



# **York University Vendor Manual**

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**OFFICE OF THE  
VICE-PRESIDENT  
FINANCE &  
ADMINISTRATION**

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## **Welcome to York University,**

In supporting our core academic and research activities, York University recognizes that vendors play an important role in supporting the university operations and capital initiatives.

The information contained in this binder is designed to familiarize the contractor and sub-contractor with York University's policies, procedures, regulations and guidelines in order to enable you to work effectively at the University. As the selected contractor/vendor, you should be familiar with all information relevant to engaging in renovation, construction or maintenance projects, including:

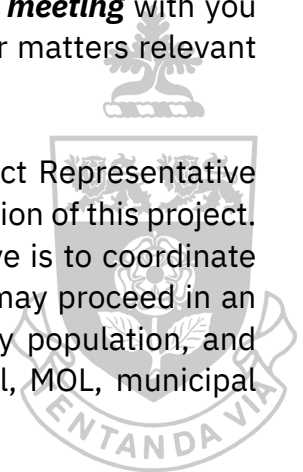
- Rules about accessing the vendor work sites and how keys are issued and returned;
- Parking regulations and fees;
- Vendor code of conduct;
- Occupational Health and Safety regulations; and
- Security issues and concerns related to construction on campus.

As the vendor, you also have the responsibility to ensure that any sub-contractors under your hire and direction are informed about all of these matters and operate in compliance while working on this project at York University.

A York University representative will schedule a **start-up meeting** with you to review the information in this binder and discuss other matters relevant to the project.

As indicated in the Award letter, a York University Project Representative will be your primary contact at the University for the duration of this project. The function of the York University Project Representative is to coordinate the activities of the contractor/vendor so that the work may proceed in an effective manner, with minimal impact on the University population, and ensuring compliance with all relevant federal, provincial, MOL, municipal and York University regulations.

If you have any questions or concerns, please direct them to the York University Project Representative named in the Award letter.  
continued...



Before work can begin, the contractor/vendor is required to:

Carefully read this *York University Vendor Manual*, which includes:

- Vendor Code of Conduct, Rules and Responsibilities
- Access Rules for Contractors/Vendors
- *Information about Security Services and Parking Services*
- *Occupational Health & Safety Program for Vendors*
- *York University Vendors Indemnification and Key Agreement form*
- *York University Vendors Acknowledgement and Undertaking form*
- Provide a *Clearance Letter* (police check) for any site supervisor or other contractor employee who will require door access to the job site.
- Complete and provide the *York University Vendor Indemnification and Key Agreement form, if applicable.*
- Sign the enclosed *York University Vendor Acknowledgement and Undertaking form* in the presence of the York University project representative designated to your project/work.
- Review the *Vendor Code of Conduct, Rules and Responsibilities* with your workers to ensure they understand and will abide by its terms and conditions.
- In consultation with your named York University Project Representative, identify the contractor's parking needs and make arrangements for parking permits with the University's Parking Services.

We appreciate your cooperation and look forward to a productive and enjoyable working relationship.

Sincerely,

Carol McAulay  
Vice President  
Finance and Administration

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# SECTION 1 - VENDOR/CONTRACTOR CODE OF CONDUCT, RULES AND RESPONSIBILITIES

## **CODE OF CONDUCT**

While at York University, contractors/vendors and contractor/vendor employees are expected to behave in a manner that is lawful and respectful of others. The Vendor Code of Conduct has been designed to ensure that a consistent approach to vendor behaviour is achieved in order to provide a respectful and safe environment for all York University staff, faculty, students and visitors.

### **Identification Badges**

The York University Project Representative<sup>1</sup> will arrange for identification badges for all contractors and contractor employees. Site supervisors will be provided with 'photo' identification badges. Identification badges are expected to be worn at all times by all on-site personnel, including visitors, while on York University property. Those found without their badge may be asked to leave the premises. The contractor will be responsible for all badges, must keep a record of who has been given a badge, and must be able to produce this record at any given time. The badges will remain the property of York University.

From time to time, Security staff will conduct random checks to ensure that all contract employees have York University authorized identification, and that only authorized personnel have access to the job site.

If an identification badge is lost or damaged, contact Security Services immediately at 416-736-5333. Then contact the York University Project Representative, so that a replacement badge can be issued.

### **Dress Code**

Vendors/Constructors/Contractors<sup>2/3</sup> are required to wear appropriate work wear and Personal Protective Equipment (PPE) inclusive of but not limited to hard hats and safety footwear on the project site. Articles of clothing shall be neat and tidy in appearance, and shall not display offensive language, symbols or graphics. The University has the right to decide if such clothing is inappropriate to be worn by workers under contract.

### **Appropriate Use of Language**

When working on campus, Vendors should act in a socially responsible manner. The Vendor

and Vendor employees shall be respectful and sensitive to all members of the York community at all times. The use of profane, harassing, or threatening behaviour (including language and gestures) is unacceptable, regardless of the actions of others. Respect, sensitivity and restraint should be shown at all times. In the event of an altercation, the Vendor shall report the matter to their named York University Project Representative immediately.

### **Smoking and Alcohol Consumption**

The University abides by the City of Toronto By-Law 709 and SFOA for Smoking and Alcohol consumption. Smoking is only permitted in designated smoking areas across campus – this has been implemented for Covid and has to be complied with until further notice. York’s smoking policy can be found at - <https://secretariat-policies.info.yorku.ca/policies/smoking-policy/> Smoking is not permitted in any enclosed area on campus, including outdoor areas that have an overhanging roof and more than two walls. For **LEED-certified buildings** such as McEwen Building (including the courtyard) and the future School of Continuing Studies, **smoking is prohibited within 9 metres of building** in addition to the building entrances/exits.

Vendors shall comply with all municipal, provincial and federal laws, including the Smoke-Free Ontario Act.

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<sup>1</sup> ~~Project~~ University Representative includes any manager, project manager, zone supervisor, etc who hires a contractors/vendors for work on campus.-The Vendor's University Representative is the individual who initiated the scope of services with the vendor and will be ~~you~~ the primary contact with the vendor throughout the duration of work. The Vendor should coordinate purchase orders, invoice payment, scope of services, coordination of access, activities, building notices etc with the designated University 's Representative.

<sup>2</sup> Vendors/Constructors/Contractors include all vendors of record and their representatives conducting work on behalf of York University

<sup>3</sup> Vendors/Constructors/Contractors shall be referred to as Vendors for the purpose of this document

## **OTHER VENDOR RULES AND RESPONSIBILITIES**

York University has developed a series of “Vendor rules and responsibilities” for all constructors/contractors undertaking construction, renovation, maintenance or other work on York University property. The intent of these rules and responsibilities is:

- to ensure a safe working environment; and
- to ensure work is undertaken in a consistent and structured manner.

### **Responding to Enquiries Raised by York Community Members**

The Vendor and Vendor employees are asked not to discuss with or provide information about a project to any faculty, staff, student or visitor. If an individual has questions or concerns, the Vendor shall direct him/her to their named York University Project Representative.

### **Care of University Property**

It is expected that Vendor and Vendor employees will take every necessary precaution to protect the property of the University prior to starting work (e.g., cover carpeting, floors, workstations, computers, personal belongings, etc.). In situations where the Vendor and Vendor employees notice that valuables or personal belongings (e.g., wallets, keys, electronic devices) have been left by building occupants within or adjacent to the work area, the named York University Project Representative should be contacted to have items removed and secured before work is initiated or resumed.

