

# CONTRACTOR ORIENTATION

Safety & Emergency Services (SES)

2025







## LAND ACKNOWLEDGEMENT

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliłwətał (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.





# OBJECTIVES

- This is a basic Safety Orientation for vendors, contractors, their employees and sub-contractors doing work at Capilano University (CapU) campuses and other properties.
- The orientation contains 8 units followed by a multiple choice/true or false quiz containing 7 questions
- The quiz requires a minimum passing grade of 85% (6 of 7 questions) and can be repeated
- You must complete this orientation and the quiz before working at CapU



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# **1. ROLES AND RESPONSIBILITIES OF LIAISONS**





# Roles & Responsibilities of Contractor Liaisons

A CapU contractor liaison is assigned to oversee the project and is CapU's representative to the contractor while working at the university. The liaison may be the CapU employee who hires the contractor, another employee assigned to this role, or an external project manager contracted by CapU.

## The Liaison will:

- Confirm the contractor is qualified to conduct the work and has the appropriate documentation required for the project
- Verify that appropriate forms/permits are completed and submitted by the contractor/lessee, reviewed and forwarded to SES, purchasing, or other impacted groups, prior to work taking place
- Determine if the work will impact the CapU community (noise, space, dust/debris/fume, etc.) and inform those who may be affected prior to the commencement of work.







## **2. CONTRACTOR'S RIGHTS, OBLIGATIONS AND RESPONSIBILITIES**



## ***Contractor's Rights and Obligations***

**As a contractor working at CapU, you have the following rights and obligation:**

You have 3 basic rights as an employee, including:

- The right to know about hazards present in the workplace
- The right and obligation to participate in keeping your workplace healthy and safe
- The right and obligation to refuse unsafe work.





## Contractor's Responsibilities

**As a contractor working at CapU you are responsible to:**

- Take reasonable care to protect your health and safety and that of others who may be affected by your acts or omissions at work
- Not carry out work or operate tools or equipment if it creates undue hazard to the health and safety of others or harm to the environment
- Report unsafe conditions or acts to your supervisor and/or the CapU Liaison
- Contractors are responsible for submitting access permits: Ensure that all necessary permits are obtained and submitted to the relevant authorities before starting any work. Please check the next slide for more information.



# CONTRACTOR SAFETY

For more information, please visit the *Contractor Safety* page at Capilano University by following this link:

[Contractor Safety - Capilano University](#)

Or scan this QR code





## Contractor Sign-In and Sign-Out Procedure

### **1.North Vancouver Campus:**

Contractors must sign in at the Security Office upon arrival. The office is in Arbutus Building, Room AR017. At the end of the workday, contractors must sign out at the Security Office before leaving the campus.

### **2.Squamish Campus:**

Contractors are required to sign in at the Security Office, which is located at the Library Building, on the left side of the main entrance door. Ensure you also sign out at the end of your workday.





# **3. DRIVING AND MOBILE EQUIPMENT ON CAMPUS**



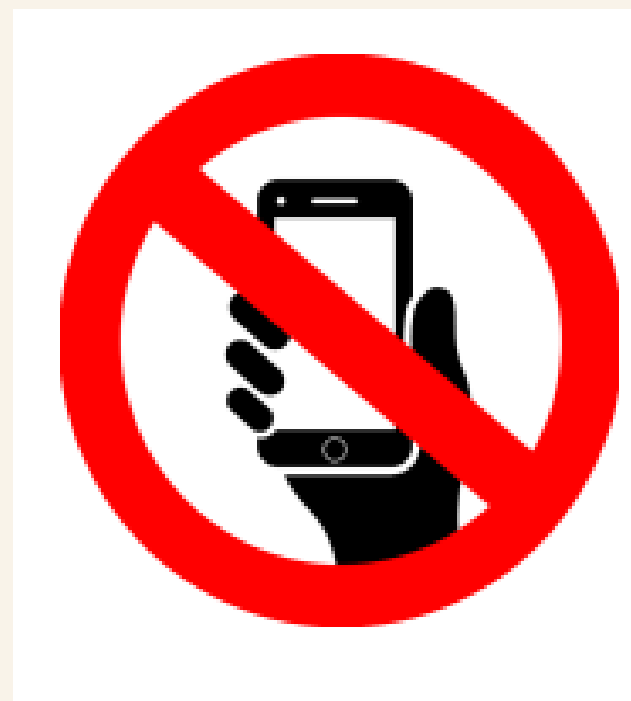


**Your work at Capilano University may require you to drive or use mobile equipment on CapU property. The rules of the road covered by the BC Motor Vehicle Act apply on Campus, and there are some additional driving and road safety points to be aware of when working at CapU.**



# Driving and mobile equipment on campus

- Use of wireless communication devices is not permitted while driving on campus
- The campus speed limit is 20 Km/hr. and seat belts must be worn on campus
- Contractors must be trained and certified to operate mobile equipment on CapU property and provide copies of licenses and certificates if requested.





