



Contractor Health and Safety Code of Practice (CCOP)

2019

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A. Definitions – as applicable to the *Contractor Health and Safety Code of Practice (CCOP)*

Authorized Person/Representative: Any person authorized to act on behalf of the University. Examples: Project Manager, Contract Authority, Safety Resources personnel.

Contract: An agreement between the University of Saskatchewan and an organization, business, or individual that is enforceable by law.

Contract Authority (CA): The university representative responsible for overseeing coordination and delivery of contracted work or services at the University of Saskatchewan.

Contractor: For the purpose of the CCOP, a contractor is an organization, business, or individual hired by the university to perform work on a contractual basis.

Contractor Pool: A list of contractors and service providers that have been pre-approved to work at the University of Saskatchewan.

Contractor Safety Orientation: A mandatory safety orientation for all contractors and service providers. Orientation is provided by Safety Resources and is required prior to work beginning on site.

Contractor’s Health and Safety Program: An occupational health and safety program that meets national safety standards. This includes how the Prime Contractor will address, investigate, and report unsafe acts/conditions, near misses, incidents, first aids, medical aids, and dangerous occurrences.

Contractor Site-Specific Safety Plan: When a Prime Contractor is designated, a Contractor Site-specific Safety Plan is prepared by the Prime Contractor to identify the actions put in place to:

- Mitigate the hazards identified in the *Group Hazard Identification Risk Assessment*
- Continually assess for new hazards
- Respond to emergencies

Certificate of Recognition (COR): COR designation is granted by the Saskatchewan Construction Safety Association (SCSA) to a contractor or service provider that has achieved a prescribed health and safety performance score from an SCSA audit.

Dangerous Occurrences: Any occurrence defined in the Saskatchewan Occupational Health and Safety Regulations 1996 Part II, Section 9 (1). Generally agreed to be: “Any occurrence that does not result in, but could have resulted in serious injury or death.”

Delineation: Markings, fencing, flagging, hoarding, signage, etc. indicating the exact position of a border or boundary of work area or work site.



Due Diligence: The act of taking all reasonable precautions, under the circumstances, to prevent injuries or incidents in the workplace.

Exposure Hours: The total number of hours of employment including overtime but excluding leave, sicknesses, and other absences.

First Aid: A minor workplace injury where no medical assessment or treatment from a health care professional is required.

Group Hazard Identification Risk Assessment (Group HIRA): A tool for assessing hazards and determining the probability and severity of exposure to those hazards. This documented process should take place in two stages, both of which occur prior to the start of work. These stages are: before hazard controls are implemented and after. A Group HIRA will include the Project Manager, Contract Authority, the Contractor, and Safety Resources.

Health and Safety Checklist for Contractors: A list of criteria designed to help determine if the health and safety status of a potential Contractor meets the approval of the University of Saskatchewan.

Health and Safety Box or Board: An area, at a worksite, where a company's health and safety information is located. This is typically on a cork board or a cabinet.

Hazard: A hazard is a potential energy source or condition that may expose a person to a risk of injury or occupational disease.

Hazard Identification: The act of recognizing unsafe acts or conditions in a workplace. Hazard identification includes the steps taken to mitigate the hazard and who is responsible for follow up.

Hazard Identification Risk Assessment (HIRA): A tool for assessing hazards and determining the probability and severity of exposure to those hazards. This documented process should take place in two stages, both of which occur prior to the start of work. These stages are: before hazard controls are implemented and after.

Hazardous Energy Sources:

There are nine (9) potentially hazardous energy sources to be considered when conducting an Hazard Identification and Risk Assessment (HIRA). If one or more of the following is identified, control methods must be in place:

1. Electrical
2. Hydraulic
3. Pneumatic
4. Chemical
5. Nuclear/Radiation
6. Gravity



7. Mechanical
8. Biological
9. Thermal

Hot Work Permit: Work in which flames, sparks, or other sources of ignition may be produced. This could include cutting, welding, burning, air gouging, riveting, drilling, grinding, and/or using electrical equipment not classified for use in a hazardous location. A Hot Work Permit would also be required when introducing a combustion engine to a work process.

Incident: An event that does (or could) result in unintended harm to an individual or damage to property.

Infrastructure: Identified as University of Saskatchewan property or utilities.

Inspection: A formalized process to help identify hazards and assess a contractor's or service provider's performance in establishing, maintaining, and using relevant health and safety programs.

