

CONTRACTORS ORIENTATION

Safety and Emergency Services (SES)
2023

TERRITORY ACKNOWLEDGEMENT

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the traditional and unceded territories of the Lílwat, x^wməθk^wəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) 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 12 questions
- ▶ The quiz requires a minimum passing grade of 75% (9 of 12 questions) and can be repeated
- ▶ You must complete this orientation and the quiz before working at CapU





Table Of Contents

- 1) ROLES & RESPONSIBILITIES OF CONTRACTOR LIAISONS
- 2) CONTRACTOR'S RIGHTS, OBLIGATIONS AND RESPONSIBILITIES
- 3) DRIVING AND MOBILE EQUIPMENT ON CAMPUS
- 4) FIT FOR DUTY - IMPAIRMENT, VAPING AND SMOKING AT CAPU
- 5) EMERGENCY & FIRST AID RESPONSE AND REPORTING
- 6) FIRE SAFETY
- 7) HAZARDOUS MATERIALS; SPILLS, STORAGE, HAZARDS & CONTROLS
- 8) CAPU SITE SPECIFIC HAZARDS & REQUIREMENTS
- 9) QUIZ ACCESS





1. ROLES & RESPONSIBILITIES OF CONTRACTOR 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 S.E.S., 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 obligations:

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





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 located in parking lot 1 and at the Bosa bus loop





5. EMERGENCY & FIRST AID RESPONSE AND REPORTING





Emergency & First Aid Response and Reporting

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

- ▶ 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 S.E.S.
- ▶ Inspections by WorkSafeBC, Technical Safety BC, or other regulatory agencies must be reported and copies of reports forwarded to the CapU Liaison





Emergency & First Aid Response and Reporting

- ▶ Contractors must investigate all accidents and incidents involving their employees that occur on CapU property, as required by WorkSafeBC and provide a copy of the investigation to the CapU Liaison
- ▶ 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

EMERGENCY PROCEDURES

FIRST AID

- **CALL FOR HELP** First Aid 404 994 1762 or 911-1.
- **SEEK HELP** First Aid rooms located in Arbutus Building 016.
- **AED** Automated External Defibrillators are located in publicly accessible locations across campus.

EMERGENCY NOTIFICATIONS

- Visit [Capilano.ca](#)
- Download the CapU Safe App
- Follow [@CapilanoU](#) on Twitter

HEALTH & SAFETY

Report safety hazards and incidents to: safety@capilano.ca

CapU Main Campus
2055 Purcell Way,
North Vancouver, BC
V7J 2Y1

EVACUATION

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

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.

ACTIVE THREAT

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

FIRE

- **ACTIVATE** the nearest fire alarm pull station. Call 911-1.
- **EVACUATE** the building by the safest exit. Do not use the elevators.
- **REPORT** to the person in charge of the Assembly Area.

SHELTER IN PLACE

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

LOCKDOWN

- **STAY** in or move to the nearest room you feel is safe.
- **SECURE** the room and turn off the lights. Turn phones off. Keys out of sight.
- **REMAIN** in the room until advised it is safe to leave.

WILDLIFE ENCOUNTER

BEAR ENCOUNTER

- If the bear is **SHAMBLING** at you:
 - Never approach any wildlife.
 - Move away quietly and go inside the nearest building.
 - If the bear is **SHAMBLING** at you:
 - Do not run! Stay calm and face the bear directly.
 - Make yourself look big by spreading your arms.
 - Talk to the bear voice and make lots of noise.
 - Back away slowly and never turn your back on the bear.

COUGAR ENCOUNTER

- Cougars will retreat if given the opportunity.
- Do not run! Stay calm and stand your ground.
- Make eye contact. Do not bend down or turn your back to the cougar.
- Make every effort to maintain eye contact.
- If they are acting aggressively, make yourself look big and make lots of noise.

Map: Shows the location of the BOSA building, the fire alarm pull station, and the nearest fire alarm pull station. The map includes labels for 'Parking Lot 3', 'BOSA', and 'Skeena Road'.





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
- ▶ 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



The 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
- ▶ This may include Preparation or use of Explosives, Excavating, Drilling, Grinding, Hot works such as Welding, Mowing, Mechanical Brushing or Land Clearing, Trenching, Using Fire or Spark Producing Tools, Including Cutting Tools
- ▶ Notify local jurisdictions; 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 CapU Contractor information page) for the area where the work will occur
- ▶ Your work area must be inspected by CapU 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 CapU Liaison





Workplace Hazardous Material Information System (WHMIS) 2015

- ▶ Controlled products brought to CapU 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





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





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





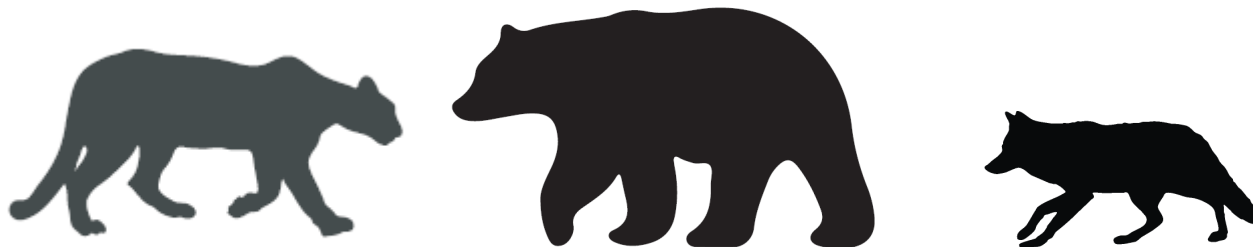
8. CAPU SITE SPECIFIC HAZARDS & REQUIREMENTS





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





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





QUIZ

- ▶ Thank you for doing our contractor orientation course, you have one last step to complete the course
- ▶ The quiz is composed of 12 multiple choice/true or false questions. A grade of 75% or 9 of 12 questions is required to pass this test
- ▶ You may repeat the test to pass it
- ▶ just click this link
<https://forms.office.com/Pages/ResponsePage.aspx?id=2evw7DNDVNNk0wN0ZOTVhGNi4uSM7kUC6ifKLneuZmFROfODv6bRniSY71JGCqYFUQkhTSUtGRFV>

or use this QR code



Thank you!