confined Space based on the nature of the work being conducted in the space (i.e. introduction of acute atmospheric hazard). 2. Implement Lockout and Tag Out measures if space contains hazardous moving parts. 3. Review of current Contractors & Constructors Information Booklet (SLC document) 4. Review of current Confined Space and Restricted Space Program (SLC document) 5. Contractor to submit applicable JHA's to College contact to share with safety team 6. Review of Lockout and Tag Out of Equipment, Machinery and Pressure Systems Policy (SLC document)
Work involving entry into Confined Space	Entry into confined space would require larger consultation with Safety Team to ensure SLC Confined Space and Restricted Space Program requirements are met. 1. Review of St. Lawrence College Confined Space and Restricted Space Registry (tri-campus) 2. Completion of Hazard Assessment 3. Completion of Entry Permit 4. Completion of Co-ordination Document – if required 5. Development of Confined Space Entry Rescue Procedures 6. Development of Entry Procedure		1. Consultation with Safety Team to review Confined Space entry requirements outlined in SLC Confined Space and Restricted Space Program. 2. Implement Lockout and Tag Out measures if space contains hazardous moving parts. 3. Review of current Contractors & Constructors Information Booklet (SLC document) 4. Review of current Confined Space and Restricted Space Program (SLC document) 5. Review of Lockout and Tag Out of Equipment, Machinery and Pressure Systems Policy (SLC document)
Electrical work involving disruption to regular services	JSA		1. Review of current Contractors & Constructors Information Booklet (SLC document) 2. Safety Team reviews JSA submitted by contractor.
Electrical work including: Removing breaker covers Installing or replacing outlets, switches, breakers, or wiring Hard-wiring equipment Working inside junction boxes Troubleshooting energized circuits Working on 120/240/347/600V wiring Any work where live conductors are exposed Any task requiring lockout/tagout of an electrical source Modifying existing electrical systems	JHA		1. Review of current Contractors & Constructors Information Booklet (SLC document) 2. Safety Team reviews JSA submitted by contractor. 3. Contractor to submit their Lockout Tag out program/policy to Safety Team for review 4. Contractor to submit applicable JHA's to College contact to share with safety team 5. Review of Lockout and Tag Out of Equipment, Machinery and Pressure Systems Policy (SLC document)
Work involving disturbance to masonry building materials	JSA		1. Establish controls to mitigate silica-containing dust from spreading. Controls include erecting enclosures, disabling ventilation, wetting material prior to disturbance 2. Review of current Contractors & Constructors Information Booklet (SLC document) 3. Review of current Designated Substances Program (SLC document) 4. Safety Team reviews JSA submitted by contractor.
Work involving disturbance to non-masonry building materials. Disturbance defined as: Breaking, cutting, drilling, abrading, grinding, sanding or vibrating.	N/A - if material disturbed is not ACM JSA - if material disturbed is ACM		1. Consult with Safety Team to determine if materials contain asbestos prior to beginning work 2. If material is ACM and contingent on Asbestos Operation type (Type 3 and Type 2 glovebag > 1 SM), notice of asbestos removal work to MOL 3. Review of current Contractors & Constructors Information Booklet (SLC document) 4. Review of current Spill Response Program (SLC document) 5. Review of current Designated Substances Program (SLC document) 6. Review of current Waste Management Program (SLC document) 7. Safety Team reviews JSA submitted by contractor.
Work involving mobile equipment - routine (i.e. lawn and winter maintenance)	JHA		1. Review of current Contractors & Constructors Information Booklet (SLC document) 2. Contractor to submit applicable JHA's to College contact to share with safety team
Work with possible exposure (inhalation, absorption) to hazardous materials or chemicals	JSA		1. Contractor to provide SDS for product(s), along with JSA, to be reviewed by Safety Team 2. Review of current Contractors & Constructors Information Booklet (SLC document) 3. Review of current WHMIS 2015 Program (SLC document)

