



York University Constructor/Contractor Manual

January 20, 2011 version 2.0

Welcome to York University,

In supporting our core academic and research activities, York University recognizes that contractors and sub-contractors play an important role in helping create, alter, renew and upgrade facilities and interior spaces.

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, you should be familiar with all information relevant to engaging in renovation, construction or maintenance projects, including:

- Rules about accessing the job/project site and how keys are issued and returned;
- Parking regulations and fees;
- Constructor/Contractor code of conduct;
- Occupational Health and Safety regulations; and
- Security issues and concerns related to construction on campus.

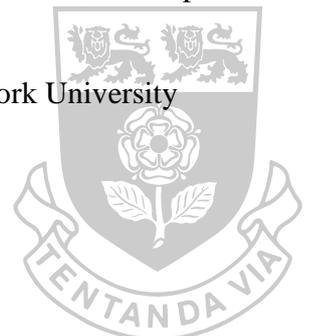
As the contractor, you also have the responsibility to ensure that any sub-contractors under your hire and direction are informed about all of these matters and operate in compliance while working on this project at York University.

The Department of Campus Services and Business Operations (CSBO) will schedule a ***pre-construction 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 project representative (normally a CSBO Project Coordinator or Maintenance Supervisor) 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 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, 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 (the Vendor of Record) is required to:

- Carefully read this *York University Constructor/Contractor Manual*, which includes:
 - *Constructor/Contractor Code of Conduct, Rules and Responsibilities*
 - *Access Rules for Renovation and Maintenance Contractors*
 - *Information about Security Services and Parking Services*
 - *Occupational Health & Safety Program for Constructors/Contractors*
 - *York University Constructor/Contractor Indemnification and Key Agreement form*
 - *York University Constructor/Contractor Acknowledgement and Undertaking form*
- Provide a *Clearance Letter* (police check) for any site supervisor or other contractor employee who will require keys to access the job site.
- Complete and provide the *York University Contractor Indemnification and Key Agreement form, if applicable*.
- Sign the enclosed *York University Constructor/Contractor Acknowledgement and Undertaking form* in the presence of the York University project representative designated to your project/work.
- Review the *Constructor/Contractor 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,

Gary Brewer
Vice President
Finance and Administration

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CONSTRUCTOR/CONTRACTOR CODE OF CONDUCT, RULES AND RESPONSIBILITIES

CODE OF CONDUCT

While at York University, contractors and contractor employees are expected to behave in a manner that is lawful and respectful of others. The Constructor/Contractor Code of Conduct has been designed to ensure that a consistent approach to contractor 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 Representative¹ 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.

Dress Code

Constructors/Contractors² are required to wear appropriate work wear, 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, Constructors/Contractors should act in a socially responsible manner. The Constructor/Contractor and Constructor/Contractor 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 Constructor/Contractor shall report the matter to their named York University Project Representative immediately.

Smoking and Alcohol Consumption

Smoking is not permitted in any enclosed area on campus, including outdoor areas that have an overhanging roof and more than two walls. Constructors/Contractors shall comply with all municipal, provincial and federal laws, including the Smoke-Free Ontario Act.

Alcohol is prohibited on all project sites, including staging and delivery areas, in parking lots and on the campus grounds. In accordance with provincial statutes and regulations, the University has designated locations for the consumption of alcoholic beverages (i.e. licensed restaurants and campus pubs).

¹ Project Representative includes contractors hired through any of CSBO's departments or units on a service contract

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

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OTHER CONSTRUCTOR/CONTRACTOR RULES AND RESPONSIBILITIES

York University's Department of Campus Services and Business Operations has developed a series of "constructor/contractor 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:

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

Responding to Enquiries Raised by York Community Members

The Constructor/Contractor and Constructor/Contractor 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 Constructor/Contractor shall direct him/her to their named York University Project Representative.

Care of University Property

It is expected that Constructor/Contractor and Constructor/Contractor 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 Constructor/Contractor and Constructor/Contractor 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 Constructor/Contractor 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.).

The Constructor/Contractor 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.

The Constructor/Contractor 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 Constructors/Contractors 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.

Audio devices, such as radios, shall not be used within or adjacent to the project area, including in interior corridors, foyers and atria that are adjacent to rooms/facilities used for teaching, examination, study, research and/or administration.

Upon completion of project work, the Constructor/Contractor 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.

Accidents – Personal/Property Damage

The Constructor/Contractor is responsible for ensuring that the construction, renovation or maintenance project is managed in a safe and effective manner. If an accident occurs that results in personal injury or property damage, the Constructor/Contractor shall immediately contact:

1. For situations where people or property are at immediate risk, first call 911 directly; and then
2. Security Services (416-736-5333 or extension 33333) who will meet and escort emergency vehicles to the project site; and
3. The York University Project Representative.

Constructors/Contractors 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 Constructor/Contractor is responsible for ensuring a hazard free environment, including minimizing risks to York University faculty, staff, students and visitors. The Constructor/Contractor should 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 Material Safety Data Sheets (MSDS), the Project Notification form, and contact telephone number of the York University Project Representative (the CSBO Project Coordinator or Maintenance Supervisor, etc.).

Also see Section 5: *York University Occupational Health & Safety Program for Constructors/Contractors*.

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.

