



UNIVERSITY OF
SASKATCHEWAN



USask Contractor Health and Safety Orientation

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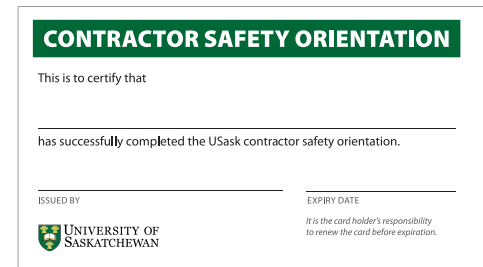
USask Contractor Health and Safety Orientation

- Please read each page carefully.
- Once completed, register to take the exam.
- **COMPLETE THE EXAM.** You will need a passing grade of **100 percent**.

Contractor Orientation ID

Once your quiz is submitted and approved by Safety Resources, a Contractor Orientation ID card will be emailed to you.

Orientation is valid for three years. You must print or have a screenshot of your card on you while working on campus.



Glossary of terms

ACM: Asbestos containing materials.

CONTRACTOR CODE OF PRACTICE (CCOP):

Provides health and safety expectations, defines roles and responsibilities and provides the processes for safely executing contracted work at USask.

CONTRACTOR: A person or a group that have been awarded a contract to perform work for USask.

COMPETENT: Having the qualifications, training and experience to safely perform work.

DANGEROUS OCCURRENCE: Generally agreed to be any occurrence that does not result in but could have resulted in serious injury or death.

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

HAZARD: A potential energy source or condition that may expose a person/worker to the risk of occupational injury or illness.

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

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

NO TIME LOSS INJURY: When a worker does not miss any time from work following an injury.

TIME LOSS INJURY: When a worker has time away from work due to a workplace injury that extends beyond the day the injury took place.

USask Health and Safety Policy

The University of Saskatchewan (USask) provides a place of employment and learning that is as free as possible from recognized hazards. A safe and healthy environment is created and maintained through the provision of proper facilities, equipment, training, services, and by promoting safety consciousness.

The board of governors shall meet these objectives through the assignment of duties and responsibilities to the president, vice-presidents, associate vice-presidents, deans, associate and assistant deans, department heads, heads of administrative units, principal investigators, managers, supervisors, and all other employees in positions of authority.

Safety Resources is empowered by the USask to take any action deemed necessary and appropriate to meet all health, safety and environmental legislative requirements. This may include entering any workplace to do inspections, ensuring compliance with the legislative requirements or to assist in an emergency.

 **Safety Resources has the authority to stop any work or close any facility deemed necessary.**

USafe emergency notification system

The USafe app is an internal notification system that provides alerts in situations that pose an immediate safety or security risk to the USask campus community.

You are encouraged to download the app and enable push notifications through settings to receive emergency alerts while working on campus.

The app can be download at: [HTTPS://USASK.APPARMOR.COM/CLIENTS/USASK.CA/](https://usask.apparmor.com/clients/usask.ca/)

Emergency Response Plan – fire alarms

If there is a fire in your work area, stop work immediately.

If it can be done safely, and you are trained to do so, attempt to extinguish the fire using an appropriate extinguisher.

IF THE FIRE IS TOO LARGE TO CONTROL:

- call 911
- activate the nearest fire alarm pull station
- evacuate the building/area
- if possible, electrical equipment should be turned off and doors closed (but not locked) during the evacuation
- do not use elevators during a fire evacuation
- assemble at your muster point

FIRE ALARM TEST

Building fire alarm tests are performed by Facilities the first Monday of every month.



During the tests, fire alarms will sound for less than 10 seconds. If the alarm sounds longer than 10 seconds, evacuate the building

Driving and parking

Vehicles are subject to all USask driving and parking bylaws, as well as civic and provincial traffic safety laws and regulations.