The Vendor shall not make use of any York University waste and recycling containers to dispose of unwanted materials. Approval must be given in writing from the named York University Project Representative before using any property that belongs to the University (e.g., equipment, material, etc.).

Contractor/Vendor to ensure that the proximity of waste container is kept clean. Refuse left on the ground due to careless loading, overloading or due to careless operation of the driver, must be cleaned up immediately.

Contractor/Vendor to inform York Project Representative of any Waste Bin Placement. (York Project Representative will consult/coordinate with York Waste Management as needed).

Contractor/Vendor to ensure that equipment/materials/debris are not to be stockpiled or stored on the loading docks.

Contractor/Vendor to inform York Project Representative of any needed closure or blocking of any roadways, sidewalks, paths and docks. (York Project Representative will

consult/coordinate with York Waste Management as needed).

Entrance doors **shall not** be propped open in any circumstance, if more keys are required for access make arrangements through the named York University Project Representative. The Vendor is responsible for securing and locking the work area at the end of each day and shall ensure that the work area is not left unattended unless it is secured. Contractor/Vendor shall secure work area, close/lock occupant doors within work area and send confirmation to Project Manager that the site was left secure on daily basis.

Access to UIT/Security Rooms should be obtained through your Project Manager and with permission from UIT/Security. Contractors/Vendors should not access these spaces without prior permission. In addition, access to Vivarium labs/facilities in BSB must have prior written permission from Project Manager or Laboratory Manager – appropriate PPE to be worn in specific Vivarium spaces/labs.

## **Hoarding**

The construction area must be separated from the public areas with hoarding as per York University standards, typically a solid and secure dust tight wall with a lockable door. Dust control measures must be employed ie sticky mats. Dust migration outside of the work area must be cleaned daily to the satisfaction of York University.

- .1 The hoarding shall either extend above the 2.4m height or have other means of ensuring airborne dust is contained within the work area, and noise levels reduced to a minimum, dependent on adjacent occupied space restrictions.

An adhesive-based, non-slip exit mat shall be supplied and maintained at the construction site exit to prevent dust and debris being tracked out into the adjacent public areas.

The exterior of the hoarding, adjacent to the site entrance, shall have Notice of Project posted, signage identifying the Contractor, key contact people, their email and cell phone information, including after-hours contact information.

Any changes to the above hoarding construction material, and the location/boundaries of hoarding, shall be reviewed and approved by York University project manager prior to commencing the hoarding installation.

- .2 If work involves dust generation such as demolition or drywall; in addition to protecting fire alarm devices, the contractor to seal off Return Air grills for the duration of the dust generation to prevent dust from contaminating the HVAC ventilation distribution system
- .3 Security deemed necessary for protection against loss of or damage to any equipment, temporary materials, tools or permanent materials on site in relation to



the project shall be the sole responsibility of the Contractor. Provide and maintain security gate at entrance to this contract as shown on the drawings.

- .4 The Contractor shall be prepared to remove the construction hoarding at the end of the construction. The Contractor shall notify the Owner or Consultant minimum five (5) days prior to removal.

The Vendor is responsible for cleaning up the work area after completion of the work to the satisfaction of the named York University Project Representative.

### **Project Work in Interior of Occupied Buildings**

York University requires that health and safety be a primary objective in every area of operation and that all Vendors performing work within university premises comply with procedures, regulations and standards relating to health and safety.

Academic classes and research activity take precedent over all construction, renovation, or maintenance work. Therefore, depending on the nature of the activities taking place in adjacent areas, there may be times when work may need to be rescheduled.

Any activity with excessive noise, dust, or fumes should be coordinated with the named York University Project Representative prior to the start of the work. Contractor/vendor should be aware they may be requested to stop work due to noisy / disruptive work during office hours as it may affect classes, exams or other office business work.

Special attention is to be given to the Zone of Influence related to the TTC structures/tunnels (60 metres to the centre of both tunnels).

Audio devices, such as radios (music), are prohibited if within earshot of anyone other than the GC's personnel.

Upon completion of project work, the Vendor is responsible for ensuring that the work area is cleaned up to the satisfaction of the named York University Project Representative – before faculty, staff and students can be allowed to occupy the space.

### **Workplace Incident – Personal/Property Damage**

The Vendor is responsible for ensuring that the construction, renovation or maintenance project is managed in a safe and effective manner. If an incident occurs that results in personal injury or property damage, the Vendor shall for situations where people or property are at immediate risk:

Immediately contact 911 directly;

Then call Security Services (416-736-5333 or extension 33333) who will meet and escort emergency vehicles to the project site;

Then immediately call named York University Project Representative.

Vendor responsible for contacting, if needed, the Ministry of Labour per the Occupational Health and Safety Act (OHSA) and/or the Electrical Safety Authority per the Ontario Electrical Safety Code.

Vendors must also follow the Incident reporting and Investigation steps as outlined in Section 5 of this manual.

Vendors will be held financially responsible for any damages attributable to university furnishings, equipment, building or other property.

### **Health and Safety Information**

At each project site, the Vendor is responsible for ensuring a hazard free environment, including minimizing risks to York University faculty, staff, students and visitors. The Vendor must post any relevant health and safety information related to the project site on the health and safety notice boards located outside of the work area, including Safety Data Sheets (SDS), the Project Notification form, and contact telephone number of the York University Project Representative (the FS /Project Manager or Maintenance Supervisor, etc.).

Also see Section 5: *York University Occupational Health & Safety Program for Vendors*.

### **Before Starting Work (Permits and Notifications)**

Before engaging in a construction, renovation or maintenance project, it is important that the University community is informed of the project work that may have an impact on them -- including work taking place in neighbouring offices, departments or surrounding areas, Vendor to ensure their named York University Project Representative has notified above mentioned groups.

The Vendor shall arrange and/or execute all necessary actions (e.g. permits, identifications, notifications, etc.), examples of which include but are not limited to the following:

### **Fire Safety Services (Schedule D) Permits**

Fire Safety Services (Schedule D) Permits are required for any cutting, welding, soldering, etc. Fire Safety Services (Schedule D) Permits should be obtained from **Fire Safety Services, Community Safety Department** before commencing any work referred to in Section 5.17 of the Ontario *Fire Code*. A Daily Planned Fire Safety Services (Schedule D) Checklist must be completed as part of the application for a Fire Safety Services (Schedule D) Permit before

starting the work. (See sample of this form in Appendix C.) The Fire Safety Services (Schedule D) Permit application process shall be initiated preferably 48 hours before starting the actual Fire Safety Services (Schedule D). York University requirements governing Fire Safety Services (Schedule D) activity will be issued with the Permit.

**2.2** The named York University Project Representative shall submit a Service Request (via Maximo or Facilities Work Control Center) to Fire Prevention ([firesafe@yorku.ca](mailto:firesafe@yorku.ca)) for requesting facilitations such as Fire Safety Services (Schedule D) permits and fire panel bypasses. The named York University Project Representative coordinates the work directly with the Vendor and provides the project work order number to Fire Prevention ([firesafe@yorku.ca](mailto:firesafe@yorku.ca)) when requesting facilitation.