Lock Out Tag Out (LOTO): A system of engineered and administrative controls intended to eliminate the unintended release of hazardous energy.

Time Loss Injury: When a worker has time away from work due to a workplace injury that extends beyond the day on which the injury took place.

No Time Loss Injury: When a worker does not miss any time from work following an injury.

Medical Aid: A workplace injury that requires professional medical assessment and treatment.

Near Miss: An event that does not result in injury, illness, or property damage but had the potential to do so. A Near Miss could be classified as a Dangerous Occurrence.

Owner: The University of Saskatchewan (USask or university).

Pre-Bid Hazard Assessment: The initial hazard assessment completed following finalization of scope and prior to issuing for bid.

Prime Contractor: A designation for an owner, contractor, or service provider performing construction activities. The prime contractor is responsible for all health and safety activities, service providers and workers on a work site(s). 'Prime Contractor responsibilities' can be assigned to a contractor or service provider if there are ten or more workers under the direction of two or more employers.

Project: All labour, materials, equipment, and construction-related services supplied and incorporated as defined by the contract.



Project Manager (PM): The University of Saskatchewan designate responsible for liaising with the Contractor or Service Provider on all matters concerning the project.

Risk Assessment: A process undertaken to identify tasks, hazards, and risks. Once these are identified, controls should be put in place to mitigate or reduce risk to acceptable levels.

Site: Any University of Saskatchewan owned or leased property.

Service Provider: An organization, business, or individual that provides a construction-related service to the University of Saskatchewan. Construction-related services could include, but are not limited to: installation and/or connecting to a utility, consultancy, inspection, review, delivery, or assembly. A Service Provider's work might include the use of tools, access to hazardous locations, or the manipulation of products, equipment or infrastructure.

Small Employer Certificate of Recognition (SECOR): A designation granted by the Saskatchewan Construction Safety Association (SCSA) to a contractor or service provider that has achieved a prescribed health and safety performance score from an SCSA audit.

Subcontractor: Any firm or individual that is hired to perform work on behalf of a contractor or service provider.

Supervisor: A person who is authorized by an employer to oversee or direct work.

Supplier: A company bringing material, goods or services onto University of Saskatchewan property. The *Contractor Health and Safety Code of Practice (CCOP)* **does not** apply to vendors or suppliers who are not doing work on site.

U of S Trades: Employees of the University of Saskatchewan who work in operations or maintenance trade services.

University Project Safety Plan: A project-specific plan created by the Project Manager (PM)/Contract Authority (CA) that captures safety details and requirements of both the prime contractor and the university. Such a plan should include:

- Contractor's Site-specific Safety Plan
- Required permits
- Method of evaluating the contractor's compliance to the contractor's safety program, contractor site-specific safety plan, and University Project Safety Plan:
- Frequency of inspections
- Inspection responsibilities
- Frequency of contractor safety reporting
- Identification of individuals with authority to issue Work Stoppage



Vendor: A company supplying material and/or equipment to be placed on University of Saskatchewan property. The *Contractor Health and Safety Code of Practice (CCOP)* **does not** apply to vendors or suppliers who are not impacting U of S infrastructure.

Work: Work involves, but is not limited to: building, erecting, changing, adjusting, modifying, adapting, or altering infrastructure components. Infrastructure components include, but are not limited to: ceilings, walls, floors, utilities, emergency equipment/systems, electrical systems/components, grounds, rooftops, mechanical rooms/equipment located inside, roads, sidewalks, landscaping, trees, plants, animals, heating ventilation and air conditioning (HVAC), and structural systems/ components.

Work Stoppage: A temporary interruption of work being performed due to substandard acts, conditions, and/or failure to comply with occupational health and safety requirements.

B. Purpose

The purpose of the *Contractor Health and Safety Code of Practice (CCOP)* is to provide the necessary structure to ensure that work undertaken by contractors and service providers on University of Saskatchewan owned or leased property is executed safely.

Specifically, the CCOP:

- ❖ Provides the minimum safety requirements for executing contracted construction or service projects on university owned or leased property.
- ❖ Defines the roles and responsibilities for safely executing contracted construction or service projects on university owned or leased property
- ❖ Provides the processes for safely executing contracted construction or service projects on university owned or leased property

This document is intended for use by Project Managers, Contract Authorities, Safety Resources, Enterprise Procurement, and Contractors. It is meant as a resource to assist in identifying responsibilities for ensuring safety is addressed in contracted work.