The Constructor/Contractor 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:

Hot Work Permits

Hot Work Permits are required for any cutting, welding, soldering, etc. Hot Work Permits should be obtained from the Office of Building and Fire Code Compliance (CSBO) in Room 1070, Physical Resources Building before commencing any work referred to in Section 5.17 of the *Ontario Fire Code (Office the Fire Marshal of Ontario)*. A Daily Planned Hot Work Checklist must be completed as part of the application for a Hot Work Permit in the Office of Building and Fire Code Compliance before starting the work. (See sample of this form in Appendix C.) The Hot Work Permit application process shall be initiated preferably 48 hours before starting the actual hot work. York University requirements governing Hot Work activity will be issued with the Permit.

Fire Prevention Equipment Impairments

In accordance with the *Ontario Fire Code*, York University requires that 'notifications of shutdowns' of fire protective equipment including, automatic fire alarm, fire sprinkler, fire pump, fire house standpipe, fire hydrant, fire protection water main and other special fire extinguishing systems, must be approved in advance by the Office of Building and Fire Code Compliance, Room 1070 Physical Resources Building.

Fire prevention equipment impairments are to be arranged through the named York University Project Representative with the Office of Building and Fire Code Compliance. Before a sprinkler system or any fire protection equipment can be taken out of service, the Constructor/Contractor must complete the 'Fire Protection Equipment Impairment Checklist/Red Tag Permit Application' available in the Office of Building and Fire Code Compliance. (See sample of this form in Appendix D.)

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 shutdown of **any fire panel**
- **48 hours notice** is required for shutdown of **any sprinkler system**
- **48 hours notice** is required for weekend and/or after hours work
- **72 hours notice** is required for shutdown of **any electrical panel**
- **72 hours notice** is required for shutdown of **any electrical receptacles in occupied space that computers are connected to**
- **72 hours notice** is required for shutdown of **lighting panels/circuits in occupied space**

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.

Parking

Constructors/Contractors shall work with their named York University Project Representative (the CSBO Project Coordinator, CSBO Maintenance Supervisor, or CSBO Housing Services representative) and/or York's Parking Services to ensure that all Constructor/Contractor vehicles are parked in designated parking areas.

Special parking arrangements may be made for a Constructor/Contractor 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.

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

Vehicles on Pedestrian Walkways

To ensure that pedestrians walking on campus are able 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. Constructors/contractors 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.

ACCESS RULES FOR RENOVATION AND MAINTENANCE CONSTRUCTORS/CONTRACTORS

The following are regulations that Constructors/Contractors working on York University projects (renovation, construction or maintenance) must be aware of and abide by.

Access to the Job Site

- Once a contract is awarded to perform a renovation, new construction, maintenance or related work on one of the York University campuses, the Constructor/Contractor should contact the York University Project Representative for the project (normally a Project Coordinator, Project Manager or Maintenance Supervisor in the Department of the Campus Services and Business Operations) to discuss access rules.
- **The York University Project Representative is the principal contact for the Constructor/Contractor for any issues related to accessing the job site.**
- The York University Project Representative will arrange for the Constructor/Contractor to attend a pre-construction meeting with the University's Security Services in attendance.
- The pre-construction meeting is intended to inform the Constructor/Contractor about University's regulations that apply to Constructors/Contractors 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. At the pre-construction meeting, the York University Project Representative will also provide Security Services with the project work schedule that clearly outlines the project scope, timelines, and building access requirements.
- The York University Project Representative will arrange for identification badges for all Constructors/Contractors and Constructor/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 while on York University property – this also includes any person from outside the University who may be visiting the site. Those found without their badge may be asked to leave the premises.
- In order to have keys issued so that they can gain access to the job site, the Constructor/Contractor is required to provide a Clearance Letter (see details below), and complete the following forms:
 - York University Constructor/Contractor Indemnification and Key Agreement
 - York University Constructor/Contractor Acknowledgement and Undertaking
- Once these forms are completed the York University Project Representative will complete the necessary Key Request Form for each Constructor/Contractor supervisor (or other Constructor/Contractor principal) to whom a key will be issued so that they can gain access to the job site.

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 Constructor's/Contractor'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.

Clearance Letter - Police Background Checks for Key Holders

The Constructor/Contractor is required to provide a "Clearance Letter" (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 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. For more details contact the following:

- Toronto residents: www.torontopolice.on.ca
- Hamilton residents: www.hamiltonpolice.on.ca
- Durham Region residents: www.police.durham.on.ca
- Halton Region residents: www.hrps.on.ca
- Peel Region residents: www.peelpolice.on.ca
- York Region residents: www.police.york.on.ca

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 Constructor/Contractor for the purpose of gaining access to the job site are issued to a Constructor/Contractor employee or principal under the individual's name.
- Keys issued to the Constructor/Contractor must not be transferred to a sub-contractor or any other Constructor/Contractor 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 Constructor's/Contractor's designated supervisor(s) in charge of the project, with a date of return specified.
- Keys issued to the Constructor's/Contractor'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.
- Constructors/Contractors 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 Constructors/Contractors shall be kept in a safe and secure location while in their care.
- York University keys shall not be duplicated.
- Constructors/Contractors shall not permit unauthorized personnel to access the project job site.
- Where the Constructor/Contractor requires access to the job site for sub-contractors or sub-trades, access can be arranged either by having:
 - the sub-contractor have a separate key issued under their name following the regulations of the University (as stated above); or

- the Constructor's/Contractor's designated supervisor present on campus to provide access to the job site and to supervise the sub-contractors' or sub-trades' work.

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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 Constructors/Contractors 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.

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 response in a timely matter:

1. Call Security Services for immediate assistance;
2. Identify yourself;
3. Know the name of the building, the address of the building, the room number etc.; and
4. 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 on every floor 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 should 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.