Anticipated general construction dust (non ACM)	N/A	1. Avoid planning work during academic business hours 2. Review of current Contractors & Constructors Information Booklet (SLC document)
Anticipated excessive noise (i.e. disruption to regular services/academic scheduling)	N/A	1. Avoid planning work during academic business hours 2. Review of current Contractors & Constructors Information Booklet (SLC document) 3. Review of current Hearing Conservation Program (SLC document)
Crane lift	Lift plan required	1. Establishment of exclusion zones. 2. Grounds person required. 3. Safety Team reviews lift plan submitted by contractor prior to beginning work. 4. Review of current Contractors & Constructors Information Booklet (SLC document)
Use of a suspended work platform system or multi-point suspended work platform	JSA	1. Contractor to provide notice to MOL within 48 hours of using suspended work platform for the first time 2. Valid (within 3 years) Working at Heights training certification from MOL's CPO approved training provider. 3. Establishment of exclusion zone with radius large enough to capture potential tool/material drop. 4. Review of current Contractors & Constructors Information Booklet (SLC document) 5. Review of current Fall Protection Policy and Program (SLC documents) 6. Safety Team reviews JSA submitted by contractor.
Work occurring on roof	JHA - if work is occurring further than 2m from roof edge where parapet walls are lower than 0.9m JSA - if work is occurring within 2m from roof edge where parapet walls are lower than 0.9m	1. Review of current Contractors & Constructors Information Booklet (SLC document) specifically, review of roof drawings (appendix A) 2. Review of current Fall Protection Policy and Program (SLC documents) 3. Valid (within 3 years) Working at Heights training certification from MOL's CPO approved training provider (if work is occurring within 2m from roof edge where parapet walls are lower than 0.9m). 4. Establishment of exclusion zone with radius large enough to capture potential tool/material drop (if work is occurring within 2m from roof edge where parapet walls are lower than 0.9m). 5. Safety Team reviews JSA submitted by contractor. 6. Contractor to submit applicable JHA's to College contact to share with safety team
Work involving scaffolding	JSA	1. Safety Team reviews JSA submitted by contractor. 2. Review of current Contractors & Constructors Information Booklet (SLC document) 3. Review of current Fall Protection Policy and Program (SLC documents)
Work involving trenching/excavating (interior and exterior)	JSA	1. Contractor to provide notice to MOL before beginning work on a trench more than 1.2m deep into which a worker may enter 2. Safety Team reviews JSA submitted by contractor. 3. Review of current Contractors & Constructors Information Booklet (SLC document)
Window cleaning involving use of a suspended scaffold, boatswain's chair or similar single-point equipment	JSA	1. Contractor to provide notice to MOL before starting window cleaning work at a building involving use of a suspended scaffold, boatswain's chair or similar single-point equipment 2. Safety Team reviews JSA submitted by contractor. 3. Review of current Contractors & Constructors Information Booklet (SLC document) 4. Review of current Fall Protection Policy and Program (SLC documents)
Use of man basket by crane to lift worker	JSA	1. Contractor to provide notice to MOL before beginning any hoisting operation for the first time at a project if a crane may be used to raise, support or lower a worker 2. Safety Team reviews JSA submitted by contractor. 3. Review of current Contractors & Constructors Information Booklet (SLC document) 4. Review of current Fall Protection Policy and Program (SLC documents)

APPENDIX C: Job Safety Analysis – Template for External Contactors

Task/Job Name:					
Prepared By (contractor):		Prepared By (name):		Task/Job Location:	
Reviewed By:				Date of creation:	

Job Safety Analysis (JSA)

A JSA is a tool that is used to recognize and assess hazards identified for a complete work task (cradle to grave) and is to be completed by the worker/workers who are to perform the task to ensure that each step is accurately identified. The JSA breaks the job task down into steps. Each step is then assessed for potential or actual hazards that are associated with that particular job step. Using the risk matrix below, the worker determines the level of risk associated with that step prior to implementing controls to reduce risk. When all of the hazards have been identified and the risk has been assessed for each step, the control for each hazard is determined using the hierarchy of controls (Elimination, Substitution, Engineering, Administrative and PPE). The risk is then re-assessed with the consideration for controls intended to be implemented. The JSA can be “red-lined” when a new job step is required to be added or a job step has changed through the course of the work and has introduced new hazards not previously anticipated and identified.

submit to safety@sl.on.ca 48 hours in advance of planned work

Job Steps (bullet point format)	Potential Hazards (bullet point format)	Risk Evaluation (pre- controls)	Controls for Mitigating Hazard / Procedure (bullet point format)	Risk Evaluation (post- controls)
•	•		•	
•	•		•	

Task/Job Name:					
Prepared By (contractor):		Prepared By (name):		Task/Job Location:	
Reviewed By:				Date of creation:	

Job Steps (bullet point format)	Potential Hazards (bullet point format)	Risk Evaluation (pre- controls)	Controls for Mitigating Hazard / Procedure (bullet point format)	Risk Evaluation (post- controls)
•	•		•	
•	•		•	
•	•		•	

Add more rows as required.

Task/Job Name:					
Prepared By (contractor):		Prepared By (name):		Task/Job Location:	
Reviewed By:				Date of creation:	

Risk Matrix							Likelihood of Occurrence				
							Very Unlikely	Unlikely	Possible	Likely	Almost Certain
							1	2	3	4	5
Hazard Severity		People	Environment	Materials	Equipment	Process	Little or no chance of occurrence	Not likely to occur under normal circumstances	May occur at some time	Expected to occur at some time	Expected to occur regularly under normal circumstances
	A Not Significant	-no injury -minor discomfort	-no effect	-no effect	-no effect	-very limited disruption to business operation or programs	Low	Low	Low	Low	Medium
	B Minor	-minor injury -First Aid	-localized to one area and easily contained and cleaned	-minor loss of material -required to use "stock" material for continuation of business or program	-repairs can be completed internally with little disruption	-minor disruption to business and program (<1/2 day)	Low	Low	Medium	Medium	High
	C Moderate	-off-site medical treatment	-spread throughout area and requiring more than one spill kit to contain and clean	-partial loss of material -no delay in receiving material	-repairs can be completed internally -repair <1 day -cost of repair <\$1,000	-disruption to business and program (1 day)	Low	Medium	High	High	Very High
	D Severe	-LTI with no permanent impairment -Critical Injury	-requiring the services of outside contractor -spread across several areas/rooms	-complete loss of material, <\$1,000 -minor delay in receiving replacement material	-repairs are completed externally -repair >1 day -cost of repair >\$1,000	-major disruption to business and program (>1 day)	Medium	Medium	High	Very High	Very High
	E Major	-permanent impairment -Fatality	-not contained within interior of building -entering waterways and sewer systems	-complete loss of material >\$1,000 -significant delay in receiving replacement material	-complete damage to/inability to use equipment - new purchase required	-closure of building -cancellation of program	High	High	Very High	Very High	Very High

Task/Job Name:					
Prepared By (contractor):		Prepared By (name):		Task/Job Location:	
Reviewed By:				Date of creation:	