- .1** Provide and maintain temporary fire protection equipment during performance of the Works required by York University health & safety regulations, governing codes, regulations and bylaws.
- .2** The vendor is responsible for fire watch and the costs for maintaining fire watch. A more comprehensive procedure and obligations are contained in the York University Vendor Manual for Fire Watch, Hot Work Permits, and coordination for putting the fire alarm system on bypass and reinstating the system to normal operation.
- .3** Burning rubbish and construction waste materials is not permitted anywhere on campus.

#### **4. CODE REQUIRED PERMITS**

**4.1 Fire Safety Services (Schedule D):** Project Manager informs Fire Prevention ([firesafe@yorku.ca](mailto:firesafe@yorku.ca)) at least 48 hours in advance for applying for a Fire Safety Services (Schedule D) Permit. Fire Safety Services (Schedule D) permits are required daily.

#### **Fire Prevention Equipment Impairments**

In accordance with the *Ontario Fire Code*, York University requires that ‘notifications of shutdowns’ of fire protection equipment including, automatic fire alarm, fire sprinkler, fire pump, fire hose standpipe, fire hydrant, fire protection water main and other special fire extinguishing systems, must be approved in advance by the **Fire Safety Services, Community Safety Department**

Fire protection equipment impairments are to be arranged through the named York University Project Representative with the Fire **Safety Services, Community Safety Department**.

Before a sprinkler system or any fire protection equipment can be taken out of service, the Vendor must complete the ‘Fire Protection Equipment Impairment Checklist Application’ available in the Office of Building and Fire Code Compliance. (See sample of this form in

Appendix D.)

## Section 5 - Notifications

**48 hours' notice** is required for any special access to **occupied space**

**48 hours' notice** is required for any special access to **residences**

**48 hours' notice** is required for any special access to **Telecom rooms or labs**

**48 hours' notice** is required for **any fire safety services (ex – hot work permit, fire alarm by-pass, sprinkler system, etc – see Schedule D)**

**48 hours' notice** is required for weekend and/or after-hours work

**72 hours' notice** is required for shutdown of **any electrical panel or service**

Exterior excavating or trenching is not permitted until all applicable “line locates” (e.g., gas line, telecommunication lines, water lines, etc.) have been undertaken and confirmation provided to the named York University Project Representative. YorkU personnel with de-energize and re-energize main panel breakers and Distribution Panel (DP) breakers and all electrical disconnects/breakers greater than 208v. Suggest Electrical Contractor foreman complete a pre-inspection walkthrough of existing electrical panels with YorkU Project Manager and Zone Supervisor or their delegate to identify which existing electrical panels will be involved with project work, and special requirements to be aware of (ie any special equipment that a power outage may compromise), and any existing deficiencies (such as missing panel cct labels)

Locates should be arranged/coordinated with Interim Director, Energy Management or Chief Operating Engineering, Central Utilities.

### **Parking**

Vendors shall work with their named York University Project Representative and/or York's Parking Services to ensure that all Vendor vehicles are parked in designated parking areas.

Special parking arrangements may be made for a Vendor or supplier to deliver materials to a building (load and unload only) in consultation with the named York University Project Representative and York's Parking Services. Vehicles must be moved immediately after being loaded or unloaded.

Failure to do so may result in the tagging and or towing of the vehicle.

Use of parking spots to drop storage container and/or garbage bins must be coordinated with Parking Services and will be subject to parking fees.

See Section 4: *Parking for Vendors at York University*, in this manual for more information on

parking.

### **Vehicles on Pedestrian Walkways**

To ensure that pedestrians walking on campus are able to do so safely, walkways (e.g., pedestrian pathways, asphalt, concrete or interlock surfaces in courtyards, patios, terraces), turf and planting bed areas adjacent to buildings, shall be kept clear of moving and parked vehicles, wherever possible.

Vendors shall follow the York University Guideline on Operation of Vehicles on Campus Walkways.

*A vehicle operator shall be held responsible for site damage costs attributed to unauthorized operation, standing or parking of vehicles on walkways, turf, or any other restricted areas.*

## SECTION 2 - ACCESS RULES FOR VENDORS

The following are regulations that Vendors working on York University projects must be aware of and abide by.

### **Access to the Job Site**

Once a contract is awarded to perform work on one of the York University campuses, the Vendor should contact the York University Project Representative for the project to discuss access rules.

**The York University Project Representative is the principal contact for the Vendor for any issues related to accessing the job site.**

The pre-construction meeting is intended to inform the Vendor about University's regulations that apply to Vendors and to discuss specific issues such as parking arrangements, material delivery arrangements, fees, Occupational Health and Safety regulations, security requirements, emergency procedures, and access to the job site.

See CPDC-OP-4.00-1 Contractor Badges

In order to have keys and or pass cards issued so that they can gain access to the job site, the Vendor is required to provide a Clearance Letter (see details below), and complete the following forms:

- York University Vendor Indemnification and Key Agreement
- York University Vendor Acknowledgement and Undertaking

Once these forms are completed the York University Project Representative will complete the necessary Key Request Form for each Vendor supervisor (or other Vendor principal) to whom a key will be issued so that they can gain access to the job site.

The Vendor shall be responsible for all costs to the University to secure property should a key(s) be lost.

**Master keys** – For operational reasons it may be necessary for the York University Project Representative to issue a building master key or sub-master key to the Vendor's designated supervisor. In such a situation, the Constructor's/Contractor's designated supervisor is required to produce the master or sub-master key on demand (by York University Security Services), and to meet with the York University Project Representative at least once per week to demonstrate that they are still in possession of the master or sub-master key. Loss of a sub-master or master key must be reported immediately to the York University Project representative, the Vendor will be held responsible for all costs to rectify the situation (may include re-keying all cylinders associated with the lost key).

## **Clearance Letter - Police Background Checks for Key Holders**

The Vendor is required to provide a “Clearance Letter Level 1” (valid within one year, also known as a police check) for each of the Constructor’s/Contractor’s supervisors who will be managing the project on campus and to whom a key (or keys) will be issued to gain access to the job site. The individuals to whom keys are issued are deemed to be “key holders” by York University.

A Clearance Letter (Level 1) is a formal document produced on secure paper indicating that the subject of the inquiry has no criminal convictions in the National Repository of Criminal Records maintained by the Royal Canadian Mounted Police (RCMP).

A request for a Clearance Letter must be made in person at the individual’s local or regional police services office.

A request for a Clearance Letter must be made in person at the individual’s local or regional police services office.

The Clearance Letter should be presented to the York University Project Representative before keys can be issued.

## **Regulations Regarding York University Keys and Job Site Access**

- Keys provided to the Vendor for the purpose of gaining access to the job site are issued to a Vendor employee or principal under the individual’s name.
- Keys issued to the Vendor must not be transferred to a sub-contractor or any other Vendor employee to whom the University has not officially issued the key(s).
- Once the York University Project Representative has obtained the keys, s/he will temporarily issue them to the Vendor’s designated supervisor(s) in charge of the project, with a date of return specified.
- Keys issued to the Vendor’s designated supervisor(s) must be returned to the York University Project Representative upon completion of work at the time specified when the keys were issued. Failure to return keys on time will be deemed a security breach, and appropriate actions will be taken by the University.
- Vendors can return keys to the York University Project Representative. If the York University Project Representative is not available, keys can also be returned to Maintenance

- Key Control, located in room 1066 Physical Resources Building during regular hours.
- York University keys issued to Vendors shall be kept in a safe and secure location while in their care.
- York University keys shall not be duplicated.
- Vendors shall not permit unauthorized personnel to access the project job site.
- Loss of a key must be reported immediately to the York University Project representative, the Vendor will be held responsible for all costs to rectify the situation (may include re-keying all cylinders associated with the lost key).
- Where the Vendor requires access to the job site for sub-contractors or sub-trades, access can be arranged either by having:
  - the sub-contractor has a separate key issued under their name following the regulations of the University (as stated above); or
  - the Vendor's designated supervisor present on campus to provide access to the job site and to supervise the sub-contractors' or sub-trades' work.