# Driving and mobile equipment on campus

- Use a signal person when reversing and in situations where all or part of the driver's view of the vehicle pathway is obstructed
- Ensure that people (except those involved in using the equipment) stay at least 4 m (15 feet) away from equipment while it is operating
- Pay parking on campus is effective 24/7







## **4. FIT FOR DUTY - IMPAIRMENT, VAPING AND SMOKING AT CAPU**



## Fit For Duty - Impairment, Vaping and Smoking at CapU

**Everybody working at CapU must be free from impairment and fit to safely perform their duties.**

- You must report impairment to your supervisor as per the BC OHSR, and you must be accordingly accommodated
- Smoking and vaping are not permitted anywhere at CapU premises including the roads, trails, and forested areas, except in the 2 Designated Smoking Areas (DSAs)
- DSAs on the main North Vancouver campus are in parking lot 1 and at the Bosa bus loop.
- DSA on the Squamish campus are in Northwest side of the Library building.



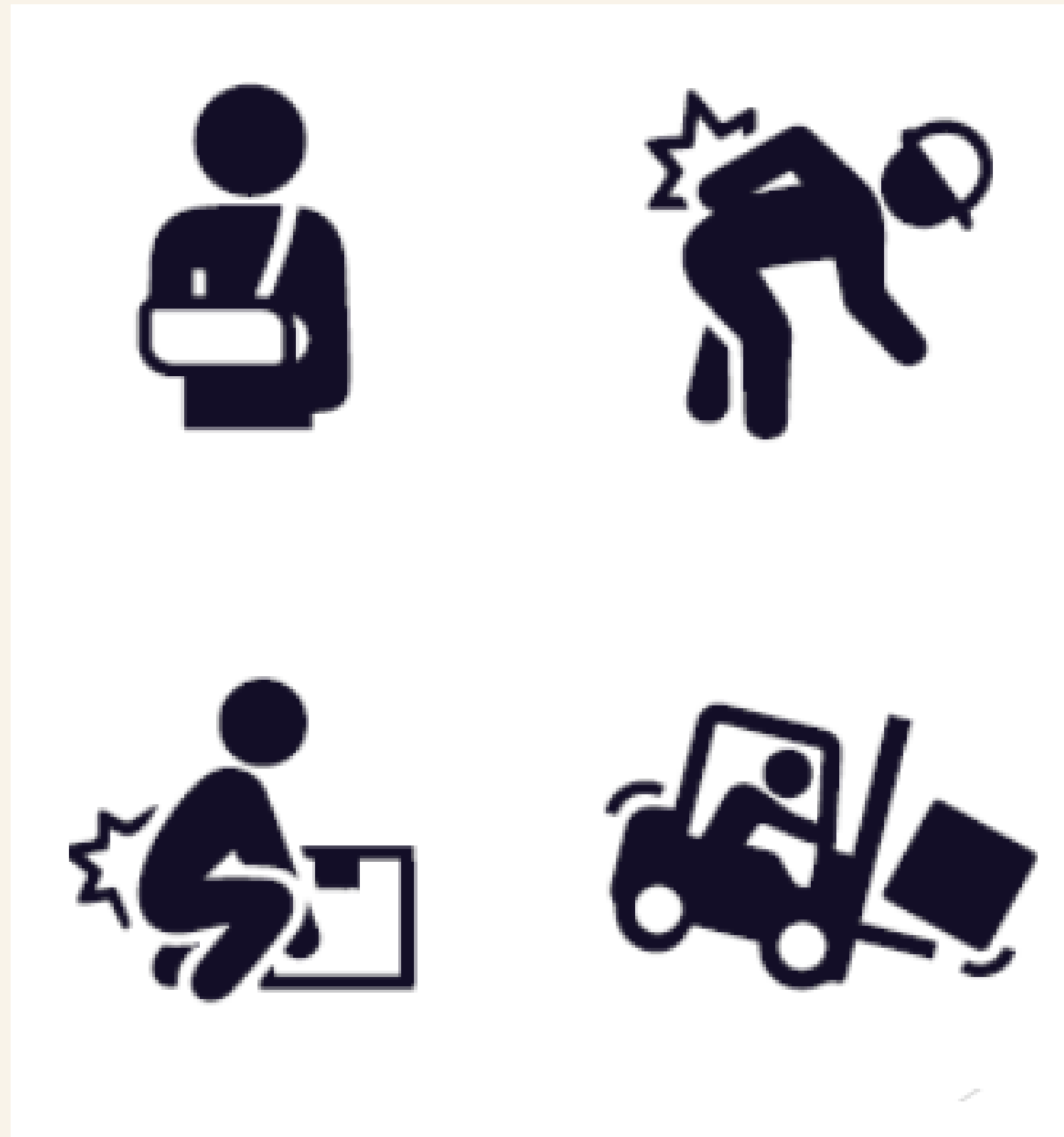


# **5. EMERGENCY & FIRST AID RESPONSE AND REPORTING**



# Emergency & First Aid Response and Reporting

- Report all injuries immediately to CapU Security/ First aid to ensure a coordinated response
- Accidents/incidents, near misses and hazards must be reported to the CapU Liaison and security.
- Inspections by WorkSafeBC, Technical Safety BC, or other regulatory agencies must be reported and copies of reports forwarded to the CapU Liaison.



CapU Campus Security provides first aid services. Contact them directly at 604 984 1763 (Nort Vancouver) or go to the Security office AR016, in the basement of the Arbutus building.

For the Security office at Squamish campus please contact directly at 778-266-1045 or go to the library building, on the left side of main entrance door.

# Emergency & First Aid Response and Reporting

## EMERGENCY PROCEDURES

**MEDICAL AID**

**MEDICAL EMERGENCY & OVERDOSE:** Call 9-1-1

**FIRST AID:** 604 986 1911

**SEEK HELP:** First Aid room located in Arbutus Building, room AR016

**NALOXONE & AED (Automatic External Defibrillators):** Located in publicly accessible locations across campus

**EMERGENCY NOTIFICATIONS**

Visit [CapilanoU.ca](https://www.capilano.ca)