Identification Badges

As mentioned earlier, 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. 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.

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Lost or stolen key cards and keys

Report lost or stolen keys immediately, contact Security Services at 416-736-5333. 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.

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PARKING FOR CONTRACTORS AT YORK UNIVERSITY

Parking Services understands that the needs of Constructors/Contractors vary from project to project. Whether the contract is for one day, one month or one year, Constructors/Contractors 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.

Parking Rates

All Constructors/Contractors are responsible for paying for parking while working at the University. Below are rates based on 20010/11 that should be considered before reserving parking on campus.

Daily Rates (includes HST)

Parking Category	Lot	Cost (Maximum)	Weekday Evenings	Saturday	Sunday
Parking Garages	• York Lanes Parking Garage	\$2.50/half-hour (\$20.00 max)	\$2.50/half-hour (\$8.00 max after 6:00 p.m.)	\$7.00 flat	\$5.00 flat
	• Arboretum Parking Garage	\$2.25/half-hour (\$15.00 max)	\$2.25/half-hour (\$8.00 max after 6:00 p.m.)	\$7.00 flat	\$5.00 flat
	• Student Services Parking Garage				
Hourly Parking Lots	• Thompson Road West Lot	\$1.75/half-hour (\$15.00 max)		\$7.00 flat	\$5.00 flat
	• West Office Building East Lot				
	• Ottawa Road				
	• Assiniboine Road				
	• Seneca Lane				
	• Fine Arts Road				
	• Atkinson Road				
	• Physical Resources Lot				
	• Calumet Lot				
	• Atkinson Lot				
	• Metered Parking Spaces	\$1.50/half -hour (2-3 hours max)			
	• Northwest Gate Lot	\$1.75/half-hour (\$10.00 max)	\$1.75/half-hour (\$8.00 max after 5:00 p.m.)	\$5.00 flat	\$5.00 flat
Flat Fee Parking Lots	• Founders Road East Lot	\$10.00 flat	\$8.00 flat (after 5:00 p.m.)	\$5.00 flat	\$5.00 flat
Glendon Upper Lot	• A Lot	\$1.75/half-hour (\$15.00 max)		\$7.00 flat	\$5.00 flat
Glendon Lower Lot	• F Lot, G Lot	\$1.75/half-hour (\$10.00 max)		\$5.00 flat	\$5.00 flat

Permit Rates (does not include HST)

For the most up to date information on parking permit, forms and applicable parking please visit the parking Services web site at URL

<http://www.yorku.ca/parking/index.html>

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

Frequently Asked Questions about Parking

1. 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 416-736-5591.

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

Parking permits are purchased at:

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

3. How do I purchase a parking permit?

Individuals applying for a parking permit

1. Complete an application form.
2. Provide a photocopy of their vehicle ownership (front and back) for all vehicles being registered.

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

4. How can I pay for a parking permit?

Payments should be made in person by:

- Cash/Cheque
- Debit
- Visa/MasterCard
- American Express
- Company Invoice

5. 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 or purchased a parking permit, your vehicle may not be parked on campus.

6. 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. Constructor/Contractor staff general parking on or within construction sites is not permitted unless authorized by Parking Services.

7. What do I do if I receive a parking violation?

Parking violations are payable upon issuance. Violations can be paid at any attended parking kiosk, at Parking Services, on the Web, or by telephone.

If you wish to dispute a violation, you can appeal the violation in writing within 5 business days of the issuance.

8. Parking Services can be contacted as follows:

General Inquires.....	416-736-5335
Parking Violations	416-736-5705

Parking Services website: <http://www.yorku.ca/parking>

- 4.4 Fines are payable upon issuance of the violation notice. Fines paid within 10 business days of the issue of the violation notice, Saturdays, Sundays, and Statutory Holidays excepted, will be accepted at the stated discount rate. The exceptions are: 3.1f, 3.5, 3.6, 3.7, 3.8, 3.8b, 3.8c, 3.8d, 3.8e, 3.8f, 3.9, 3.9a, 4.1, and 4.2.
- 4.5 Fines not paid within 10 business days of the issue of the violation notice, are subject to the set fine amount. If you park illegally, it is your responsibility to contact Parking & Transportation Services to enquire about your parking fines.
- 4.6 Vehicles subject to impoundment as a result of a breach of the York University Parking and Traffic Regulations may be removed to a commercial impound area. Information on towed vehicles may be obtained by calling 416-736-5333.
- 4.7 Failure to pay fines or charges assessed under the authority of York University Parking and Traffic Regulations within 30 calendar days of issue of a violation notice, or within 30 days of a mailing or posting of a Notice of Decision (Under Section 5) under which a fine is levied, may result in:
- (i) Cancellation of parking privileges
 - (ii) Referral to a private collection agency
 - (iii) University Sanctions; and/or
 - (iv) Legal action
 - (v) Additional service charges

SECTION FIVE:

Parking & Traffic Violations

- 5.0 If a driver or an owner has reason to object to the issuing of a Violation Notice or the assessment of a fine, he/she may file a Notice of Objection in the manner set out hereinafter. Administrative costs are not subject to the appeal process.
- 5.1 A Notice of Objection must be submitted in writing, addressing the Chair, York University Parking Appeals Committee, within five business days from the issue of the violation, excluding Saturdays, Sundays, and Statutory Holidays, Suite 222, William Small Centre, 155 Campus Walk, 4700 Keele Street, Toronto, ON, M3J 1P3. To be valid, the Notice of Objection must include the appellant's name, mailing address, violation number, and York affiliation (i.e.: Student, staff, faculty, tenant, visitor, etc.) Notice of Objections not received within the five business days will not be accepted.
- 5.2 Notice of Objection forms may be obtained from the Honour Court booth located on York Blvd at the Keele Campus Main Entrance or from Parking & Transportation Services, online at www.csbo.yorku.ca/parkingservices.
- 5.3 Notices of Objections shall be dealt with by the Chair, York University Parking Appeals Committee, which may uphold, cancel, or reduce the fine.
- 5.4 The York University Parking Appeals Committee will announce its rulings on Notices of Objection through a Notice of Decision. Payments owing are to be made within 30 calendar days from issuance of the Notice of Decision. Where applicable, discount payments must be made within 10 business days of receiving the letter of decision.