## SECTION 3 - YORK UNIVERSITY SECURITY SERVICES

The security and safety of York University property and community members requires the cooperation and support of the whole community. To achieve this, it is important that all Vendors and workers are familiar with the campus and its buildings

The Security Control Centre is open 24-hours-a-day/365 days-a-year and houses a dispatch centre, Closed Circuit Television (CCTV), alarm monitoring equipment and a first aid station. The Security Control Centre ensures that appropriate community related security services and emergency response are available to the Keele and Glendon communities at all times. Specific arrangements must be made on a project-by-project basis with locally contracted security forces for all satellite locations.

### Keele Campus:

228 William Small Centre  
416-650-8000 or extension 58000 (Non-Urgent Matters)  
416-736-5333 or extension 33333 (Urgent Matters)

### Glendon Campus:

Greenhouse  
416-650-8000 or Ext. 58000 (Non-Urgent Matters)  
Phone: 416-736-5333 or Ext. 33333 (Urgent Matters)

To ensure that all requests for assistance are handled appropriately, please review the follow steps so that Security Service can respond in a timely matter:

- Call Security Services for immediate assistance
- Identify yourself
- Know the name of the building, the address of the building, the room number etc.
- Provide details of the emergency so that appropriate personnel can be dispatched accordingly.

### **911 Emergencies**

For situations where people or property are at immediate risk, (e.g., medical emergency, fire, crime in progress) contact 911 directly. Then follow up by contacting Security Services at 416-736-5333, who will meet and expedite emergency vehicles directly to the scene of the emergency so that valuable time is not lost searching for a particular building or location.

All of the pay phones on campus are programmed to call 911 and 416-736-5333 free of charge. In addition to this all buildings on campus are equipped with interior safety phones (typically located near elevator lobbies or by entrance lobbies) that are programmed with a direct telephone line to York University's Security Services' Control Centre. A number of exterior emergency phones are also available on campus that also offer a direct communication line to Security Services' Control Centre.

These communication devices can also be used to alert Security Services and to request assistance. Security Services will respond to all calls for service and has protocols in place relative to Emergency Services to get them to the location required quickly.

### **Lost or stolen key cards and keys**

Report lost or stolen keys immediately, contact Security Services at 416-736-5333 and the name York University Project Representative. Security Services will make necessary arrangements to ensure the safety of York University community members and property.

### **Accessing the Job Site After Hours**

Arrangements must be made in advance with the York University Project Representative, to access a job site outside of regular operating hours. Security Services will not permit access to a job site without formal authorization from the York University Project Representative, in advance.

## SECTION 4 - PARKING FOR VENDORS AT YORK UNIVERSITY

Parking Services understands that the needs of Vendors vary from project to project. Whether the contract is for one day, one month or one year, Vendors are encouraged to contact Parking Services or work with their York University Project Representative to make their parking arrangements prior to the start of the job. Please see the following links for information on parking, daily parking rate and parking permits.

[www.yorku.ca/parking](http://www.yorku.ca/parking)

### **Contractor/Consultant/Architect/Vendor Parking Changes Effective September 1, 2021**

The University is resuming paid parking effective September 1, 2021. **All Contractors/Consultants/Architects/ Vendors will require a parking permit or pay for daily parking when on campus.** During the last year, Parking Services has moved to a virtual permit model, to enhance digital services and remove in-person touchpoints and friction with processes and equipment. All parking will be facilitated through your license plate number. Hang Tags, Temporary Passes, and Access Cards are no longer required. This brings new procedures for both, purchasing a contractor parking permit and paying for daily parking on campus.

#### **How to Purchase a Parking Permit**

Parking Services is offering an appointment based ONLY system and it is necessary to schedule an appointment **PRIOR TO ARRIVAL.**

To **SCHEDULE AN APPOINTMENT**, contact Parking Services at (416) 736-5335 or visit our website at [www.yorku.ca/parking](http://www.yorku.ca/parking) to connect with a live agent via Zoom.

Arrive at Parking Services, (Suite 222, William Small Center) at the appointed time with your completed APPLICATION and your VEHICLE OWNERSHIP(S).

Your permit will be processed during your scheduled appointment.

[www.yorku.ca/parking/parking-permits](http://www.yorku.ca/parking/parking-permits)

#### **Daily Parking**

Daily parking will be facilitated through the HONK Mobile payment App. Daily parking in **Garages** will **ONLY** be facilitated through the HONK Mobile payment App, and payment will now be required upon entry.

There are also many surface lots across campus, where payment can also be made at pay machines with credit card or coins.

If you require **Service parking for the day**, please contact Parking Services at 416-736-5335 to make arrangements.

[www.yorku.ca/parking/daily-rates](http://www.yorku.ca/parking/daily-rates)

## **How to Pay with HONK**

### **How to use HONKAPP: the mobile app to pay for parking on your phone.**

1. Download the HonkMobile App from the AppStore or Google Play
2. Create your free account
3. Add your license plate & payment method (Apple Pay, Google Pay, PayPal, Interac Debit, & all major credit cards)
4. Choose the zone, select the time you want to park for, confirm your license plate, & hit pay

Add more time from anywhere! You can opt-in to receive text reminders 15 minutes before your parking expires

### **How to use HONKTAP: the quick guest checkout experience -- no app, just tap/scan & go!**

You can tap or scan the QR code on designated signage on-site to pay for your parking for easy, contactless payment without downloading the app!

1. Find the QR sign in the parking lot -- tap or scan your phone **(NOT AVAILABLE IN GARAGES)**
2. Follow prompts on-screen
3. Select time, enter license plate & payment information (Apple Pay, Google Pay, PayPal, Interac Debit, & all major credit cards)
4. Opt-in for email receipt & ability to add more time from your phone

**City of Toronto Parking violations are issued to those found in noncompliance.**

**Please note that parking rates and availability are subject to change without notice.**

## Frequently Asked Questions about Parking

### ***How do I make special parking arrangements for my workers?***

The York University Project Representative, in conjunction with Parking Services will work with you to discuss your parking needs, permit options, and billing.

For more assistance contact the Supervisor, Administration, Parking Services at 416-736-2100, ext 44509.

Where can I ask questions about parking and purchase a parking permit?

Parking permits are purchased by appointment only at:

Parking Services  
Room 222 William Small Centre Tel: 416-736-5335

How do I purchase a parking permit?

Individuals applying for a parking permit

Complete an application form (can be obtained online at <https://parking.info.yorku.ca/> or in person at 222 WSC)

Provide a photocopy of the vehicle ownership for all vehicles being registered.