Follow @CapilanoU on X

Download the CapU Safe App


- Report incidents
- Receive emergency notifications
- Arrange for an escorted walk on campus
- Create a working alone plan

 **DOWNLOAD CAPU SAFE FROM THE APP STORE**

**HEALTH & SAFETY**

Report safety hazards and incidents to: [safety@capilano.ca](mailto:safety@capilano.ca)

**CapU Main Campus**  
2055 Purcell Way  
North Vancouver, BC  
V7J 3H5

 **CAPILANO UNIVERSITY**

**EVACUATION**

- FOLLOW** the instructions from CapU staff or announcements.
- ASSEMBLE** in the designated areas and wait for further instructions.
- DO NOT** re-enter building until allowed by Emergency Personnel.

**FIRE**

- ACTIVATE** the nearest fire alarm pull station. Call 9-1-1.
- EVACUATE** the building by the safest exit. Do not use the elevators.
- REPORT** to the person in charge at the Assembly Area.

**EARTHQUAKE**

- DROP, COVER, HOLD** under a desk or wall until shaking stops.
- COUNT** to 60 seconds. Be prepared for aftershocks.
- ASSESS** for injuries and damage. Do not evacuate unless in danger.

**SHELTER IN PLACE**

- REMAIN** indoors safely away from the external hazard.
- CLOSE** all exterior doors and windows.
- AWAIT** further instructions from CapU staff on when it is safe to leave.

**ACTIVE THREAT**

- RUN** away from the area immediately if it is safe to do so.
- HIDE** quietly, preferably in a secure, locked room and remain out of sight. Turn phones off.
- FIGHT** as a last resort to overcome the threat.

**BE CAPU SAFE**

- See Something, Say Something.
- Never walk past an unsafe act or condition.
- Report safety concerns to Campus Security, [safety@capilano.ca](mailto:safety@capilano.ca) or use the **CapU Safe App**

**OVERDOSE**

- Call 9-1-1
- Alert Security at the Reception
- Administer Naloxone
- Stay with patient

**WILDLIFE ENCOUNTER**

If the wildlife is **UNAWARE** of you:

- Never approach any wildlife.
- Move away quietly and go inside the nearest building.