- 5.5 **Right of Appeal.** Once a decision has been made, a person may request a hearing before the Chair, York University Parking Appeals Committee, providing he/she outlines, in writing his/her reasons for requesting a hearing. Such requests must be submitted within 10 business days from the mailing date of the Notice of Decision. The Committee will then make a decision whether or not to hear the request. Should a hearing be granted, three dates will be offered to the appellant. Failure of the appellant to accept one of these dates or to appear for a scheduled hearing will result in the upholding of the initial decision.
- 5.6 **Administrative Costs.** Where the York University Parking Appeals Committee denies an appeal, costs of \$15 per appeal may be imposed.
- 5.7 Decisions of the York University Parking Appeals Committee with respect to appeals SHALL BE FINAL AND BINDING.

How to Write an Effective Appeal

If you have received a violation, and you would like to appeal it, you have five business days in which to submit a "Notice of Objection". A "Notice of Objection" can be submitted either by letter, or by using a form available at Parking Services, the Honour Court Booth, or online at www.csbo.yorku.ca/parkingservices/violations.

1. Keep the information on the appeal as short as possible while still providing pertinent information.
2. Indicate that the problem for which you were cited has been corrected or, if you are appealing your first citation, that you have made yourself familiar with University Parking Regulations.
3. Address the issue for which the violation was issued. Tangential matters cannot be considered.
4. Avoid the temptation to editorialize. We are aware that convenient parking and loading zones are at peak times, limited.
5. Avoid confusing parking issues with issues of security.
6. Appeals are almost never granted for any of the following listed reasons:
 - "Everybody parks there, and I am the only one who got a ticket"
 - "I was only there for 5 or 10 minutes"
 - "I've parked there for the last five weeks (months, years, etc) and I've never been cited before"
 - "I didn't know"
 - "I thought it was a space"
 - "I did not see the sign"
 - "I can't afford the fine"
 - "I had to use the washroom facilities" (or had a sick friend that had to use the washroom facilities)
 - "How was I to know it was going to snow last night?"

Keele Campus Parking Office

Hours of Operation
 Monday – Thursday: 8:45am – 4:15pm
 Fridays: 8:45am – 1:15pm
June, July and August
 Monday – Thursday: 8:45am – 4:15pm
 Fridays: 8:45am – 12:15pm
 Contact Information
 Telephone: 416-736-5335
 Fax: 416-736-5874
 Violation Info and Payments
 During business hours: 416-736-5705

Glendon Campus Parking Office

Hours of Operation
 Monday – Friday: 9am – noon
 1pm – 4pm
June, July and August
 Friday, closes at 3pm
 Contact Information
 Telephone: 416-487-6788
 Fax: 416-487-6806
 Violation Info and Payments
 During business hours: 416-736-5705

Renew your parking permit or pay violations online. Please visit our Web site at www.csbo.yorku.ca/parkingservices for details.

Parking and Traffic Regulations

at York University

Parking & Transportation Services

EFFECTIVE MAY 2005



SECTION ONE:

General Information

- 1.1 The Parking and Traffic Regulations for York University are authorized by the Board of Governors and the President of the University within the powers granted by the York University Act 1965 of the Province of Ontario and the Ontario Fire Marshal's Act 1981. The Department of Parking & Transportation Services of CSBG, York University, is delegated the responsibility for the implementation and enforcement of these Regulations.
- 1.2 The purpose of these Regulations is to facilitate the safe and orderly conduct of University business and to provide parking services in support of this function within the limits of available space. All persons using University parking facilities are subject to the regulations detailed hereunder.
- 1.3 The lands and grounds of York University are PRIVATE PROPERTY, and the University reserves the right to control motor vehicle access to and driving on the campus. The University permits parking and driving on campus grounds only upon the terms and conditions set forth in these Regulations. Provincial laws and Municipal by-laws applicable to campus grounds may be invoked by York University at any time for the purpose of preventing unauthorized parking and ensuring access to fire routes. The speed limit on University roads is 40 km per hour, unless otherwise posted. Pedestrians have the right-of-way at all crosswalks.
- 1.4 Vehicles, which are parked on Fire Access Routes, in Handicapped spaces, in Reserved Day & Night spaces, issued The Act of Trespass or in violation under Section 4.0, WILL BE TOWED/RELOCATED and stored at the owner's/driver's expense. Vehicles, which are illegally parked in reserved, unreserved, medical spaces or service spaces, obstructing the passage of emergency or service vehicles, or blocking/obstructing will be tagged and MAY BE TOWED/AWAY and stored at the owner's/driver's expense. The University reserves the right to move or impound any abandoned vehicle or any vehicle, which is found parked in unauthorized areas. Any University parking privileges or permit issued with respect to such cars may be cancelled.
- 1.4a Fire Access Route & No Parking signs, where posted, are applicable to the entire roadway/laneway.
- 1.5 The University reserves the right to suspend parking privileges temporarily or permanently in any area for special events, emergencies, or ongoing construction.
- 1.6 Vehicles that are in violation under Section 3.9 and 3.9a of the York University Parking and Traffic Regulations or have been issued The Act of Trespass may be subject to:
 - Cancellation of parking privileges
 - Towing/relocation of vehicle at the owner's/driver's expense
 - Fines and Penalties
 - University Sanctions
 - Legal Action
- 1.7 Metered Parking is available and enforced 24 hours a day, seven days a week, upon payment of the required fee.