NOTE: Permits will not be issued to individuals with outstanding parking violations.

How can I pay for a parking permit?

Payments should be made in person by:

Cash/Cheque  
Debit  
Visa/MasterCard  
American Express  
Company Invoice

Can I park in restricted areas such as fire routes, loading docks, medical areas, etc.?

Locations where parking is strictly prohibited includes:

All Fire Routes

Medical Areas

Loading Docks

Reserved Day & Night Spaces

On the roadway around the Harry W. Arthurs Common, York Blvd.

If you have not paid for daily parking or purchased a parking permit, your vehicle may not be parked on campus.

Parking in hoarded areas?

Parking in hoarded areas of construction sites is permitted on a very limited basis. Allocation of space for parking adjacent to site trailers, material storage sites or containers and similar areas should be on an 'as-needed' basis. Parking requirements within the hoarded site must be submitted to Parking Services for approval. General Parking for Construction site staff on or within the construction site is not permitted, unless authorized by Parking Services.

What do I do if I receive a parking notice? Or City of Toronto Violation?

Vehicles parked in contravention of the University's Parking and Traffic Regulations will be ticketed with either a York Parking Notice or a City of Toronto Parking Violation.

Vehicles that are found parked on campus without valid payment may initially be issued a York University Parking Notice ("Notice"). The Notice will request payment for the applicable daily rate and advise that future infractions will be subject to City of Toronto ticketing and/or towing to a municipally licensed impound located off campus.

Notices can be paid online, by phone or in person. Payment information can be found on the back of the Notice.

Payment and dispute options for City of Toronto Parking Violations are printed on the back of the Violation.

Parking Services can be contacted as follows:

General Inquires 416-736-5335

Parking Services website: <https://parking.info.yorku.ca/>

Parking and Traffic regulations at York University can be found - <https://www.yorku.ca/parking/york-university-parking-and-traffic-regulations/>

## **Contractors and Suppliers**

Contractors and suppliers shall, during the contract tendering process, be informed of the restrictions outlined under #2 above. Special arrangements may be made for a contractor or supplier to deliver materials to a building in consultation with Facilities Services and Parking Services personnel.

Contractors shall work with staff of the Department of Facilities Services to ensure that all contractor vehicles are parked in designated parking areas, and Facilities Services shall be responsible for communicating these guidelines and, as required, for making arrangements for contractors with Parking Services. Wherever possible, contractors shall refrain from using exterior walkway, turf and planting areas adjacent to building entrances as parking sites.

A vehicle operator shall be held responsible for site damage costs attributed to unauthorized operation, standing or parking of vehicles on walkways, turf, or any other restricted areas.

## **Vehicle Operating Instructions**

Where there is either justification or formal authorization given by Parking Services for a licensed vehicle to operate on a walkway, pedestrian pathway, patio, terrace, turf area, etc., the following practices shall be observed:

The vehicle's full light package shall be turned on, and 4-way flashers activated.

If so equipped, the vehicle's overhead beacon shall be activated.

Movement of the vehicle shall not exceed 15 km per hour.

The vehicle shall not drive through crowds of people. It shall sit and wait until the walkway is clear of pedestrians.

The vehicle shall not cut corners and drive on turf edges in order to by-pass pedestrians or obstructions.

When reversing, the vehicle operator shall activate backup beepers. If there is a passenger in the vehicle that is backing up, then that person shall be required to get out of the vehicle and direct the driver.



SECTION 5 - YORK UNIVERSITY OCCUPATIONAL  
HEALTH & SAFETY PROGRAM FOR VENDORS  
HEALTH, SAFETY & EMPLOYEE WELL-BEING

REVISED October 2021



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## **PROGRAM OBJECTIVE AND VENDOR TERMS AND CONDITIONS**

The York University Health and Safety Program is intended to outline the health and safety requirements for Vendor so that injuries can be prevented and appropriate measures can be put in place prior to the commencement of the work. This requires the Vendor management to set a good example for all workers by showing their dedication to good health and safety practices, appointing “competent” supervisors, selecting qualified sub-contractors where required, recognizing and identifying hazards and implementing safe procedures for the prevention and control of hazards.

### **General Health and Safety Terms and Conditions**

1. Every Vendor shall accept full responsibility and liability for the safe execution of the Project.
2. Every Vendor shall take every reasonable measure to ensure the safety of their workers and members of the York University community.

Where there is disagreement as to the interpretation of statutory requirements, policies, regulations and/or practices, the interpretation of York University and the York University Project Representative shall prevail.

## **ROLES AND RESPONSIBILITIES**

### **Vendor**

By reviewing and signing the *York University Vendor Acknowledgement and Undertaking* form, the Vendor agrees to comply with the *York University Occupational Health and Safety Program for Constructors/Contractors*, all job site specific health and safety rules, and the *Occupational Health and Safety Act and Regulations for Construction Projects (O. Reg. 213/91)* while working on a job site at York University.

Some of the requirements for a Vendor as outlined in the Regulations include:

- a) Appoint a supervisor for every project at which 5 or more workers will work at the same time. The supervisor shall supervise the work at all times either personally or by assigning a competent person to do so. The Vendor should provide the name(s) of the project supervisor(s) to the York University Project Representative prior to starting work;
- b) Make available, upon the request of the York University Project Representative, the Vendor’s occupational health and safety policy and its applicable

- program(s) to implement the policy;
- c) Vendor must coordinate with the project manager for all fire safety services and permit(s) are posted.
- d) Post at the job site the Notice of Project form approved by the Ontario Ministry of Labour, Training and Skills Development (MLTSD) when and where applicable for the project
- e) Post an Emergency Response procedure.

Additional requirements and responsibilities include but are not limited to:

1. Attend the York University “Pre-construction meeting” and provide similar orientation to workers and sub-contractors in regard to policies, procedures and requirements relating to the project site.
2. Provide job site risk assessments and project safety plan to the York University Project Representative (See: Page 5-7, Specific Hazards and Procedures).
3. Before starting a specific work activity, advise the York University Project Representative if such work might create a hazard to any worker or another employer.
4. Provide the York University Project Representative with the name of a qualified person designated to be responsible for the project site health and safety.
5. Familiarize with and comply with the *Workplace Safety and Insurance Act (WSIA)*, *First Aid Requirements (Reg. 1101)*. Maintain adequate first aid facilities and any emergency response kits (e.g., spill, eyewash, fire suppression/extinguishers) on the project site as required by *Reg. 1101*. N.B. and *Occupational Health and Safety Act*. Any Contractor with up to 15 workers on any shift must have at least one person at the project site who is the holder of a valid First Aid Certificate as per *WSIA, Reg. 1101, s9(2)*.
6. Be aware of emergency contact telephone numbers and the nearest medical facility (see York University Vendor Manual, Section 7: Important Contact Telephone Numbers).
7. Ensure that every worker at the project site has ready access to a functional telephone, 2- ways radio system or other communication system, in the event of an emergency.
8. Arrange for use of toilet facilities where workers at the project site have reasonable access to these facilities.
9. Ensure that a reasonable supply of potable drinking water is readily accessible at a project site for the use of workers.
10. Protect the safety and health of others on site.
11. Plan safety into all work activities.
12. Ensure a supervisor performs weekly project site inspections.
13. Discipline and document any worker who fails to follow rules and safe work practices and procedures.

14. Provide and enforce the use of required personal protective equipment.
15. Provide to the York University Project Representative Safety Data Sheet (SDS) for any Workplace Hazardous Materials Information System (WHMIS) controlled products prior to its arrival at the project site.
16. Ensure all workers are trained in the WHMIS Program and continuously comply with WHMIS Regulations; and submit proof of training to the York University Project Representative.
17. Ensure all incident investigations are reviewed and appropriate corrective action is taken. Report all critical injuries or fatalities to York University Representative immediately. York University Representative is to report such incidents immediately to Health, Safety and Employee Well-Being (HSEWB) via established internal processes
18. Review safety records and take the necessary action for improving job safety.
19. Comply with all legislative requirements relating to construction work (including the *Occupational Health and Safety Act*, the *Environmental Protection Act*, the *Workplace Safety and Insurance Act*, etc.), and applicable MLTSD requirements and orders;
20. Ensure the project site is adequately secured with barricades or otherwise cordoned off to prevent unauthorized personnel from entering (and potentially placing themselves at risk);
21. Ensure that appropriate signage is posted to identify the area as a work zone and that only authorized personnel are permitted to enter.
22. Ensure the York University Lockout and Tagout and where applicable Electrical Safety Programs are provided by the York University Project Representative or an equivalent level of safety procedures are followed. Contractors and constructors must use their own locks and tags. Constructors must provide a copy of their lock and tag procedure to the York University Program Representative.
23. Responsibilities detailed in the Sections that follow on “WSIB Certificates of Clearance”, “Training”, “Chemical Safety”, “Specific Hazards and Procedures”, and “Incident Reporting and Investigation”.
24. The use of elevators for the movement of construction personnel, equipment and material is allowed provided the elevator cab and doorways have been protected against damage. Protection of the elevator shall be the responsibility of the Contractor and will be in accordance with the standards set by York University. No unprotected elevators shall be used for site access or delivery. Elevators should be protected with plywood or hanging moving protection material. Photographs should be taken before and after use. Arrangements to use the elevator should be made with your Project Manager and respective department/building liaison.
25. Interiors, entrance frames and floors of elevators shall be lined with plywood

to act as protection against damage and shall remain in place for the duration of the project. Contractor shall remove protection cladding once all renovations are complete. Contractor is responsible for any and all damages caused during use.

26. Sub-contractors are also required to carry out these responsibilities and to contribute to the overall safety program at the project site. Sub-contractors are required to be particularly careful that their work activities do not create a hazard for others on site.

### **York University Project Representative**

The York University Project Representative is responsible to ensure that Vendors are aware of their health and safety responsibilities and monitors for compliance.

Before work begins on a project, the York University Project Representative will receive from the Vendor all of the following, as required:

- Vendor health and safety policy and relevant program(s).
- Project registration/notification form approved by the Ontario MLTSD.
- Name of project site supervisor for projects where 5 or more workers work at the same time.
- Name of person designated by the Vendor responsible for site health and safety activities.
- Site risk assessment and project safety plan.
- Safety Data Sheet (SDS) of each hazardous material used in the project
- Proof that any radiation sources (e.g. gauges) used on site are valid under the Contractor's radiation CNSC license
- Certificates of training (e.g., WHMIS, First Aid, and other job-specific safety training) of all workers.

### **WORKPLACE SAFETY AND INSURANCE BOARD "CERTIFICATE OF CLEARANCE"**

1. The Vendor is required to provide a Workplace Safety and Insurance Board Certificate of Clearance. For projects extending more than 90 days, the Certificate of Clearance must be renewed every ninety days, in accordance with Workplace Safety and Insurance Board of Ontario (WSIB) requirements.
2. The Vendor shall inform the York University Project Representative immediately of any status change with the Workplace Safety and Insurance Board (e.g., a change in rate group, classification, Performance Index, etc.).

## TRAINING

The Vendor shall ensure that appropriate instruction and safety training have been provided to its workers before the work begins (e.g., based on hazards identified in risk assessment on Page 5-7, Specific Hazards and Procedures). Evidence of training (e.g., certificates of completion) shall be made available upon the request of the York University Project Representative. York University does not provide instruction and safety training to the Vendor's workers.

WHMIS (Workplace Hazardous Materials Information System) training as defined under the *Occupational Health and Safety Act and WHMIS Regulation* is required by York University for all employees working on the project. Contractors/Constructors are required to provide written proof of training at the **pre-construction meeting**.

## CHEMICAL SAFETY

1. Under the *Occupational Health and Safety Act* and related Regulations, specific requirements, procedures, and training must be carried out to ensure that workers work safely with chemicals. York University expects that the Vendor, their sub-contractors and their agents will comply with these requirements, procedures and training.
2. Before a project is started:
  - a. The York University Project Representative will inform the Vendor in writing of any "designated substance" (refer to the list of substances in Appendix C, Section B on Page 5-13) that may be encountered in the course of work or, in the area
    - a) where the work takes place (refer to Section 1, Vendor Code of Conduct, Rules and Responsibilities). The Vendor shall ensure that when working with or around any hazardous or designated substance, all necessary precautions are followed, including but not limited to, personal protective equipment, signage, restricted entry, additional ventilation, etc.
    - b) The Vendor shall inform the York University Project Representative in a timely manner, that temporary changes in the location of workers or other precautions or arrangements, may be required. The York University Project Representative shall then make arrangements, as appropriate.
    - c) The York University Project Representative's name and extension number shall be posted at all entrances to the project site.

- d) Under the Workplace Hazardous Materials Information System (WHMIS) Regulation, a Safety Data Sheet (SDS) of each chemical to be used on the Project shall be kept on site and made available to the York University Project Representative.
- e) The York University Project Representative is required to forward a copy of each SDS to the University employee designated for health and safety in each University department or office likely to be affected by the project.
- f) Preventive measures and procedures must be adhered to, for the protection of workers and occupants of buildings. Examples of such measures include personal protective equipment, engineering controls, area signage, and restricted access. Examples of procedures include handling, storing and disposing of waste, and cleaning up spills as outlined in the SDSs.
- g) All chemical containers must be appropriately labeled in accordance with the WHMIS Regulation. When not in use, chemical containers must be covered and properly stored.
- h) York University's Health, Safety and Employee Well-Being (HSEWB) may forward to the York University Project Representative additional requirements, changes in procedures or other recommendations to improve the safety of the project. The York University Project Representative will then ensure that the Vendor implements the additional requirements.
- i) Chemical spills released into the environment shall be reported immediately by the Vendor to:
- York University Security Services at 416-736-5333;
  - the York University Project Representative; and
  - appropriate government agencies e.g., Ministry of Environment and Climate Change, Conservation and Parks Spills Action Centre (See: York University Vendor Manual: Section 7, Important Contact Telephone Numbers).