- speed limit on campus is **40km/hr**
- contact the project manager/contract authority to confirm parking locations
- never assume that pedestrians will yield to vehicles
- be alert and watch for pedestrians at crosswalks, parking lots, and busy areas on campus

Campus contact information

Ambulance/Police/Fire:	911
Protective Services:	(306) 966-5555
Safety Resources	(306) 966-4675
Facilities Support Services	(306) 966-4496

Contractor orientation

The USask Contractor Health and Safety Code of Practice (CCOP) governs all contracted work with USask. It is the responsibility of all contractors to be familiar with the document.

All contractors must comply with the CCOP and adhere to all USask safety requirements.

THIS INCLUDES:

- requirements of all applicable legislation
- rights and responsibilities of workers
- hazard identification and risk assessment
- permits, plans and checklists
- asbestos awareness
- emergency response
- general site requirements

 [DOWNLOAD CCOP](#)

Three rights of a worker

1

THE RIGHT TO KNOW

ABOUT WORKPLACE HAZARDS

2

THE RIGHT TO PARTICIPATE

IN HEALTH AND SAFETY ACTIVITIES

3

THE RIGHT TO REFUSE

UNSAFE OR DANGEROUS WORK

Roles and responsibilities

Safety Resources

GENERAL ROLE

Safety Resources is responsible for the development, management, and support of comprehensive health and safety programs and processes. Safety Resources conducts worksite inspections, investigations, and injury reporting as required.

ADDITIONALLY

- as the primary point of contact for all USask Occupational Health and Safety
- reviews contractor safety documentation and orientations
- monitors contractor activities and work sites for compliance with all applicable legislation

Prime contractor

A prime contractor is required if there are 10 or more workers or self-employed persons under the direction of two or more employers.

GENERAL ROLE

- the direction, supervision, and safe execution of all work activities being conducted
- responsible for identifying and informing employers and self-employed persons about hazards
- ensure that the employers or self-employed persons at a worksite reduce or control hazards that cannot be reasonably eliminated

Contractor

GENERAL ROLE

- the contractor is responsible for the safe execution of their specific tasks and/or scope of work
- ensure all worksite contact information is posted and available as required
- adhere to the CCOP and applicable legislation
- report all incidents to USask project manager and/or contract authority

 **DOWNLOAD CCOP**

Worker

Follow safe work procedures, policies, use safety equipment, machine guards, safety devices, and personal protective equipment.

REPORT THE FOLLOWING TO YOUR SUPERVISOR:

- unsafe acts and workplace hazards
- incidents
- near misses
- injuries
- occupational illnesses
- dangerous occurrences

Promote and practice safety while assisting others in doing the same.

Refrain from initiating or taking part in the harassment of another worker.

Hazard identification/risk assessment

A hazard is a potential energy source or condition that may expose a person/worker to the risk of occupational injury or illness.

Hazard/risk assessments must be finalized before starting work and should remain easily accessible to USask representatives.

Update the hazard/risk assessment when:

- scope of work changes
- new workers start
- new hazards are identified
- new processes, procedures or equipment is introduced
- critical project milestones are reached

Permits, plans and checklists

Various documents may be required depending on the work being conducted. All forms are intended to support processes and/or requirements of the CCOP.

Documents must be completed and submitted for approval to the project manager/contract authority

DOCUMENTS

- Contractor Hot Work Permit
- Contractor Site Specific Safety Plan Checklist
- Demolition Checklist and Permit
- Fall Protection and Rescue Plan Checklist
- Health and Safety Checklist for Contractors
- Lock Out Tag Out Plan
- Project Health and Safety Performance Summary
- Traffic Control Plan
- Asbestos Management Program



DOWNLOAD SAFETY DOCUMENTS

Underground Locate Request Form

The Underground Locate Request Form, and 'Cleared to work' notification, is required for work that penetrates the surface to **ANY** depth on USask property.

 **There is zero tolerance for ground disturbance without a permit and line locate.**

- complete a USask Underground Line Locate Request
- the contractor must also contact Sask 1st Call and any other companies who may have underground facilities in the work area
- USask Facilities Operations and Maintenance Department must perform locates prior to any work commencing

Markings are valid for 10 days from date of approval/cleared to work notification.

