

## StFX Contractor/Vendor Worker Health and Safety Orientation

Welcome to StFX. Please take note of the following information to help you work safely on our campus.

### 1. SAFETY ABSOLUTES

The Four Safety Absolutes are the safety rules that the University has determined to be of utmost priority. Failure to follow these rules may create a greater risk of injury to our employees, contractors, students, faculty and the public and may be subject to severe penalties. The four safety programs that StFX has identified as Safety Absolutes

- Confined Space
- Fall Protection
- Energy Isolation
- Trenching & Excavation

Permission from be obtained from the StFX Authorized Representative prior to performing work involving a Safety Absolute or Hot Work.

### 2. ZERO TOLERANCE RULES

StFX will not tolerate:

- Any criminal or illegal activity on the worksite.
- Any physical fighting or other acts of workplace violence.
- Theft or attempted theft of property of any value.
- Vandalism.
- Smoking in non-designated areas (four metres from all buildings)
- Failure to comply with the manufacturer's specifications on the use and maintenance of equipment.
- Tampering with first aid or fire prevention equipment.
- Failure to evacuate a building upon hearing a fire alarm or being directed by a University official.
- Harassment, Sexual Assault, Sexual Violence or Discrimination of any student, employee or visitor on university property.
- Any use of alcohol, non-prescription drugs or cannabis on the worksite, or coming to the worksite impaired by same.

3. **PERSONAL PROTECTIVE EQUIPMENT (PPE).** Green-tag CSA footwear is required on all campus worksites. At all times all persons must wear personal protective equipment as circumstances require (i.e. noise, respiratory protection, etc).

4. **REPORT HAZARDS AND INCIDENTS** including near misses to your supervisor immediately. The Supervisor is required to report all incidents, including near misses to their StFX contact immediately. Report any unsafe acts or conditions you observe, or know of, to your supervisor as soon as possible. If you can correct the unsafe condition yourself, do so. ALWAYS make sure the Supervisor is aware of the unsafe acts or conditions observed, even if they were corrected.

5. **DAILY HAZARD ASSESSMENTS** must be completed onsite and involve all workers performing hazardous tasks on the site that day. The assessment is designed to identify hazards / assess risks that are present due to site or equipment conditions, and control exposure to the hazards before the tasks for the day begin. These are sometimes referred to as FLRAs, FLHAs, PSAs, and are in addition to project hazard assessments that are completed by management while planning a project. Daily Hazard Assessments must be conducted for each job/task at the start of any shift and when tasks/conditions change.

6. **HOUSEKEEPING.** Maintain a clean work area will prevent incidents. Do not litter. Keep garbage in a location where it can be disposed of properly on a timely basis. When leaving a job, check to ensure that there are no tripping hazards, and that it is safe for the public (excavations barricaded, sidewalks closed, tools picked up, etc). Handle hazardous waste in accordance with regulations.

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7. **OHS TRAINING** will be current and sufficient to the work being performed.
8. **COMPETENT WORKERS** will be assigned to perform work and be certified as required as tradespersons.
9. **INSPECTIONS.** Tools, equipment and PPE require informal inspections daily. Equipment such as zoom booms, scissor lifts, forklift etc. require formal, documented inspections daily as per the manufacturer's specifications. Specialty PPE such as respirators and fall arrest equipment are required to be formally inspected daily.
10. **RESPONSIBLE SUPERVISOR** or designate will be always on site while work is being performed to ensure compliance with OHS requirements and coordinate sub-trades.
11. **PARK** only in designated areas. If you're not sure, check with Security to avoid being ticketed or towed. Carpool and keep vehicles to a minimum.
12. **EQUIPMENT** must be maintained in a safe operating condition. We will ask you to remove faulty, unsafe or substandard equipment. Contractors are not permitted to use StFX equipment.
13. **CERTIFIED OPERATORS** only may operate tools and equipment.
14. **BARRICADES.** Adequate barricades and hoarding must be provided around all excavations and other work activities.
15. **INTERFERENCES.** Keep noise, odours, dust, vibration, etc. to a minimum. Discuss with StFX Representative and inform affected persons.
16. **SENSITIVITIES.** You are in a university environment and are to be professional in all regards when onsite. No comments regarding university populace or their surroundings. Interaction with staff or students shall be work related only. Interaction with staff or students shall be positive, courteous and respectful.
17. **WHMIS.** All workers must be trained in WHMIS/GHS and SDS must be available for all products brought to campus.
18. **WORKING ALONE** Plan will be provided to StFX Authorized Representative, as required, and be applicable to the hazards presented by the work being performed.
19. **EMERGENCY MANAGEMENT** (Discuss project specific plan)
  - Injury – Call 911 as required, then StFX Safety and Security (902 867 4444). Officers are trained first aid attendants and have access to two AEDs – one in their truck and one in their office (this building)
  - Fire Response – Know the location of the fire extinguishers and the nearest pull station for your work area.
  - Evacuation – Know two exits and [muster point](#) for your work area.
  - Other: \_\_\_\_\_
20. **SITE/PROJECT SPECIFIC INFORMATION/EMPLOYEE FACILITIES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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By signing below, I agree to follow the rules and information outlined in this orientation.

Worker Name: \_\_\_\_\_ Worker Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_