

Contractor Safety Manual: Is designed to provide all contractors, including inspectors, sub-contractors and contract employees with UFV's contractor expectations and essential Environmental, Health & Safety (EHS) information required to successfully complete tasks while working at UFV campuses.

www.ufv.ca/operations/contractor/ContractorSafetyManual.pdf

Contractor Safety Orientation: Before a contractor starts any job they must receive a general and a site specific safety orientation at least once a year. This can be accomplished by reviewing all of the following:

- Contractor Safety Manual
- Contractor Safety & Orientation PowerPoint Presentation
- UFV Site Specific Safety requirements.

Who needs to participate in the UFV Contractor Safety Program?

All contractors who perform work at our facilities are required to participate in the core components of the program.

What are the general UFV Contractor Safety requirements?

Contractor safety program elements include:

- Current & Valid Contract
- Current & Valid Insurance Requirements
- Drug & Alcohol compliance
- Safety History Verification
- Safety Programs Verification
- Safety Training Verification

Stop Work Authority: All contractor and /or company representatives have the authority to stop any work task or group operation when the control of safety or environmental risk is not clearly established or understood.

Notice to UFV Facilities Management: UFV employees and contractors are expected and encouraged to report any actual or potential ethics concerns, including environmental concerns.

All Contractors: You are expected to adhere to the requirements summarized in this brochure and set forth in the UFV Contractor Safety Requirements. Please ensure all sub-contracted employees under your direction are trained on these requirements prior to commencing work. Contractors are also expected to understand UFV's Environmental Policy and Occupational Health & Safety Policy and plan their activities to minimize the negative impact to both the environment and health and safety of individuals on campus.

Environmental Health & Safety Training: Contractors are responsible for ensuring all appropriate safety-related training is current for the work performed prior to start of activities. Documentation of this training shall be readily accessible upon request.

Use of UFV Equipment: Contractors must provide their own equipment unless otherwise specified in the contract.

Environmental Requirements:

Environmental Requirements — Contractors must review and comply with all applicable environmental permits and conditions, laws, regulations, and company requirements prior to the start and during all work.

Hazardous Waste — Contractor is responsible for the prompt removal of any hazardous waste generated in the normal course of their work and for following all applicable laws for disposal. No hazardous waste shall be placed into any trash receptacle for disposal.

Wastewater Disposal — No hazardous waste shall be disposed of into a sanitary sewage or storm water drain. Activities generating waste liquid must be pre-planned with a UFV Project Manager or designee.

Solid Waste Disposal & Recycling — Contractors are responsible to sort, separate, and recycle recyclable materials.

Asbestos — Contractors must inform all personnel of the presence of asbestos in the work area identified and avoid disturbing any asbestos materials. Activities that may disturb asbestos materials must be pre-planned and approved by a UFV Project Manager or designee.

Asbestos Management — Products in UFV's workplace may contain asbestos. Observe all warning signs regarding ACM and do not drill, grind, sand, use compressed air, or remove any product without permission from a UFV employee or designee.

Indoor Air Quality — Activities that may generate odors or dust inside occupied buildings or within close proximity to air intakes must be pre-planned and approved with the UFV Project Manager or designee.

Health & Safety Requirements: