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10.1 Introduction

StFX University has established a process to ensure that purchased goods conform to OH&S requirements, and a process on the OH&S requirements of contracted work. The process to ensure that purchased goods conform to OH&S requirements includes the assessment of hazards associated with these goods, and elimination or reduction of the risks associated with these hazards, where possible.

The purpose of the process for contracted work is to ensure that work undertaken by vendors on University sites is completed in a healthy and safe manner in consideration of all hazards present at the site or associated with the work to be performed; and that the work complies with the Nova Scotia OH&S Act and regulations and StFX University's OH&S Program.

10.2 Purchase of products, supplies, equipment, etc.

All purchases shall have a health and safety evaluation to determine if there are hazards associated with the goods, which could pose a risk to employees or to other persons at the workplace. Those contemplating purchases should consider any safe operating procedure(s) and required certifications (i.e. electrical) relevant to the use of the equipment. Advice can be provided by the OH&S Office or your Joint Occupational Health and Safety Committee.

Where the OH&S Act and Regulations have adopted standards for the manufacture, installation, use and maintenance of tools or equipment, the tools or equipment purchased must comply with current regulations.

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

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

10.3 Purchase of Contracted Services

This program applies to all work that is performed on University-controlled properties by University-hired vendors. All businesses and individuals who are contracted to do work on our campus will complete and follow the requirements of the [StFX Vendor Safety Package](#) (VSP), as it applies to the work they are performing.

This procedure does not apply to "supply only" or "supply and deliver" services where work is not undertaken at a University site or project. This means the vendor worker does not exit their vehicle other than to perform tasks related to the delivery of goods onboard.

Facilities Management, adhering to all applicable University policies, is the only department who may authorize vendors to perform construction and renovation work on University sites.

10.3.1 Responsibilities

Nothing in this chapter nor any step taken by the University hereunder is intended to assume responsibilities from, or alleviate obligations of, or to be in lieu of the obligations of vendors, contractors or constructors for occupational health, safety or workplace or project hazards, as provided for under contract with the University or otherwise.

10.3.1.1 StFX Authorized Representative (University Employee Responsible for the Contracted Work)

For all contracted work to be performed by an external vendor:

- a) Follow StFX [Procurement Policy](#).
- b) Ensure vendor selected is validated by reviewing the [Vendor Compliance](#) report available in Cognos. Contact OHS Office for assistance, as required, in obtaining required documentation.
- c) Advise the vendor of any known hazards.
- d) Advise OHS Office if the project/task involves a [Safety Absolute](#) (Confined Space Entry, Fall Protection, Trenching & Excavation, Energy Isolation) or Hot Work.
- e) Communicate with affected persons on campus.
- f) Ensure all vendor workers complete StFX's Vendor Safety Orientation prior to commencing work.
- g) Take action on issues of non-compliance with the VSP.
- h) Inform the OH&S Office of incidents and the corrective action(s) taken in regards to issues of non-compliance.
- i) Review and monitor the vendor's health and safety plans and hazard assessments.
- j) Review the vendor's inspection and incident reports and take the appropriate action for any unresolved safety concerns.
- k) Familiarize yourself and vendor with the [StFX Vendor Safety Webpage](#) for the most up-to-date vendor OHS information.

For FM-Approved Projects:

- a) Complete the [StFX Pre-Project Hazard Assessment](#) (PPHA), as required and forward it to all affected persons.
- b) Have the vendor complete a vendor project hazard assessment *as necessary*, prior to the start of work, if the project meets any one of the following criteria:
 - ✓ Project duration is more than one day,
 - ✓ Subcontractors will be hired,
 - ✓ Safety Absolutes / Critical Tasks are part of the scope of work.
- c) Ensure Pre-Project Meeting takes place, prior to work starting as required.

- d) Complete an audit of the project worksite, in consultation with the OH&S officer, within one week of the commencement of the project to ensure all applicable elements of the VSP are in place (for projects longer than one-week duration).
- e) Complete a [Site Safety Inspection](#) within one week of the commencement of the project, and at least monthly thereafter (for projects longer than one week duration).
- f) Complete a Contractor Rating Form within 30 days of the completion of the project.

10.3.1.2 StFX OH&S Office

- a) Review and approve vendor OH&S submissions.
- b) Forward approved VSP to Procurement Services for upload to Financial System vendor master files.
- c) Assist StFX Authorized Representative with validation process.
- d) Participate in start-up meetings, as required.
- e) Coordinate and deliver vendor orientations.
- f) Periodically audit and inspect work sites, in consultation with the StFX Authorized Representative.
- g) Assist StFX Authorized Representative in the resolution of safety issues.

10.3.1.3 StFX Procurement

- a) Receive and review submitted purchase requisitions as per StFX policies, including confirmation of current VSP, if applicable to request.
- b) If no VSP on record, notify StFX Authorized Representative and OH&S Officer. Request will not be processed until VSP received and no work should be done on campus until complete and a purchase order is issued.
- c) Maintain the validated vendor records in the Financial System, inclusive of the following:
 - o Vendor Safety Package, approved by StFX OH&S, including*
 - i. Certificate of Commercial General Liability insurance, with StFX included as a named insured, with standard minimum limits between \$2,000,000 and \$10,000,000*;
 - ii. Current Worker's Compensation Board of Nova Scotia (WCB) Clearance Certificate*;
 - iii. Current Nova Scotia WCB Safety Certified Letter of Good Standing from an occupational health and safety organization approved by the WCB. In the absence of a Letter of Good Standing, a validation process may be considered to verify the competency of the vendor to safely perform the required work for the University*.

*All exceptions from the requirement of insurance, WCB or Safety Certified require the approval of the Director of Risk Management.

10.3.2 Construction and Maintenance Affecting University Community

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

10.3.3 Exception to Procedure

If emergency work is necessary and it is not possible or reasonably practicable to obtain a current VSP, the University may consider contracting with a vendor who does not have a current VSP providing the following requirements are met:

- a) Proof of WCB and liability insurance has been received by the Authorized Representative;
- b) The Director of Risk Management has been notified by the Authorized Representative and agrees with the work proceeding;
- c) A Hazard Assessment of the contracted work is completed, by the vendor, and a work plan developed that includes consideration of:
 - i. whether the contracted work will present a hazard to the health or safety of any members of StFX Community;
 - ii. whether the work of University employees will present a hazard to the health or safety of the vendor;
 - iii. whether the location of the contracted work will present any hazard to the health or safety of the employees of the vendor that is not usual for those employees or for which they have not been adequately trained; and
 - iv. whether the contracted work will present a hazard to the health or safety of any member of the public; and
- d) The University Authorized Representative who is responsible for the contracted work to be done shall:
 - i. request documentation from the vendor to ensure that they have appropriate training and are competent to perform the contracted work required;
 - ii. ensure that University supervision is available to the vendor during the time that the contracted work is being undertaken, to assist in the resolution of any safety concerns that may occur.

REVISION SUMMARY		
DATE	REVISION	SUMMARY
27 Apr 2021	0	New chapter – approved by University JOHSC