For more information, please download the Underground Line Locate Request Form.

 **DOWNLOAD UNDERGROUND LINE LOCATE REQUEST FORM**

Hot Work Permits

Hot work includes activities that involve open flames, sparks or ignition sources. This includes welding, cutting, burning, drilling, grinding and soldering.

- when hot work is required, the contractor must notify the project manager/contract authority to obtain a Contractor Hot Work Permit
- the project manager/contract authority must provide the Contractor Hot Work Permit to the contractor that will be doing the work
- Safety Resources reviews all Contractor Hot Work Permits

 **Hot Work Permits must be posted on site.**

For more information, please download the Contractor Hot Work Permit.

 **DOWNLOAD HOT WORK PERMIT**

Demolition Permit with Checklist

Demolition is the process of tearing down or destroying a structure. It can refer to the physical dismantling of buildings or infrastructure.

- the Demolition Permit with Checklist is to be completed prior to a project beginning
- it is the responsibility of the project manager/contract authority to provide a copy of the Demolition Permit with Checklist to the contractor that will be doing the demolition work
- this checklist must be provided to Safety Resources to review a minimum of **48 hours prior** to demolition work beginning

 **Demolition Permit with Checklist must be posted on site.**

For more information, please download the Demolition Permit with Checklist document.

 **DOWNLOAD DEMOLITION PERMIT WITH CHECKLIST**

Fall Protection and Rescue Plan Checklist

Contractors working at heights must complete the Fall Protection and Rescue Plan when there is a risk of falling more than 10 feet (three metres).

- the project manager/contract authority must provide the Fall Protection and Rescue Plan checklist to the contractor
- contractors must complete and submit a Fall Protection and Rescue Plan to the project manager/contract authority. Safety Resources reviews the plan prior to work starting

Rooftop Fall Risk Management plans are available through Facilities Operations and Maintenance Department for review when required.



Fall Protection and Rescue Plans must be posted at the worksite.

For more information, please download the Fall Protection and Rescue Plan Checklist document.



DOWNLOAD FALL PROTECTION AND RESCUE PLAN CHECKLIST

Contractor Lockout/Tagout Plan

The Contractor is responsible to have a Contractor Lockout/Tagout Plan.

The plan must be submitted to the project manager/contract authority for approval a minimum of 48 hours prior to work beginning. Safety Resources reviews the plan prior to work starting.

For complex or multiple isolated point systems, the contractor must contact the University Facilities Support Services and complete the following:

- request to meet with the relevant trades from Facilities Operation and Maintenance involved in lockout/tagout procedures as applicable
- work with Facilities Operation and Maintenance to identify the locations, machines, equipment and processes requiring isolation



Contractor Lockout/Tagout plan must be posted at the worksite.

For more information, please download the Contractor Lockout/Tagout Plan document.



DOWNLOAD CONTRACTOR LOCKOUT TAGOUT PLAN

Confined space entry

A confined space is defined as a place:

- that is partially or fully enclosed
- that is not designed and constructed for continuous human occupancy
- where atmospheric hazards may occur due to the construction, location or contents or because of work that is done

USask has assigned risk ratings for frequently accessed confined spaces. Before entering, consult your project manager/contract authority to complete the necessary documentation and that safe entry protocols are in place with the confined space team.

Training

Under Saskatchewan Occupational Health and Safety Regulations, it is the responsibility of the employer to ensure personnel are qualified, competent, and have received appropriate training.

Prior to work commencing, workers are required to provide proof of valid qualifications and training to the project manager/contract authority and Safety Resources.

Documentation must be available on request to USask representatives.

Personal protective equipment

The selection and use of personal protective equipment is determined by a hazard assessment conducted before the start of work.

Personal protective equipment must be inspected and worn in accordance with the manufacturer's specifications.