- 1.8 York University assumes no responsibility for any damage or loss to a motor vehicle or its contents, no matter how it's caused, while it is on University property.

SECTION TWO:

Vehicle Registration

- 2.1 All Parking Permits (decals, placards, hangtags, passes, etc.) are issued by and remain the property of York University Parking & Transportation Services, CSBG. They are solely for the use of the party for whom they were issued, and valid only for the vehicles registered. Transfer by sale or exchange renders the permit invalid. Unauthorized use will result in confiscation and possible prosecution.
- 2.1a All patrons are required to relinquish any Parking Permit/pass/daily stub and/or access card when requested to do so by a Parking & Transportation Services Representative.
- 2.2 Faculty, staff and students whose main responsibilities, offices or majority of courses are at Keele Campus are required to obtain permits from Parking & Transportation Services at Keele Campus. Those, whose main responsibilities, offices or majority of courses are at Glendon Campus, are required to obtain permits from Parking & Transportation Services at Glendon Campus. Applicants for Parking Permits are required to produce the appropriate valid Ministry of Transportation ownership or out-of-province equivalent.
- 2.2a Full-time Parking Garage/Reserved Permit Holders must renew their permit prior to June 30th each year in order to secure a parking space in the reserved lot for the following semester.
- 2.2b Service Permits will be issued to Departments ONLY. Service Permits must be accompanied by a valid Parking Permit and are for Service Areas ONLY, on a first come, first served basis. Service Permits are valid in Department "home" buildings for a 1/2 hour maximum. Illegally parked vehicles will be tagged. Your "home" building is the building affiliated with your Department. All Service Permits will expire on April 30th each year.
- 2.3 A Parking Permit will not be issued to any person having unpaid parking fines or, for any vehicle which fines are outstanding.
- 2.4 Each vehicle on campus, other than those parked in lots where payment is permitted on a daily, hourly or metered basis must display a valid permit. A permit is only valid for the vehicle(s) for which it is issued.

A temporary pass must be displayed on the left hand corner of the dashboard. A York University Hang Tag must be hung on the rear view mirror facing outward. In the case of a motorcycle permit, the decal must be affixed to the front windshield or forks.
- 2.4a All vehicles which are parked in Medical/Handicapped Parking areas must display the Ontario Disabled Parking Placard issued for the said person, and a valid Parking Permit, or daily pass/stub issued by York University Parking & Transportation Services.
- 2.5 All members of the University community not having Parking Permits are required to pay a daily parking fee.
- 2.6 Vehicles not displaying a valid Parking Permit, or pass issued under these Regulations are not entitled to park on York University property. Contravention of this article is subject to violation notice being issued under Section Three and/or Four.

- 2.7 Residents are required to purchase a permit for each vehicle parked on campus.
- 2.8 All vehicles using parking facilities on campus must have valid license plates and validation stickers.
- 2.9 Change of Information - Parking Permit holders must inform Parking & Transportation Services of any changes in the information provided on their application.

SECTION THREE:

Parking & Traffic Violations

- 3.1a Non-payment of Unreserved Lot Daily Fee.
Fine: \$18 Discount Payment: \$9
- 3.1b Non-payment of Reserved Lot Daily Fee.
Fine: \$30 Discount Payment: \$15
- 3.1c Warning: No valid permit, pass or daily stub displayed.
Fine: \$0 Discount Payment: \$0
- 3.1d Warning: No parking on Hash marks - Refer to Parking & Transportation Rules and Regulations.
Fine: \$0 Discount Payment: \$0
- 3.1f Non-payment of Reserved Ice Gardens Lot Daily Fee.
Fine: \$10 Discount Payment: N/A
- 3.2 Failure to display a valid permit, pass or daily stub issued for the said vehicle, by York University Parking & Transportation Services.
Fine: \$40 Discount Payment: \$20
- 3.2a Parking at a time-expired meter.
Fine: \$40 Discount Payment: \$20
- 3.2b Parking in an area not designated for parking.
Fine: \$40 Discount Payment: \$20
- 3.3 Parking on Hash marks.
Fine: \$40 Discount Payment: \$20
- 3.3a Occupying two parking spaces.
Fine: \$40 Discount Payment: \$20
- 3.3b Parking in an area for which the permit, pass or stub is not valid.
Fine: \$40 Discount Payment: \$20
- 3.4 Failure to obey regulatory signs.
Fine: \$40 Discount Payment: \$20
- 3.4a Parking on a Designated Snow Route.
Fine: \$40 Discount Payment: \$20
- 3.4b Driving on other than normal Campus roads.
Fine: \$40 Discount Payment: \$20
- 3.4c Failure to yield right-of-way at a pedestrian crossing.
Fine: \$40 Discount Payment: \$20
- 3.4d Failure to obey the parking and/or traffic direction of a member of Security, Parking & Transportation Services.
Fine: \$40 Discount Payment: \$20
- 3.4e Unauthorized parking lot entry/exit.
Fine: \$40 Discount Payment: \$20
- 3.5 Dangerous, reckless or careless driving.