C. Strategic Alignment

The principles underlying the University of Saskatchewan Mission and Vision identify “*a healthy work and learning environment*” as a priority for the university. The University of Saskatchewan Health and Safety Policy further elaborates on the university’s commitment to safety. Specific to construction projects, an objective of the Health and Safety Policy is to “*minimize the risk of injury and damage to property and environment*”. The Health and Safety Policy also empowers Safety Resources to “*...take*



any action necessary and appropriate to meet all health, safety and environmental legislative requirements.”

D. Regulatory Considerations

Pursuant to the Saskatchewan Employment Act and Occupational Health and Safety Regulations, as an owner and employer, the University of Saskatchewan is required to provide a safety program designed to ensure the safe execution of projects on university owned and leased property. The CCOP is one component of an overall safety program at the University of Saskatchewan. It fulfills the requirement for addressing safety for contracted work.

E. Scope

The CCOP applies to all construction or service-related activities executed by contractors or service providers on university owned or leased property. This includes, but is not limited to building, erecting, changing, adjusting, modifying, adapting or altering University of Saskatchewan infrastructure.

USask infrastructure includes, but is not limited to:

- Property – buildings, fixed or mobile equipment, land
- Utilities – electrical, steam, plumbing, heat ventilation and cooling (HVAC), safety equipment, fire safety systems, irrigation

F. Roles and Responsibilities

Five specific roles have been identified under the *Contractor Health and Safety Code of Practice*. Each role has varying, and sometimes overlapping, responsibilities.

1. Prime Contractor

The University of Saskatchewan as represented by Enterprise Procurement will determine and include the *Prime Contractor Designation and Memorandum of Understanding* letter in all applicable tender packages. Prime Contractor designation can be assigned when a worksite has ten or more self-employed persons or workers under the direction of two or more employers at the worksite in the construction industry.

General Role:

The Prime Contractor is responsible for the direction, supervision, and safe execution of all construction activities on a construction site.



Responsibilities:

The Prime Contractor is responsible for:

- 1) Participating in the project kick-off meeting
- 2) Creating and implementing a Contractor Site-Specific Safety Plan provided to the Project Manager (PM)/Contract Authority (CA) and Safety Resources for review, acceptance and insertion into the University Project Safety Plan prior to work beginning.
- 3) Participating in the Group HIRA.
- 4) Documenting continual hazard identification and risk assessment.
- 5) Adhering to:
 - The University Project Safety Plan
 - The Contractor Site-Specific Safety Plan
 - The Contractor's Health and Safety Program
 - All legislative and regulatory requirements pertaining to the work
- 6) Adhering to all requirements identified in the contract and in this document. Where standards conflict, the higher standard will be in effect.
- 7) Participating in safety meetings and site inspections, as required by the PM/CA.
- 8) Providing mitigation plans for all hazards identified on site, including those identified in the Group HIRA.
- 9) Communicating all identified hazards to the PM/CA, as required by the University Project Safety Plan.
- 10) Adhering to safety directives including work stoppages, as outlined in *Section H* below.
- 11) Ensuring all employees and subcontractors complete the USask Contractor Safety Orientation prior to beginning work and continue to follow expectations presented in orientation throughout the project.
- 12) Maintaining a list of current workers who have completed the university contractor health and safety orientation within 3 years and sending those beyond the 3 year window for retraining.
- 13) Ensuring all employees carry University Contractor Safety Orientation card with them on the job site.
- 14) Posting the following information at the location stated in the Contractor Site-Specific Safety Plan:
 - 1) Name of the Prime Contractor
 - 2) Required, site-specific personal protective equipment
 - 3) Site and emergency contact information
 - 4) First-aid personnel and kit location(s)
 - 5) Location of MSDS/SDS information
 - 6) Site-specific Emergency Response Plan
 - 7) Requirements for site-specific orientation