All construction sites require a minimum of:

- high visibility vest
- appropriate footwear
- eye protection
- hard hat

i ALL PPE MUST MEET CANADIAN STANDARD ASSOCIATION (CSA) SPECIFICATIONS.

Workplace Hazardous Materials Information System (WHMIS)

Contractors working with hazardous materials/products on campus must follow WHMIS requirements.

The project manager/contract authority must be notified of the use of highly toxic or dangerous products that may require additional precautionary measures.

Contractors must have documented training in WHMIS and on safe handling and the use of all hazardous materials required in the course of the contracted work .

All controlled products transferred to temporary containers need appropriate workplace labels in accordance with WHMIS requirements.

Safety Data Sheets (SDS) must be accessible for workers at each location where controlled products are used.



GAS CYLINDER



FLAME



**FLAME OVER
CIRCLE**



EXPLODING BOMB



**SKULL AND
CROSSBONES**



BIOHAZARD



CORROSION



HEALTH HAZARD



EXCLAMATION MARK



ENVIRONMENT

Asbestos

Asbestos is a group of naturally occurring minerals that can be separated into flexible fibers and may be found in many buildings on campus.

The USask Asbestos Management Program monitors impacts of asbestos-containing materials (ACM) during demolitions, renovations, maintenance, repairs or other activities.

USask has a database that provides a list of known ACM's and products found across campus. ACM can be found in materials such as insulations, fireproofing, drywall, floor tiles, caulking, fume hood liners, ceiling tiles, chemical storage cabinets and HVAC systems.

Before starting any work that may disturb areas with potential ACMs, contact project manager/contract authority.

TYPES OF ASBESTOS

FRIABLE	NON-FRIABLE
<ul style="list-style-type: none">Material can be easily crumbled, pulverized, or reduced to powder by hand pressure.When disturbed, these materials release tiny asbestos fibers into the air, posing a serious health risk if inhaled.Common examples of friable asbestos include sprayed-on insulation, pipe lagging, and certain ceiling tiles.	<ul style="list-style-type: none">Unlike friable asbestos, it maintains its structural integrity and cannot be reduced to powder with hand pressure.If subjected to aggressive force, such as cutting or sanding, or deteriorated over time, it can become friable and pose health risks.Common examples include vinyl floor tiles and asbestos cement sheets

Asbestos identification at USask

Identification stickers are located on the inside of the door frame and is only visible when the door is open.

If the area you are working in does not have an asbestos identification sticker, please reach out to your project manager/contract authority.

A corresponding color and number from the wallet cards will be in these squares. Red indicates restricted access, yellow indicates review required.

Asbestos Identification cards are available upon request and through the link below:

 [DOWNLOAD ASBESTOS IDENTIFICATION STICKER](#)



Asbestos Identification Program
ENTRY APPROVAL REQUIRED
REVIEW SCOPE OF WORK WITH SAFETY RESOURCES

Identification Numbering System

- 1 Asbestos in ceiling spaces (incl. fireproofing, piping)
- 2 Asbestos on ceiling surfaces (incl. ceiling tile)
- 3 Asbestos on wall surfaces and/or windows
- 4 Asbestos below the flooring material (incl. mastic, floor leveling compound)
- 5 Asbestos on visible piping and/or ducting (incl. mastic)
- 6 Asbestos in flooring material (incl. floor tile, sheet flooring)
- 7 Asbestos fire doors
- 8 Asbestos transite board (incl. fume hoods, benches etc.)
- 9 Asbestos in duct damper/air diffuser
- 10 Asbestos in heat shield (incl. lights, radiators, etc.)
- 11 Residual and/or encased asbestos material (fireproofing, ceiling texture, floor tile etc.)
- 12 Vermiculite (loose)
- 13 Asbestos in penetrations (ceiling, wall and/or floor)
- 14 Asbestos insulation (mechanical, boiler, tank etc.)
- 15 Miscellaneous (contact Safety Resources for details)

Harassment prevention

USask is dedicated to promoting a respectful and healthy workplace free from harassment. Contractors are required to adhere to these principles and promptly report any incidents to maintain a harassment-free environment.