If the wildlife is **AWARE** of you:

- Do not run! Stay calm and face the animal directly.
- Make yourself look big by spreading your arms.
- Talk in a loud voice and make lots of noise.
- Back away slowly, never turn your back on the wildlife.



➤ Contractors must investigate all accidents and incidents that occur on Cap U property.

➤ You must be familiar with emergency procedures and muster points for each building you are working in. This information is on the Emergency Procedures sheets, located at the entrances to buildings, floors and most classrooms and workspaces





# 6.FIRE SAFETY



## Fire Safety

**Everyone at CapU must be aware of and respond to fire hazards and fire warning alerts. CapU campuses are located in and around forests, so activities on our properties can fall under the BC Wildfire Act.**

- If a fire alarm sounds, everyone must evacuate that building, go to the Emergency Assembly Area, and follow the instructions of the building wardens
- If you start or see a fire, you must make ALL of the building occupants aware of the fire (i.e. by activating the pull station fire alarm) and contact Security immediately







## **Work on and around Fire and Life Safety Systems (FLSS)**

- You must coordinate all work involving the Fire Life Safety Systems (FLSS) with your CapU Liaison prior to starting the work (See Forms package)
- The CapU FLSS service provider will be used to perform the work; the contractor can only bring a separate company into the project with permission from the Director of Facilities Operations
- There must be a corresponding fire plan provided for the work and if possible; plan work for when the building will be unoccupied (nights or Sunday)

## Work on and around Fire and Life Safety Systems (FLSS)

- When flammables are being used, ALL sources of ignition (such as running electrical motors) must be eliminated
- Store combustible and flammable liquids in approved chemical storage cabinets or outdoors away from buildings in a secure area
- Identify full and empty compressed gas cylinders by a suitable label







# BC Wildfire Act

BC Wildfire Act requires additional precautions if fire hazard ratings are High or Extreme and work is being done within 300m of a forest.

- Any work on the grounds, or on building exteriors that may create a fire hazard must be assessed and preventative measures taken, including providing additional firefighting equipment
- Any work on the grounds, or on building exteriors that may create a fire hazard must be assessed and preventative measures taken, including providing additional firefighting equipment
- Notify local jurisdictions; see District of North Vancouver, District of Squamish or Sunshine Coast Regional District for Sechelt.







## Hot Work – including Welding, Cutting and Grinding Safety

Working with open flames or generating sparks, increases fire risks, requiring additional safety precautions and documentation that need to be posted or submitted to S.E.S. and the local municipality.

- Request a Fire/Life Safety System shut down (on the Cap U Contractor information page) for the area where the work will occur
- Your work area must be inspected by Cap U and a Hot Work Permit will be posted at the worksite before beginning hot work
- All equipment used must conform to CSA and Fire Code requirements







## Hot Work – including Welding, Cutting and Grinding Safety

- Fire watch must be posted when combustibles cannot be removed or covered by fireproof tarpaulins, or if welding or cutting is performed 1.5 m (5 feet) or more above the floor
- Secure areas where welding is taking place for an area 6m (20 feet) in all directions
- Purge and make inert any line or container that held a combustible material before welding starts
- No welding can take place within 9m (30 feet) of a flammable liquid
- Implement local exhaust ventilation if welding may result in accumulations of smoke or welding fume



# **7. HAZARDOUS MATERIALS; SPILLS, STORAGE, HAZARDS & CONTROLS**





Exposure to hazardous materials can cause permanently disabling or fatal diseases. Exposure to asbestos or silica are particularly dangerous and must be prevented. Asbestos fibers can be found in many older buildings and silica dust can be generated in many activities at CapU

# Workplace Hazardous Material Information System (WHMIS) 2015

- Anyone using hazardous materials must have WHMIS 2015 training
- Hazardous materials must be handled, used, removed and disposed of in accordance with SDSs, supplier/workplace labels, or using approved methods
- Report spills or discharges of hazardous materials to Campus Security and the Cap U Liaison







## Workplace Hazardous Material Information System (WHMIS) 2015

- Controlled products brought to CapU facility must be stored, used and handled in accordance with WHMIS 2015
- Hazardous materials must be stored in areas designated by the contractor and communicated to the CapU Liaison
- Hazardous materials brought onto site must have WHMIS 2015-compliant labeling and valid, current Safety Data
- Sheets (SDSs) readily accessible on the job site