## **SPECIFIC HAZARDS AND PROCEDURES**

The Vendor shall identify workplace hazards and conduct project site-specific risk assessments including, but not limited to:

- Designated Substances (O. Reg. 490/09)
- Asbestos on Construction Projects and in Buildings and Repair Operations (O. Reg. 278/05)
- Biological hazards (e.g., bacteria and viruses, mould, parasites, pests etc.)
- Chemicals (including hazardous materials under WHMIS)
- Cold stress
- Confined spaces (O. Reg. 632/05)
- Electrical safety and Lock and Tag procedure
- Heat stress
- Indoor air quality (e.g., pollutants including dust, gases and vapours)
- Machinery
- Musculoskeletal Injury (e.g., material handling including lifting, pushing, pulling, repetitive motion etc.)
- Noise (O. Reg. 381/15)
- Radiation
- Vibration
- Working at heights (e.g., activities requiring fall restricting or fall arrest systems, use of ladders etc.)
- Traffic control
- Excavations

Appropriate legislative requirements shall be followed, and safety procedures developed, for the protection of the workers involved in the project and members of York University affected by the project. All documented programs and procedures shall be reasonably available to York University upon the request of the York University Project Representative.

## **INCIDENT REPORTING AND INVESTIGATION**

### **1. Reporting and Documentation**

York University requires that all incidents, as described in the *Occupational Health and Safety Act, 1990 Section 51, 52 and 53*, concerning death, critical injuries, explosion or fire causing injury, and others be reported to the MLTSD by the employer of the injured worker. They must notify York project representative about such



incidents who then will notify HSEWB.

All such incidents including near misses shall be investigated to determine the root cause by the Vendor. Corrective and preventive measures shall be documented and implemented by the Vendor to prevent similar incidents in the future.

The employer of the injured worker is also required to comply with the Workplace Safety and Insurance Act regarding incident reporting.

A copy of the Constructor's/Contractor's incident investigation report, indicating corrective or preventative measures, shall be provided to the York University Project Representative who shall forward a copy to the University's HSEWB section for review and to keep on file.

## **2. Incident Scene**

In the event of an incident that results in a person being killed or critically injured at the workplace, in accordance with the *Occupational Health and Safety Act* the scene must be secured and left untouched, except for the purpose of saving life or relieving human suffering; maintaining an essential public utility service or a public transportation system; or preventing unnecessary damage to equipment or other property. Report all critical injuries and fatalities to the York University Project Representative who will then report them HSEWB.

## **3. Disciplinary Action for Safety Infractions**

If the Vendor, their sub-contractor and/or their agent are in breach of any safety requirements, they may be subject to actions which may include being asked to leave the premises and possibly being barred from future work. It will be up to the York University Project Representative to determine whether the project shall continue. The Vendor, their sub-contractor and/or agent may not be permitted to resume work on university premises or until such time as they have proven compliance with all safety requirements and legislation. All actions will be documented by York University.

## **COVID-19 Requirements**

Project Managers are to ensure contractors are in compliance with all applicable YorkU COVID-19 Protocols. Refer to link for further details:  
<https://www.yorku.ca/bettertogether/visitors/>

## **APPENDIX A: YORK UNIVERSITY HEALTHY WORKPLACE POLICY**

Link: <https://www.yorku.ca/secretariat/policies/policies/healthy-workplace-policy/>

## **APPENDIX B: DEFINITIONS**

### **Competent Person**

A “competent person” means a person who:

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with this Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace.

### **Construction**

“Construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine;

### **Constructor**

“Constructor” means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

### **Contractor**

A contractor has “Employer” responsibilities as outlined in the *Occupational Health and Safety Act*.

At York, a contractor is an external company or independent operator hired into a contract:

- a) to perform work or supply services with a York University Project Representative as constructor; or
- b) to undertake with a constructor (under contract to the University) to perform work or supply services.

### **Critical Injuries**

*Occupational Health and Safety Act, Reg. 834*. A critical injury means an injury of a serious nature that,

- a) places life in jeopardy.

- b) produces unconsciousness.
- c) results in substantial loss of blood.
- d) involves the fracture of a leg or arm but not a finger or toe.
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe.
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye

### **Employer**

“Employer” means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

### **Project**

“Project” means a construction project, whether public or private, including,

- a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof,
- b) the moving of a building or structure, and
- c) any work or undertaking, or any lands or appurtenances used in connection with construction

### **Project Representative**

The York University Project Representative is the York University employee in charge of implementing a renovation, maintenance or construction project. This may be a project coordinator, project administrator, project manager, construction manager, planner or maintenance supervisor. Facilities Services is the department that manages all construction, renovation and maintenance projects at York University. For the purposes of this manual, the title “Project Representative” has been used throughout.

### **Risk Assessment**

Risk assessment is a process used to identify hazards and assesses the possibility of injury or illness to a worker who may be exposed to the hazard. Hazards may be ranked based on frequency of exposure, consequence or severity of risk and

probability of occurrence.

### **Supervisor**

“Supervisor” means a person who has charge of a workplace or authority over a worker.

## **APPENDIX C: REGULATIONS MADE UNDER THE OCCUPATIONAL HEALTH AND SAFETY ACT**

### **Safety Regulations**

- Construction Projects
- Industrial Establishments
- Mines and Mining Plants
- Window Cleaning
- Critical Injury Defined
- Confined Space
- Occupational Health and Safety Awareness Training
- Diving Operations
- Farming Operations
- Firefighters-Protective Equipment
- Health Care and Residential Facilities
- Oil and Gas-Offshore
- Roll-Over Protective Structures
- Teachers
- University Academics and Teaching Assistants
- Needle Safety

### **Designated Substance Regulations**

Asbestos on Construction Projects and in Buildings and Repair Operations

Designated Substances

Acrylonitrile

Arsenic

Asbestos

Benzene

Coke Oven Emissions

Ethylene Oxide

Isocyanates

Lead

Mercury  
Silica  
Vinyl Chloride

**General**

Biological or Chemical Agents, Control of Exposure to  
Workplace Hazardous Materials Information System

**Hazardous Physical Agents**

X-Ray Safety  
Noise

**Regulations that Directly Affect/Impact the Act**

- Inventory of Agents or Combinations of - Agents for the Purpose of Section 34 of the Act
- Joint Health & Safety Committees - Exemption from Requirements
- Offices of the Worker and Employer Advisers
- Criteria to be Used and Other Matters to be Considered by the Board Under Subsection 46(6) of Act



Schedule A

# FACILITIES SERVICES

## Vendor Indemnification and Key Agreement

The Vendor named below hereby consents to the following:

to abide by the "Regulations Regarding York University Keys and Job Site Access" included in the York University Vendor Manual, that all necessary clearance letters have been provided to York University, to ensure that keys issued to the Vendor are kept in a safe and secure location, not to duplicate York University keys or keys providing access to project sites on York University property, to accept responsibility for any damages, losses or claims resulting from the misuse of loss of keys issued to the Vendor, not to transfer keys issued by the University to any sub-contractor or any other contractor employee to whom the University has not officially issued the key(s); and to return keys to the University Project Representative upon completion of work – at the time specified when the keys were issued.

I hereby certify that I am duly authorized to bind the Vendor to this Agreement, which is made for good consideration.

### VENDOR

Print Name \_\_\_\_\_  
Position/Title \_\_\_\_\_ Telephone \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

### YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name \_\_\_\_\_  
Position/Title \_\_\_\_\_ Telephone \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

On the reverse side of this form, please provide the name and respective York Identification Badge number for each worker to whom a York University key is to be issued.







**Schedule B**

**FACILITIES SERVICES**

**Vendor Acknowledgement and Undertaking**

Prior to the start of any project on York University property, the Vendor agrees to follow the rules and regulations outlined in the *York University Vendor Manual*, and accepts all responsibilities and liabilities as outlined herein.

