**PROJECT NAME:** Office and Laboratory Relocation

**CONTRACTOR:** Joe’s Moving Company

**DATE:** April 1- August 31, 2019

**SCOPE OF WORK:**

Move office and laboratory equipment from University “Building A” to “Building B”.

1. **EMERGENCY CONTACT INFORMATION, PREPAREDNESS & RESPONSE**

**Project Directory:** Project Emergency Contact information is attached.

**In case of Emergency, call 911. Then call Security (403) 329-2345**.

* U of L Security Services Representatives are the University's First Responders and are trained in First Aid. U of L will have additional First Aid trained staff at the work site.

**The nearest First Aid Kit is located at:**

* First aid kits are in multiple locations throughout the campus buildings in both hallways and laboratories. Locations are designated with safety signage. During the site orientation, location of closest first aid kit will be identified by the University Contact.

**The nearest eye wash/emergency shower station is located at:**

* Emergency eyewash and showers are in multiple locations in all campus buildings. Emergency equipment locations will be identified by the University Contact during the site orientation. Locations are designated with safety signage.

**The nearest AED is located at:**

* AED are in multiple locations throughout the campus buildings in both hallways and near elevators. This emergency equipment will be identified by University Contact during the site orientation. Locations are designated with safety signage.

**The nearest Fire Extinguisher is located at:**

* Fire extinguishers are provided in multiple locations throughout campus buildings in both hallways and within rooms. The University Contact will identify the locations of the nearest fire extinguishers during the site location. Locations are designated with safety signage.

**Emergency Evacuation Plan:**

* In the event of a site emergency or evacuation, gather at the Assembly Point shown on the Emergency Evacuation Plan (attached).
* When safely evacuated report to the University Contact.

**Fire Alarms:**

The fire alarms at the U of L are a two stage alarm:

* **Stage 1** alarm is a slow repeated bell (slow march) or tone sound. This is the cue to “prepare to evacuate”.
* **Stage 2** alarm is a repeated three bell or tone sound, pause, three bell sound (temporal). This alarm requires the evacuation of the building continue to evacuate the building even if the sound is silenced.
* **Do not** use elevators during evacuation. **Do not** re-enter any building until instructed by Security Services Representatives or the Lethbridge Fire Department.

1. **SITE LOGISTICS**
2. **Site Security Plan:**

* Contractor is required to use the sign in/sign out procedure when on campus.

1. **Pedestrian Traffic Plans:**

* When moving equipment in and out of buildings the Contractor needs to be aware of the students, staff and other workers that may be in the area.
* The use of spotters will be required when moving equipment in all public areas. The use of cones and barriers (scissor gates) may be required.

1. **Vehicle Traffic Plans:**

* Contractor is allowed to park moving trucks and equipment in service areas and loading docks when moving equipment in and out of buildings. Contractor needs to use cones around vehicles to indicate their worksite. Spotters are also be required.
* Contractor needs to be aware of all other vehicles on the campus roadways and observe all posted road signs.
* Contractors will not park in any fire lanes. All fire lanes are identified with signage.

1. **Parking:**

* Parking in any U of L parking lots is by permit only. The University Contact will have permits issued and will indicate the appropriate parking areas.

1. **Equipment & lay-down areas:**

* A secure equipment lay-down and staging areawill be identified by the University Contact. Items must be kept in an orderly manner. Access and egress must be maintained at all times.
* Housekeeping requirements entail a broom clean up at the end of each work day. Waste materials must be placed in waste receptacles for frequent removal. Wastes containing flammable/combustible materials (i.e. paint thinner on rags) must be place in a fire-proof container with self-closing lid (oily waste can) for storage until disposed.

1. **HAZARD ASSESSMENT**

* A hazard assessment identifies hazards associated with defined project tasks and includes controls to mitigate the hazards.
* A U of L Hazard Assessment will be completed and will be reviewed with the Contractor/service provider (see attachment).
* The Contractor/service provider will completed their own hazard assessment (see attachment). Field-level Hazard Assessments (FLHA) will be completed, as required.

1. **TRAINING & CERTIFICATIONS**

* The Contractor must be trained in safe work practices and safe job procedures. Depending upon the type of work required, and the location, in addition to Workplace Hazardous Material Information System (WHMIS) certification, training may include First Aid/CPR as well as certifications for operation of equipment, as applicable.
* Verification of training and certification must be given to the University Contact 48 hours prior to commencing work and will be added to the Project File.

1. **NOTIFICATION REQUIREMENTS**

* The University Contact will review exam and campus events schedules to ensure that work will not be disruptive.
* The University Contact will prepare and post site signage, as required.
* The University Contact will inform all stakeholders of Contractor’s activities.
* The University Contact will post a public notice on UofL Notice Board of Contractor’s activities, if required.