- 3.6 Parking in a University designated Medical/Handicapped space without the appropriate permit, pass or stub.
Fine: \$150 Discount Payment: N/A
- 3.7 Parking on a Fire Access Route.
Fine: \$100 Discount Payment: N/A
- 3.8 Parking or Standing on the University Common Road Bus Waiting Area.
Fine: \$250 Discount Payment: N/A
- 3.8a Blocking or Obstructing the roadway.
Fine: \$100 Discount Payment: N/A
- 3.8b Blocking or Obstructing a building entrance or exit.
Fine: \$100 Discount Payment: N/A
- 3.8c Blocking or Obstructing a loading dock.
Fine: \$100 Discount Payment: N/A
- 3.8e Blocking or Obstructing a sidewalk/walkway/pathway.
Fine: \$100 Discount Payment: N/A
- 3.8f Blocking or Obstructing the laneway/ale within a parking lot.
Fine: \$100 Discount Payment: N/A
- 3.9 Parking a vehicle displaying a permit, pass or stub obtained by unauthorized means.
Fine: \$300 Discount Payment: N/A
- 3.9a Parking a vehicle displaying a counterfeit or altered permit, pass or stub, or unauthorized facsimile of a permit, pass or stub.
Fine: \$300 Discount Payment: N/A

SECTION FOUR:

Parking & Traffic Violations

- 4.0 PARKING PRIVILEGES CANCELLED re: Failure to pay fines. You have two business days to re-instate parking privileges with Parking Services. Failure to comply will result in the offending vehicle being towed/relocated at the owner's expense.
Fine: \$0
- 4.1 Continuing to park on University property after notification of cancellation of parking privileges.
Fine: \$100 Discount Payment: N/A
- 4.2 On campus towing and relocation administrative costs.
Fine: \$60 Discount Payment: N/A
- 4.3 The person who has registered a vehicle and/or license plate with the University, or the person recorded as the owner by the Ministry of Transportation or out-of-province equivalent, will be responsible for:
 - (a) Any violation notices issued with respect to the said vehicle and license plate, and/or storing a vehicle.
 - (b) Tracing the owner of any unidentified vehicle and/or license plate.
 - (c) All other administrative costs, and invoice fees.The driver of a motor vehicle not being the owner is liable to the same extent as the owner.

Operation of Vehicles on Campus Walkways

Description: Describes the need and authority to restrict and regulate the use of motor vehicles on campus walkways.

Notes: Reviewed by UEC: June 14, 2005; Effective: June 14, 2005

Approval Authority: Vice-President, Finance and Administration

Signature: Gary Brewer

Rationale

To ensure that pedestrians walking on campus are able to do so safely, the following exterior areas of the Keele and Glendon Campuses shall be kept clear of moving and parked vehicles, wherever possible:

- Walkways and pedestrian pathways
- Turf and planting bed areas adjacent to buildings
- Asphalt, concrete or interlock surfaces in courtyards, patios, terraces and on the podium level above Central Square.

Guidelines

1. York University Vehicles

No York University vehicle shall be permitted to be operated on walkways, pedestrian pathways, patios, terraces, etc. unless it is necessary to provide authorized service to the community including, but not limited to, snow clearing, walkway cleaning, delivery of materials where there is no dock access, or use of a small crane truck or other service vehicle for lamp or sign repair or other maintenance purpose.

2. Private Vehicles

Generally, a private vehicle is not permitted to be operated on, to stand on, or to be parked on a campus walkway, pedestrian pathway, patio, terrace, grassed turf, planting bed, or in a courtyard, without making appropriate prior arrangements with Parking Services.

3. Contractors and Suppliers

- a) 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.
- b) 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.

4. 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.

5. 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:

- a) The vehicle's full light package shall be turned on, and 4-way flashers activated.
- b) If so equipped, the vehicle's overhead beacon shall be activated.
- c) Movement of the vehicle shall not exceed 15 km per hour.
- d) The vehicle shall not drive through crowds of people. It shall sit and wait until the walkway is clear of pedestrians.
- e) The vehicle shall not cut corners and drive on turf edges in order to by-pass pedestrians or obstructions.
- f) 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.



**York University
Occupational Health & Safety Program
for
Constructors/Contractors**

Department of Occupational Health and Safety

REVISED May 2007

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PROGRAM OBJECTIVE AND CONSTRUCTOR/CONTRACTOR TERMS AND CONDITIONS

The York University Health and Safety Program is intended to outline the health and safety requirements for Constructor/Contractor so that personal injuries can be prevented and appropriate measures can be put in place prior to the commencement of the work. This requires the Constructor/Contractor 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 Constructor/Contractor shall accept full responsibility and liability for the safe execution of the Project.
2. Every Constructor/Contractor 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

Constructor/Contractor

By reviewing and signing the *Campus Services and Business Operations, Constructor/Contractor Acknowledgement and Undertaking* form, the Constructor/Contractor 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 Constructor/Contractor 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 Constructor/Contractor 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 Constructor’s/Contractor’s occupational health and safety policy and its program(s) to implement the policy;

- (c) Post at the job site the Notice of Project form approved by the Ontario Ministry of Labour, when and where applicable for the project (e.g., projects over \$50,000, or projects that extend for more than 3 months, or projects that involve asbestos work, etc.)
- (d) 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 on the project site as required by *Reg. 1101*. N.B., 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 Constructor/Contractor 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 a Material Safety Data Sheet (MSDS) 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 accident investigations are reviewed and appropriate corrective action is taken;
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 Ministry of Labour 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 Lock and Tag Procedure or an equivalent level of safety procedure is followed. Contractors and constructors must use their own locks and tags. Contractors are required to follow the York University Lock and Tag Procedure provided by the York University Project Representative. 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 “Accident Reporting and Investigation”.