***I acknowledge that I have signing authority on behalf of the Vendor and that I have read and understand the contents of the York University Vendor Manual. I undertake to accept all responsibilities and liabilities as outlined in the York University Vendor Manual.***

**VENDOR**

Print Name \_\_\_\_\_ Position/Title\_  
Telephone\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**YORK UNIVERSITY PROJECT REPRESENTATIVE**

Print Name \_\_\_\_\_ Position/Title\_  
Telephone\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

This contract is valid \_\_\_\_\_  
from \_\_\_\_\_  
Project Reference \_\_\_\_\_  
Number: \_\_\_\_\_

*The signed Vendor Acknowledge and Undertaking shall be kept on file by the York University Project Representative who will provide the Constructor/ Contractor with a photocopy. The signed copy must be made readily available on the job site at all times.*



Schedule C

Fire Safety Services, Community Safety Dept.

DAILY PLANNED WORK AND FIRE CHECKLIST & PERMIT APPLICATION

Date of Work\_
Building Name:
Extent of Work Area:

Scope of Work:

- Welding torch, Oxy-acetylene, Plasma flame cutting, High heat drying, Soldering / Brazing, Hot tar roofing, Steam cleaning, Other (specify)

Work to be done by: York University maintenance staff: Vendor

Expected Start Time: Expected Finish Time:
Fire Alarm Status Notice to be Posted: Yes No
Fire Alarm to be By-Passed: Yes No
Automatic Sprinkler Protection: In Service None

The undersigned has:
examined the work area and verified the safety measures before applying for the permit.
provided the required safety measures by marking the appropriate boxes in the adjacent column.

VENDOR

Print Name Position/Title
Telephone Date Signature

YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name Position/Title
Telephone Date Signature

## **WORK AND FIRE SAFETY PERMIT APPLICATION**

Check the appropriate boxes below:

Automatic sprinkler protection in service

No existing sprinkler installation

Suitable and functional portable fire extinguisher

Manual fire hose and standpipe system in service

No fire hose and standpipe system installation

**WORK** equipment in good working condition

Within 35 feet (11 meters) of Fire Safety Services (Schedule D)?      Yes  No

Flammable liquids, dust, lint and oily deposits removed

Explosive atmosphere in area eliminated

Swept clean of combustibles from the floor

Covered the non-removable combustibles and exposed openings with standard non-combustible protective materials or sheets

Provided standard sheets to shield, confine or collect sparks where applicable

Protected duct openings or shut down fans and conveyors that might carry sparks or ignition sources beyond work area

**WORK** on Walls, Ceilings or Roof? Yes  No

Provided standard coverings on the exposed surfaces

Removed combustibles on opposite surfaces

Work on Enclosed Equipment?      Yes  No

Cleaned interior free of combustibles

Provided standard means to purge flammable vapors and maintain safe interior environment

Shutdown, isolated and vented pressurized vessels, piping and equipment

Fire Watch Required:

Provide Fire Watch during the **WORK** and 30 minutes after work completion, and 30 minutes for checking the work area and all adjacent areas to where sparks and ignition sources might have spread (including other exposed floors and opposite wall surfaces).

Final Hourly Check-up Monitoring Required:

No automatic fire alarm system

Impaired fire alarm system

No automatic fire alarm initiating device

Provide \_\_\_\_\_ hour(s) (Maximum 4 hours) Additional Comments:



**Schedule D**

**-Fire Safety Services, Community Safety Dept**

**FIRE PROTECTION EQUIPMENT IMPAIRMENT CHECKLIST-& PERMIT APPLICATION**

***FIRE PROTECTION EQUIPMENT IMPAIRMENT PERMIT APPLICATION***

Date of Impairment: \_\_\_\_\_  
Building Name: \_\_\_\_\_  
Impairment Details: \_\_\_\_\_

Scope of Repair, Maintenance or Special Event:

Sprinkler System     Hydrant     CO<sub>2</sub> System  Fire Protection Water Main  
Fire Pump     Fire Protection Control Valve     Fire Protection Standpipe  
Other Fire Suppression System (specify):  
Special Event

Work to be done by:  York University maintenance staff:  Vendor Expected Start  
Time: \_\_\_\_\_ Expected Finish Time: \_\_\_\_\_  
Notifications:

Office of Asst. Vice-President FS             Maintenance             Facilities Planning  
Fire Protection Water             Security Services  Building Occupants  
Toronto Fire Services  Factory Mutual Insurance Company

The undersigned will undertake the precautionary measures by marking the applicable boxes under the Reg Tag Permit Application.

**VENDOR**

Print Name \_\_\_\_\_  
Position/Title\_ Telephone\_\_ Date \_\_\_\_\_ Signature

**YORK UNIVERSITY PROJECT REPRESENTATIVE**

Print Name \_\_\_\_\_  
Position/Title\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

## ***FIRE PROTECTION EQUIPMENT IMPAIRMENT PERMIT APPLICATION***

### Precaution Checklist:

Shut down hazardous operations, such as spray painting, deep fat fryer, etc.

**WORK AND Fire Safety** Permit

No Smoking

Reduce Fire Load

Remove flammable contents

Empty and ventilate the flammable enclosure

Cover the out-of-service hydrants

Other precautions (specify)

### Outdoor Alternate Measures:

- Provide secondary water supply connection
- Pre-connect hydrant to the sprinkler or standpipe riser or Fire Department Siamese Connection
- Other precautions (specify)

### Indoor Alternate Measures:

- Fire Extinguisher Ready
- Manual Fire Hose Available
- Automatic Sprinkler Protection In Service
- Automatic Fire Alarm System In Service
- Patrol the unprotected areas every hour
- By-pass audible and visual Fire Alarm notification appliance and post trained staff at the Fire Alarm Annunciating Panel for immediate investigation of any incoming fire alarm signals
- Isolate or deactivate the Fire Alarm Initiating Device(s)
- Other precautions (specify)

### Restoration to Normal Condition:

- Shall conduct tests to ensure the normal operation of the fire protection equipment.
- Shall return the impairment to Normal Service
- Shall notify Fire Prevention

### FOR OFFICE USE ONLY

- Preplanned impairment
- Emergency impairment occurred during the on-duty hours of Fire Prevention
- Emergency impairment occurred during the off-duty hours of Fire Prevention

## IMPORTANT CONTACT TELEPHONE NUMBERS

### ON CAMPUS

#### DEPARTMENT OF FACILITIES SERVICES

Maintenance 416-736-2100 ext. 22401

Custodial Services 416-736-5856

Grounds 416-736-5502

#### COMMUNITY SAFETY DEPARTMENT

Building and Fire Code Compliance ..... 416-736-2100 ext. 33937

#### YORK UNIVERSITY SECURITY SERVICES

Internal .....ext. 33333

External.....416-736-5333

#### DEPARTMENT OF HEALTH SAFETY & EMPLOYEE WELL-BEING

External 416-736-5491

#### YORK LANES MEDICAL HEALTH CENTRE

External 416-736-5525

### OFF CAMPUS

#### FIRE, AMBULANCE, POLICE

Internal 9 - 911

External 911

Toronto Police Service 416-802-2222

North York General 416-756-6000

#### OTHER

Ontario Poison Centre 416-813-5900

Environmental Regulatory Spill Reporting 416-325-3000