1. **COMMUNICATION**

* All communication on the project shall be through the University Contact.
* The University Contact will organize and lead pre-job planning meetings.
* The University Contact will conduct weekly site visits.
* The Contractor to forward all Tool Box Meeting minutes to the University Contact on a weekly basis. If during a Toolbox Meeting there is identified a hazard that requires immediate attention is identified, the Contractor will advise the University Contact to ensure appropriate hazard controls are implemented.

1. **ACCIDENT/INCIDENT /NEAR MISS REPORTING & INVESTIGATION**

* Accidents/Incidents and near misses must be reported as soon as possible to the University Contact. T
* The Contractor will submit a written report of the incident/near miss including all findings and corrective actions.
* The University Contact is responsible for completing the U of L Campus Accident/Incident Report (CAIR) as well as the Incident Investigation Report.

1. **INSPECTIONS**

* The University Contact and Contractor shall conduct an initial safety inspection at the beginning of the project.
* A weekly safety inspection of the jobsite will be conducted by the Contractor.
* Periodic inspections and site observations will also be conducted at the discretion of the University Contact.
* Any safety concern found during an inspection must be reported and corrected.

1. **SPECIFIC PROCEDURES, CODES OF PRACTICE (COP), PERMITS**

**Entry into Laboratories:**

* U of L Clearance to Work in Labs Procedure will be required. A completed Clearance to Work form will be posted at the entrance to the laboratory to identify that work area has been made safe for the Contractor to enter.
* If this form is not posted the Contractor shall not enter the room and must immediately advise the University Contact.
* Contractor staff entering laboratories must have **WHMIS** training.

**Safe Work Procedures:**

* The Contractor will provide copies of the work procedures for use of Ladders, Electric Pallet Jack, Fork Lift, Motorized Gantry Crane, Working During A Pandemic
* The Contractor will provide copies of **training/certification** for operation of equipment, as applicable.

**After hours work:**

* Any work that is to be done after regular working hours of 7 am – 5 pm, must be scheduled and approved by the University Contact.
* Upon arrival, Security Services 403.329.2345 must be notified of the after hours work and provided with names, contact numbers, and the locations of work.
* Upon completion of work, Security Services will need to be notified that work has ended and the site is deemed safe and secure.

1. **Pandemic Planning**

* **Mandatory External Service Provider Health Check Questionnaire**- Upon arrival to Campus, the contractor/service provider must complete a questionnaire for each worker accessing Campus. The Fire/Safety Officer will meet the contractor/service provider outside the building to collect and review the questionnaire. The contractor/service provider will be denied access to the building if they refuse to complete the questionnaire or if “yes” has been answered to any of the questions on the questionnaire.
  + If you are feeling sick, notify your supervisor and STAY HOME.
  + If you are feeling sick, self-isolate - Be familiar with symptoms of COVID-19.
* **Working on Campus Registry** - This online form will be completed by the University Contact overseeing this work who already has access to Campus. The contractor/service provider(s) name(s), date(s), time(s) and reason for attendance on Campus is to be provided.
* **Hand Hygiene Practices** - Hands must be washed upon entering the building with soap and water for a minimum of 20 seconds and then they must wash their hands frequently during the duration of their work. Avoid touching your face. If handwashing is not possible, hand sanitizer is to be used (hand sanitizer does not replace handwashing). Contractor will be shown where the washroom is located upon entry into the building.
* **Maintain Physical Distancing** - Physical distancing of 2 meters or 6 feet must be maintained from others at all times.  If this is not possible, the contractor/service provider must provide information to the Fire/Safety Officer on what controls will be put in place if working within 2 meters or 6 feet of anyone.
* **Practice Respiratory Etiquette** – Cough/sneeze into your elbow or use a tissue…and then wash your hands.
* **Minimize sharing of items, tools and equipment as much as possible** – clean items between usage by different workers (e.g. pens, phones, tools, and equipment).

1. **RIGHT TO REFUSE DANGEROUS WORK**

* Under the Alberta Occupational Health and Safety Act, Part 4 – Dangerous Work and Discriminatory Action, all workers have the right and the responsibility to refuse any work due to imminent danger.
* If a worker feels they have been given a task that is unsafe to perform or conditions are such they present an unsafe situation, then the worker should inform their Supervisor that they are exercising the right of refusal and clearly state the reason for refusal.
* The Supervisor then has the responsibility to investigate and make the task safe in accordance with the Alberta OHS Act. If the task still does not appear safe, the site Safety Designate should be immediately contacted.

1. **SITE SPECIFIC SAFETY PLAN ACKNOWLEDGEMENT:**

I acknowledge that the Site Specific Safety Plan has been reviewed with me. I understand and accept the responsibilities required of me in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and the University of Lethbridge.

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| Worker/Contractor Acknowledgement | |
| Print Name | Signature |
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| Supervisor/Project Manager/University Contact Acknowledgment | |
| Print Name | Signature |
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