## Concrete and Stone Cutting, Coring or Drilling

- Prior to cutting or coring of concrete, determine if live electrical lines exist in the slab using X-ray or another approved method
- Post signs to ensure no one enters an area during x-raying
- If concrete or stone cutting, coring or drilling are required, you must follow silica procedures and submit those to your liaison



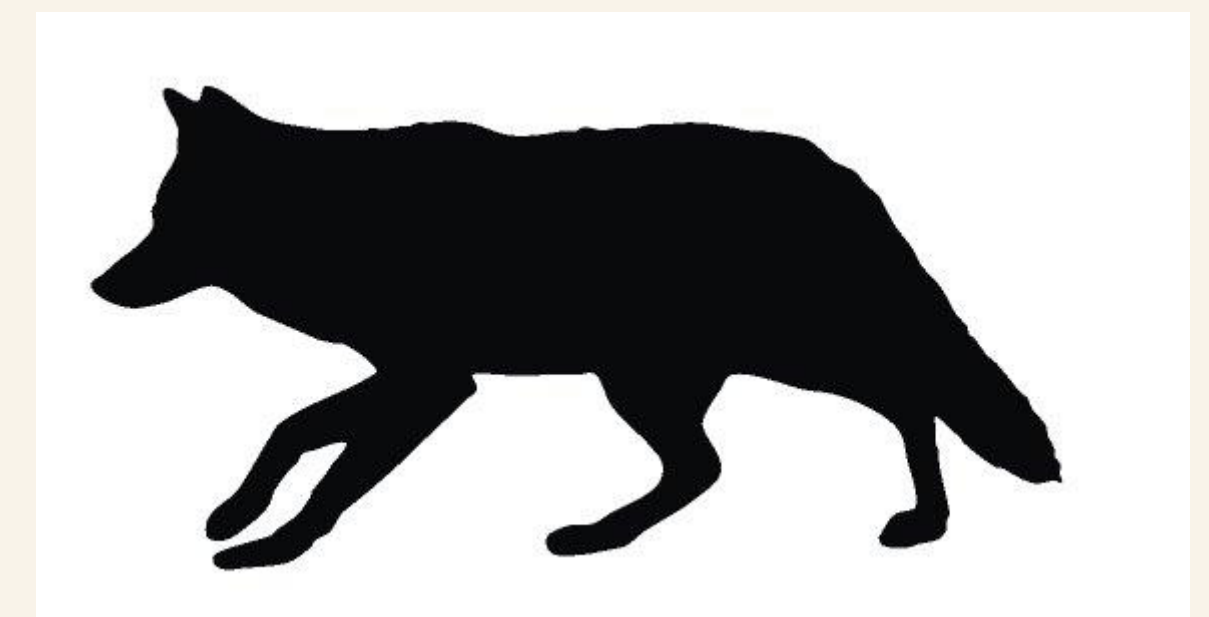
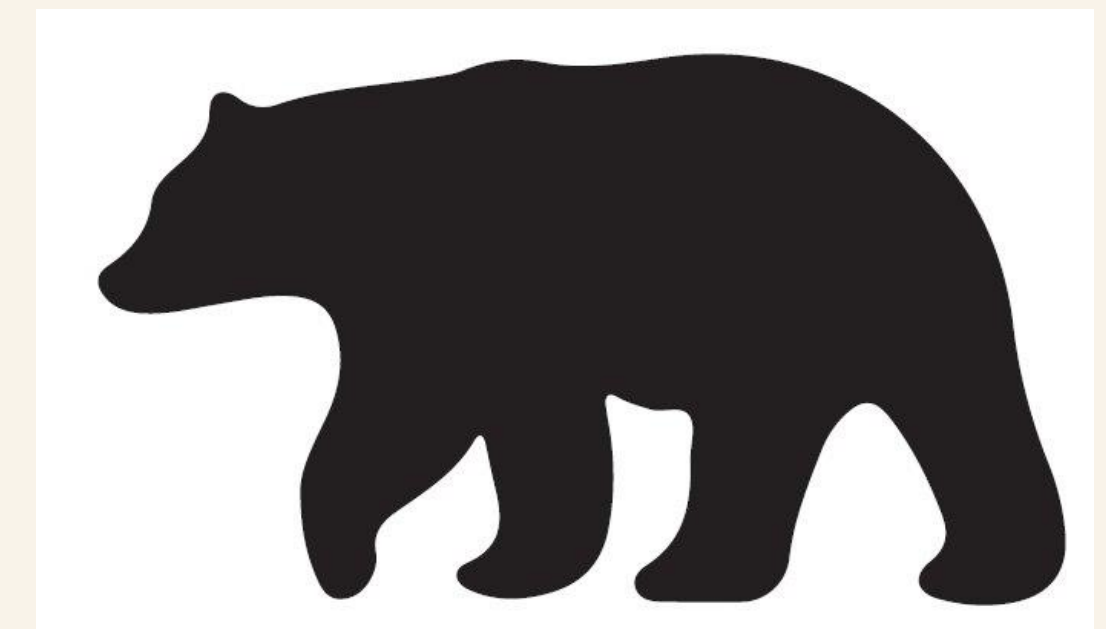