Harassment includes any inappropriate conduct, comment, display, action, or gesture by an individual toward another individual or others.



USask has zero tolerance for harassment/discrimination

Violence prevention

USask is committed to ensuring a safe environment. Violence, threats, or aggressive behavior are not tolerated. All incidents must be reported promptly to USask Protective Services at (306) 966-5555 and to the project manager/contract authority.

Alcohol, drugs and weapons

The use of alcohol or illegal drugs while working on USask property is strictly prohibited.

Workers using over-the-counter medications or medical cannabis must ensure that the consumption of these substances do not interfere with their ability to perform their work safely.

All weapons and firearms are strictly prohibited.

Smoking *(Includes the use of all electronic smoking products)*

You must be more than 10 meters from buildings and air-intakes while smoking. There are designated locations across campus where smoking is permitted. Cigarette butts must be extinguished and disposed of in designated receptacles.

Theft prevention

USask is not responsible for lost or stolen items at a worksite.

- contractors should not leave tools, equipment or materials unattended, and take appropriate measures to secure items when not being used
- ensure vehicles are locked
- report all theft to USask Protective Services at (306) 966-5555

General requirements

- ensure walkways and work areas are free from obstructions at all times
- keep electrical panels, emergency gas shutoffs, and firefighting equipment accessible and unobstructed
- return tools and materials to their designated storage areas during work and after completion
- immediately report spills to your supervisor and assist with cleanup if required
- notify your supervisor of hazardous conditions
- store and stack materials safely to eliminate potential hazards
- always remove combustible items from the work area to reduce fire risk

Signage and barricades

- prior to starting work, all worksites must be clearly marked with proper barriers, such as fencing and barricades, and required signage to identify the work area
- ensure all worksite contact information is posted and available as required
- barricades must be placed around all open holes, ditches, and excavations
- traffic control plans may be required depending on the nature of the work
- upon completion of the work, all barricades, ropes, tape and warning signs shall be removed from the worksite

Equipment and tools

- inspect all equipment and tools prior to use
- tag, repair or replace any defective or worn tools immediately
- ensure that guards on all power tools are intact, properly installed, and not modified
- portable electric hand tools must be equipped with one of the following: a three-prong grounded plug, double insulation, or connection to a ground fault circuit interrupter (gfc) for safety
- use only three-prong grounded extension cords that are properly rated for the task and in good condition, free of damage or wear
- all connections for air-powered tools must be securely fastened, inspected prior to use, and monitored during pressurization to ensure safety
- check hoses for leaks or damage before using air or hydraulic tools
- bleed off pressure from hydraulic or pneumatic systems before disconnecting equipment

Ladders

- inspect all ladders, including fixed ladders, for defects prior to use
- ensure the base of the ladder is level and securely positioned to prevent side-slip or kick-out
- stepladders must have their legs securely stabilized using ladder spreaders
- avoid working from the top two rungs of any ladder
- always maintain three points of contact while using a ladder
- ladders must be properly set up and secured, adhering to the 4:1 ratio for extension ladders
- do not use or store metal ladders in electrical rooms

Final Exam

All contractors working on any of the USask's campuses must complete the USask Contractor Health and Safety Orientation and pass the final exam with a passing grade of **100 per cent**.

INSTRUCTIONS

Register for the exam at the following URL

[HTTPS://WWW.SURVEYMONKEY.CA/R/USASK-ORIENTATION](https://www.surveymonkey.ca/r/usask-orientation)

TAKE FINAL EXAM

You will need the following information prior to the exam:

- contact information (name, email)
- company information (name, address, town, province of company)
- project name (that your company is currently working on)
- project manager/contract authority

You can take the exam as many times as you need to pass.

BE WHAT THE WORLD NEEDS

Questions?

If you have any questions, please contact:

Construction Safety

Email: CONSTRUCTIONSAFETY@USASK.CA