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 Constructors/Contractors 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 Constructor/Contractor the following, as required:

- Constructor/Contractor health and safety policy and relevant program(s);
- Project registration/notification form approved by the Ontario Ministry of Labour;
- Name of project site supervisor for projects where 5 or more workers work at the same time;
- Name of person designated by the Constructor/Contractor responsible for site health and safety activities;
- Site risk assessment and project safety plan;

- Material Safety Data Sheet (MSDS) of each hazardous material used in the project; and
- 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 Constructor/Contractor is required to provide a Workplace Safety and Insurance Board Certificate of Clearance. For projects extending more than 60 days, the Certificate of Clearance must be renewed every sixty days, in accordance with Workplace Safety and Insurance Board of Ontario (WSIB) requirements.
2. The Constructor/Contractor 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 Constructor/Contractor 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 Constructor’s/Contractor’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 Constructor/Contractor, 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 Constructor/Contractor 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

where the work takes place (refer to Section 1, Constructor/Contractor Code of Conduct, Rules and Responsibilities). The Constructor/Contractor 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 Constructor/Contractor 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 Material Safety Data Sheet (MSDS) 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 MSDS 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 MSDSs.
- (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 Department of Occupational Health and Safety 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 Constructor/Contractor implements the additional requirements.
- (i) Chemical spills released into the environment shall be reported immediately by the Constructor/Contractor to:
 - York University Security Services at 416-736-5333;
 - the York University Project Representative; and
 - appropriate government agencies e.g., Ministry of Environment Spills Action Centre (See: York University Constructor/Contractor Manual: Section 7, Important Contact Telephone Numbers).

SPECIFIC HAZARDS AND PROCEDURES

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

- Abrasive blasting for silica (O. Reg. 845 as amended)
- Asbestos (O. Reg. 278/05)
- Biological hazards (e.g., bacteria and viruses, mould, parasites, pests etc.)
- Chemicals (including hazardous materials under WHMIS)
- Cold stress
- Confined space (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. 851 Industrial Establishments, Section 139)
- Vibration
- Working on heights (e.g., activities requiring fall restricting or fall arrest systems, use of ladders etc.)

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.

ACCIDENT REPORTING AND INVESTIGATION

1. *Reporting and Documentation*

York University requires that all accidents, 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 Ontario Ministry of Labour (MOL) by the employer of the injured worker.

All such accidents and near miss incidents shall be investigated to determine the root cause by the Constructor/Contractor. Corrective and preventive measures shall be documented and implemented by the Constructor/Contractor to prevent similar accidents in the future.

The employer of the injured worker is also required to comply with the Workplace Safety and Insurance Act in regard to accident reporting.

A copy of the Constructor's/Contractor's accident 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 Department of Occupational Health and Safety for review and to keep on file.

2. *Accident Scene*

Where practicable, the scene of any accident reportable to the MOL shall be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated by the MOL officer, or until permission to clear the scene has been granted by the MOL officer.

3. *Disciplinary Action for Safety Infractions*

If the Constructor/Contractor, their sub-contractor and/or their agent are in breach of any safety requirements, they may be progressively disciplined (e.g., written warning leading to dismissal) or asked to leave University premises. It will be up to the York University Project Representative to determine whether the project shall continue. The Constructor/Contractor, 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 disciplinary action will be documented by York University.

APPENDIX A: YORK UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY POLICY
(Reference: <http://www.yorku.ca/secretariat/policies/document.php?document=28>)

Policy

York University is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The University endeavours to provide a hazard free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through development and implementation of additional internal standards, programs and procedures.

York University requires that health and safety be a primary objective in every area of operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

Occupational Health and Safety

Persons who are supervisors as defined by the *Occupational Health and Safety Act* shall ensure that persons under their direction are made aware of and comply with all applicable requirements and procedures adherent to this policy. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action.

The University shall acquaint its employees with such components of legislation, regulations, standards, practices and procedures as pertain to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards and programs and shall report hazards to someone in authority, in the interests of health and safety of all members of the community.

Students

Students are responsible for conducting themselves in a manner which is consistent with their health and safety and that of others. Failure to do so may be considered a breach of the Student Code of Conduct.

Tenants and Contractors

The University will make its commercial tenants and contractors aware of its Occupational Health and Safety Policy and of the requirements that all persons working on its premises conduct their business in accordance with the *Occupational Health and Safety Act*. This Health and Safety Policy is promulgated by the Board of Governors and the administration thereof is delegated to the Vice-President Finance & Administration.

Failure to abide by this policy or the requirements, regulations, standards or procedures contemplated herein will result in appropriate discipline or sanctions.

APPENDIX B: DEFINITIONS

Competent Person

Section 1 (1) *Occupational Health and Safety Act, 1990*. 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

Section 1 (1) *Occupational Health and Safety Act, 1990*. “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

Section 1 (1) *Occupational Health and Safety Act, 1990*. “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 Section 1 of the *Occupational Health and Safety Act, 1990*.