# **8. CAPU SITE SPECIFIC HAZARDS & REQUIREMENTS**

# Wildlife on Campus

- Wildlife that may be encountered at CapU's campuses include raccoons, coyotes, black bears and cougars
- Be aware of wildlife during warmer months, especially during dawn and dusk
- If you see bears, cougars or coyotes on campus, do not engage with the animals, notify campus security and CapU Safety and Emergency Services immediately
- If wildlife does not move away; make yourself look larger, make noise, do not turn your back or run away from the wildlife and back away towards one of the campus buildings



# Asbestos

- If your work may disturb or expose asbestos (scraping, drilling, cutting) contact your liaison to research the asbestos inventory
- Before work starts, inform everyone impacted of known asbestos hazards and confirm that Safe Work Procedures are in place to eliminate or control the risks
- Clothing or tools contaminated with asbestos must not leave containment areas until they have been decontaminated or contained for disposal
- Follow asbestos procedures as outlined by WorkSafeBC and submit copies of your procedures to your liaison and CapU safety and emergency services



## Hazardous Work Areas on Campus

- Work areas that expose people to hazards must be appropriately enclosed and identified
- Enclosures must identify the level of hazard in the working area
  - “***Caution***”; indicating hazards exist in the area, and unauthorized persons should avoid crossing the marked area
  - “***Danger***”; indicating a high potential for serious injury, with only authorized persons entering the marked area
- The accompanying sign must include the contractor’s name, supervisor, contact, nature of work, and hazards

# Traffic & Pedestrian Management

When Contractors are working in a hazardous work zone, safety is paramount, requiring clear signage, and worker visibility, while also ensuring workers are aware of and follow safe procedures.

## Planning and Preparation:

### 1. Delineating Work Zones:

Use temporary barriers, cones, or tape to clearly mark work areas.

Place visible signs to direct people around work zones.

### 2. Pedestrian Pathways:

Ensure walkways remain wide enough(110 cm) for safe passage.

Maintain clear access to classrooms and exits.

If a path is blocked, provide temporary reroutes.

### 3. Safety Measures:

Keep walkways well-lit and free from obstacles.

Post warning signs for potential hazards like construction noise or materials.

### 4. Emergency Access:

Ensure emergency exits and routes are unobstructed.

Allow quick access to all areas for first responders.

### 5. Monitoring:

Regularly check the work zones to ensure they're safe and clear of hazards.

Adjust barriers or pathways if needed.

### 6. Communication:

Inform students and staff about any changes to hallways or pedestrian routes.

Use clear signage to direct traffic and avoid confusion.



# QUIZ

Thank you for doing our contractor orientation course, you have one last step to complete the course

The quiz is composed of 7 multiple choice/true or false questions. A grade of 60% or 6 of 7 questions is required to pass this test

You may repeat the test to pass it

just click below link or use this QR code



**<https://forms.office.com/r/nZBfK0jMB0>**





# Thank you

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## MAIN CAMPUS

2055 Purcell Way  
North Vancouver, BC  
V7J 3H5

## SQUAMISH

3200 University Boulevard  
Squamish, BC  
V8B 0N8

## LONSDALE

250-125 Victory Ship Way  
North Vancouver, BC  
V7L 0G5

## KÁLAX-AY (SUNSHINE COAST)

PO Box 1609  
5627 Inlet Avenue  
Sechelt, BC  
V0N 3A0