- 8) Hazards posted and updated:
 - Every time the scope of the work changes
 - When new hazards are identified
 - When new processes, procedures, or types of equipment are introduced
 - When critical project milestones are reached
 - When new workers are on site
- 15) Ensuring all supervisors and workers are competent and knowledgeable regarding the worksite health and safety policies, procedures, and practices. Ensuring that all hazards are:
 - Identified and controlled before work begins,
 - Communicated to the PM, as identified in the University Project Safety Plan
- 16) Submitting a summary of all health and safety activities to the PM and/or CA and Safety Resources as identified in the University Project Safety Plan through the use of the *Project Health and Safety Performance Summary*.
- 17) Reporting any incident, property damage, or Dangerous Occurrence to the PM/CA, as soon as it is safe to do so.
- 18) Including the PM and/or CA on all communications with all regulatory officials related to incidents and Dangerous Occurrences on university owned or leased property.
- 19) Submitting all investigation reports to the PM/CA within 48 hours of the incident unless other arrangements are made.
- 20) Immediately addressing any substandard act or condition.
- 21) Stopping work if there is Immediate Danger to Life or Health (IDLH).
- 22) Participating in a safety performance evaluation at the end of the contracted work.

2. Contractor or Service Provider

General Role:

The Contractor or Service Provider is responsible for the safe execution of their specific task or scope of work.

Responsibilities:

The Contractor or Service Provider is responsible for:

- 1) Ensuring that all employees working on university owned or leased property, complete the USask Contractor Safety Orientation prior to beginning work.



- 2) Maintaining a list of current workers who have completed a university contractor safety orientation within 3 years and update this list as needed.
- 3) Participating in the *Group HIRA* prior to work commencing.
- 4) Providing ongoing hazard assessments/risk assessments to the Prime Contractor at the worksite:
 - Every time the scope of the work changes
 - When new hazards are identified
 - When new processes, procedures, or types of equipment are introduced
 - When critical project milestones are reached
 - When new workers are on site
- 5) Ensuring Hazard Identification Risk Assessments (HIRA) are signed and control methods understood by all workers on site.
- 6) Participating in inspections and completing any corrective actions assigned by the Project Manager (PM), Contract Authority (CA), or Safety Resources.
- 7) Submitting a summary of all health and safety activities to the PM and/or CA and Safety Resources as identified in the University Project Safety Plan through the use of the *Project Health and Safety Performance Summary*.
- 8) Adhering to safety directives including Work Stoppages, as outlined in *Section H* below.
- 9) Completion of all required permits and delivery of permits to the PM/CA.
- 10) Providing all required documentation to the PM/CA.
- 11) Participating in a safety performance evaluation at the end of the contracted work.

3. Project Manager (PM) and/or Contract Authority (CA)

General Role:

The PM/CA is responsible for:

- Coordinating resources
- Leading and planning the work (when the owner is the prime contractor)
- Contract compliance
- Communication with stakeholders

Responsibilities:

The PM/CA is accountable for:

- 1) Ensuring Prime Contractor status is assigned (if required) in the *Tender Package* and the *Contract*.
- 2) Completing a *Pre-bid Hazard Assessment* to identify known hazards.
- 3) Ensuring *Pre-bid Hazard Assessment* is included in the Bid Document.
- 4) Ensuring that contractor safety documentation is reviewed and accepted by Safety Resources.



- 5) Ensuring that the *Group HIRA* is completed and endorsed by both Safety Resources and the Prime Contractor.
- 6) Leading the project kick-off meeting.
- 7) Creating and distributing a University Project Safety Plan
- 8) Site emergency plans.
- 9) Ensuring the contractor is compliant with:
 - The University Project Safety Plan
 - The Contractor Site-Specific Safety Plan
 - The Contractor Safety Program
- 10) Ensuring that Safety Resources is provided with:
 - All correspondence associated with contractor incidents, dangerous occurrences, and investigations
 - The Contractor Site-Specific Safety Plan
 - The University Project Safety Plan
- 11) Completion of a *Contractor Health and Safety Evaluation* at the end of the contracted work.

4. Safety Resources

General Role:

Safety Resources is responsible for developing, managing, and supporting comprehensive health and safety programs and processes. In addition, Safety Resources conducts worksite inspections, investigations, and injury report, as required.

Responsibilities:

Safety Resources is accountable for:

- 1) Delivery of Contractor Safety Orientation, issuance of proof of attendance (wallet card), and maintenance of attendance records.
- 2) Providing Enterprise Procurement with the most recent version of the CCOP.
- 3) Providing Enterprise Procurement with the most recent contractor construction safety requirements.
- 4) Integrating contractor and university emergency response plans.

Safety Resources is responsible for:

- 1) Participating in project kick-off meetings, as required by the Project Manager (PM)/Contractor Authority (CA).
- 2) Reviewing and accepting required contractor safety documentation.
- 3) Leading the *Group HIRA*.
- 4) Formalizing the *Group HIRA* and distributing to PM/CA.
- 5) Reviewing and accepting Contractor Site-Specific Safety Plan.



- 6) Participating in the creation of the University Project Safety Plan, as required by the PM/CA.
- 7) Leading contractor safety compliance inspections.
- 8) Documenting safety deficiencies and communicating these to the PM/CA.
- 9) Reviewing and approving contractor corrective action plans.
- 10) Ensuring the contractor is compliant with:
 - Corrective Actions
 - Safety Directives
 - The University Project Safety Plan
 - The Contractor Site-Specific Safety Plan
 - The Contractor Safety Program
 - Legislative Safety Requirements
- 11) Approving:
 - Health and Safety box or board
 - Contractor Site-Specific Safety Plan (for Prime Contractors)
 - Demolition Permit and Checklist
 - Contractor Hot Work Permit
 - Lock Out Tag Out plans
 - Asbestos Control Plan
 - Confined Space Permit and Rescue Plan
 - Fall Protection and Rescue Plan
 - Fall Protection and Rescue Plans
 - Lift and Critical Lift Plans
 - Traffic Control Plan
- 12) Compiling statistics and leading the safety component of a contractor performance evaluation at the end of the contracted work.
- 13) Communicating any inspection reports, project-related/regulatory correspondence, incident investigation findings, and 'lessons learned' to the respective project manager.

5. Enterprise Procurement

General Role:

Enterprise Procurement is responsible for ensuring adherence to university procurement policy and legislative procurement requirements.



Responsibilities:

Specific to the CCOP, Enterprise Procurement is responsible for:

- 1) Referencing and including this document in all construction bid requests.
- 2) Document the review of a Contractor's or Services Providers health and safety program using the *Health and Safety Checklist for Contractors*.
- 3) Including Prime Contractor designation in tender documents and contracts, as requested by the Project Manager (PM)/Contract Authority (CA).
- 4) Including the *Health and Safety Performance Summary* in all tender packages.
- 5) Including *Pre-Bid Hazard Assessment* in the bid documents and contracts as requested by the PM/CA.
- 6) Updating and recording contractor safety performance.

G. Investigations

The *Contractor Health and Safety Code of Practice* requires that all service providers and Prime Contractors:

- 1) Notify the Project Manager (PM)/Contract Authority (CA) and the Saskatchewan Ministry of Labour Relations and Workplace Safety as soon as possible following identification of any Dangerous Occurrence, as defined in the Saskatchewan Occupational Health and Safety Regulations.
- 2) Investigate all Dangerous Occurrences and provide a written investigation report to the PM/CA. The investigation report must meet all requirements as stated in Saskatchewan Legislation Part 2, Section 9 (3). This includes the name of employer, contractor and owner at the location of the Dangerous Occurrence, date, time, location, circumstances, contact information of employer or designate to be contacted for further information, root cause(s), control(s) implemented, and related communication.
- 3) Submit all investigation reports to the PM/CA within 48 hours of the incident, unless other agreements regarding timelines are in place.
- 4) Include the PM/CA on all communications with all regulatory officials related to incidents and Dangerous Occurrences on university owned or leased property.

H. Work Stoppage

The *Contractor Health and Safety Code of Practice* requires that any substandard act or condition is addressed immediately and documentation of the corrective actions be provided to the Project Manager (PM) and/or Contract Authority (CA). If there is Immediate Danger to Life or Health (IDLH), the site must be closed immediately.



Work can be stopped at any time by the PM/CA, Safety Resources, Contractor, or Prime Contractor, if substandard acts and conditions are present. In the event of a university-initiated work stoppage, a “work stoppage directive” will be issued by the PM/CA, Safety Resources, or other personnel authorized in the University Project Safety Plan. The “work stoppage directive” will be posted with details about the specific health and safety deficiencies that must be corrected before work can resume. The corrected actions must be accepted by the PM/CA, Safety Resources, and any other authorized university representative identified in the University Project Safety Plan, prior to work recommencing.

I. Review of Contractor Health and Safety Code of Practice

The *Contractor Health and Safety Code of Practice* will be reviewed and updated annually. A current version will be kept in a location accessible at all times by the Enterprise Project Management Office (EPMO) and Safety Resources.