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

Section 1 (1) *Occupational Health and Safety Act, 1990, 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

Section 1 (1) *Occupational Health and Safety Act, 1990*. “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

Section 1 (1) *Occupational Health and Safety Act, 1990*. “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, pipe line, 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 (“chantier”)

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. The Department of Campus Safety and Business Operations 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

Section 1 (1) *Occupational Health and Safety Act, 1990*. “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
REVISED STATUTES OF ONTARIO, 1990, CHAPTER 0.1 AS AMENDED, SEPTEMBER, 2000**

- A. Safety Regulations**
- Construction Projects
 - Industrial Establishments
 - Mines and Mining Plants
 - Window Cleaning
 - Critical Injury Defined
 - Training Requirements for Certain Skill Sets and Trades
 - Diving Operations
 - Firefighters-Protective Equipment
 - Health Care and Residential Facilities
 - Oil and Gas-Offshore
 - Roll-Over Protective Structures
 - Teachers
 - University Academics and Teaching Assistants
- B. Designated Substances**
- Acrylonitrile
 - Arsenic
 - Asbestos
 - Asbestos on Construction Projects and in Buildings and Repair Operations
 - Benzene
 - Coke Oven Emissions
 - Ethylene Oxide
 - Isocyanates
 - Lead
 - Mercury
 - Silica
 - Vinyl Chloride
- C. General**
- Biological or Chemical Agents, Control of Exposure to
 - Hazardous Materials Inventories
 - Workplace Hazardous Materials Information System
- D. Hazardous Physical Agents**
- X-Ray Safety
- E. Regulations that Directly Affect/Impact the Act**
- Training Programs
 - Unilateral Work Stoppage
 - Inventory of Agents or Combinations of - Agents for the Purpose of Section 34 of the Act
 - Joint Health & Safety Committees - Exemption from Requirements



CAMPUS SERVICES AND BUSINESS OPERATIONS

Constructor/Contractor Indemnification and Key Agreement

The Constructor/Contractor 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 Constructor/Contractor Manual;
- that all necessary clearance letters have been provided to York University;
- to ensure that keys issued to the Constructor/Contractor 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 Constructor/Contractor;
- 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 Constructor/Contractor to this Agreement, which is made for good consideration.

CONSTRUCTOR/CONTRACTOR

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.



CAMPUS SERVICES AND BUSINESS OPERATIONS

Constructor/Contractor

Acknowledgement and Undertaking

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

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

CONSTRUCTOR/CONTRACTOR

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

This contract is valid from _____ to _____
 Project Reference Number: _____

The signed Constructor/Contractor 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.



CAMPUS SERVICES AND BUSINESS OPERATIONS

DAILY PLANNED HOT WORK CHECKLIST & HOT WORK PERMIT APPLICATION

HOT WORK CHECKLIST

Date of Hot Work: _____
Building Name: _____
Extent of Work Area: _____

Scope of Hot Work:

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

Hot Work to be done by: York University maintenance staff: Constructor/Contractor

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:

1. examined the work area and verified the safety measures before applying for the permit.
2. provided the required safety measures by marking the appropriate boxes in the adjacent column.

CONSTRUCTOR/CONTRACTOR

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name _____
 Position/Title _____
 Telephone _____
 Date _____
 Signature _____

HOT WORK 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
- Hot work equipment in good working condition

Within 35 feet (11 meters) of Hot Work? 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

Hot 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 hot 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:



CAMPUS SERVICES AND BUSINESS OPERATIONS

FIRE PROTECTION EQUIPMENT CHECKLIST & RED TAG PERMIT APPLICATION

FIRE PROTECTION EQUIPMENT IMPAIRMENT CHECKLIST

Date of Impairment: _____
Building Name: _____
Impairment Details: _____

Scope of Repair, Maintenance or Special Event:

- Sprinkler System Hydrant CO₂ 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: Constructor/Contractor

Expected Start Time: _____ Expected Finish Time: _____

Notifications:

- Office of Asst. Vice-President CSBO 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.

CONSTRUCTOR/CONTRACTOR

Print Name _____
Position/Title _____
Telephone _____
Date _____
Signature _____

YORK UNIVERSITY PROJECT REPRESENTATIVE

Print Name _____
Position/Title _____
Telephone _____
Date _____
Signature _____

RED TAG PERMIT APPLICATION

1. Precaution Checklist:

- Shut down hazardous operations, such as spray painting, deep fat fryer, etc.
- Hot Work Permit
- No Smoking
- Reduce Fire Load
- Remove flammable contents
- Empty and ventilate the flammable enclosure
- Cover the out-of-service hydrants
- Other precautions (specify)

2. 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)

3. 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)

4. 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

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- 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 CAMPUS SERVICES AND BUSINESS OPERATIONS

Maintenance	416-736-2100 ext. 22401
Custodial Services	416-736-5856
Grounds.....	416-736-5502
Building and Fire Code Compliance	416-736-2100 ext. 33937

YORK UNIVERSITY SECURITY SERVICES

Internal	ext. 33333
External	416-736-5333

DEPARTMENT OF OCCUPATIONAL HEALTH AND SAFETY

External	416-736-5491
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YORK LANES MEDICAL HEALTH CENTRE

External	416-736-5525
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OFF CAMPUS

FIRE, AMBULANCE, POLICE

Internal	9 - 911
External	911
Toronto Police Service	416-802-2222
Humber River Regional Hospital (York Finch Hospital)	416-747-3833

OTHER

Poison Information	416-813-5900
Environmental Spill Reporting	416-325-3000