

### **CONTRACTOR SAFETY ORIENTATION - CATERERS**

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| **Instructions:**  The Contractor Safety Orientation for Caterers has been developed in conjunction with the *Contractor Safety Program* and includes contractor requirements*.*  The *Contractor Safety* *Orientation* must be completed by all Contractors and Prime Contractors (including the owner representative and all contractor employees) *PRIOR TO WORKING* on any University of Lethbridge worksite.  When the U of L is the Prime Contractor, the Prime Contractor and the University Contact are synonymous.  1. Prior to commencing work, the University Contact (UC) must:   1. Conduct a Start-up Meeting with the Contractor/Prime Contractor. 2. Provide the Contractor/Prime Contractor with a site-specific safety orientation by reviewing the items in this checklist. 3. Ensure that hazard assessment(s) are reviewed by all workers.   2. Checking YES means the item is required and provided by the prime contractor.  3. Checking N/A means the item is not applicable to the scope of work.  4. Review and sign off  **Note: All persons entering the work area (including visitors, employees and subcontractors) must receive a safety orientation. It is the University Contact’s responsibility to ensure that the University of Lethbridge Orientation is valid.**  Once completed and signed by the University Contact and the Contractor/Prime Contractor, it can serve as documentation that proper orientation has taken place. | |
| **Catering Company Name:** | **Prime Contractor:** |

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| **1** | **WORKERS COMPENSATION** | **Yes ()** |
|  | The Contractor must demonstrate that their Workers Compensation is up to date and if applicable must demonstrate personal coverage. A [WCB Clearance Letter](https://www.wcb.ab.ca/insurance-and-premiums/clearance-letters/) must be provided by the contractor. The Prime Contractor must also supply all sub-contractors’ WCB certificate of clearance to the University Contact. These records are to be retained on the project file. This may also be obtained by the University Contact through the [WCB website](https://decc.wcb.ab.ca/Clearance/RequestClearance.aspx) |  |

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| **2** | **INSURANCE REQUIREMENTS** | **Yes ()** |
|  | Certificate of Insurance must be received and include:   * Comprehensive General Liability, inclusive of non-owned auto liability with limits of no less than $2M * Automobile Liability with limits of no less than $2M for light utility and private passenger vehicles and $5M for larger vehicles * Professional Liability insurance with limits of no less than $2M for contractors whose services may include professional consulting. * The University reserves the right to request higher limits of insurance and additional insurance coverage dependent upon the scope and complexity of the work. * The University of Lethbridge must be added as additionally insured * The University of Lethbridge must be named as certificate holder * The Certificate of Insurance must include a 30 day notification of cancellation * For more information, contact [Risk and Insurance](https://www.uleth.ca/risk-and-safety-services/contract-risk-management) |  |

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| **3** | **Hazard Assessment** | **Yes ()** |
|  | The University [hazard assessment](http://www.uleth.ca/risk-and-safety-services/hazard-assessment-1) **must** be completed and reviewed with the Prime Contractor a minimum of 24 hours prior to the project commencement to identify hazards and review remedial measures.  When the U of L is Prime Contractor, *all* hazards, including site-specific hazards encountered by the contractor must be identified in a hazard assessment. The frequency of assessments shall be determined by the Prime Contractor/Owner and take into consideration the complexity and duration of the work. Workers must be involved in and notified of the results of the assessments as per Part 2 of the OHS Code.  Field level hazards assessments are required to be completed and reviewed by all workers prior to working at a work site, at reasonable practicable intervals, when a new work process is introduced, when a work process or operation changes, or before the construction of significant additions or alterations to a work site.  Hazard assessments must be available upon request of the University Contact. |  |

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| **4** | **WORKING ALONE** | **Yes ()** |
|  | [Part 28 of the Alberta Occupational Health and Safety Code](http://work.alberta.ca/documents/WHS-PUB_wa001.pdf) requires employers to assess their workplace and take preventative measures that eliminate or minimize hazards associated with working alone. |  |

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| **5** | **WORKPLACE VIOLENCE & HARASSMENT** | **Yes ()** |
|  | [Workplace violence](https://uleth.sharepoint.com/sites/Policy/Policies/BOG%20Approved_Policy_Workplace%20Violence_Aug%2028_15.pdf?slrid=69a5739e-0007-6000-02d8-093b916d1031) is considered a hazard under Alberta’s Occupational Health and Safety legislation. The University of Lethbridge is committed to promoting a violence-free workplace. Any act of work place violence is unacceptable and will not be tolerated. All reports of incidents of workplace violence will be investigated. |  |

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| **6** | **Accident/Incident/Near Miss Reporting and Investigation** | **Yes ()** |
|  | All accidents/Incidents and near misses must be reported as soon as possible to the University Contact who will complete a [Campus Accident/Incident Report (CAIR)](http://www.uleth.ca/risk-and-safety-services/node/add/cair) and an [Incident Investigation Report](http://www.uleth.ca/risk-and-safety-services/sites/risk-and-safety-services/files/Incident%20Investigation%20Report_fillable_08.12.2017.pdf). Confidentiality will be maintained. |  |

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| **7** | **REPORTING UNSAFE ACTS OR UNSAFE CONDITIONS** | **Yes ()** |
|  | A contractor/worker who believes that an unsafe or harmful work site condition or act exists or has occurred must report it to the University Contact or supervisor to take action to address the situation. |  |

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| **8** | **RIGHT TO REFUSE DANGEROUS WORK** | **Yes ()** |
|  | Part 4 in the current [Occupational Health and Safety Act](https://www.alberta.ca/ohs-act-regulation-code.aspx/) (1) states, “… a worker may refuse to work or to do particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker’s health and safety or to the health and safety of another worker or another person.”  (2)  A worker who refuses to work or to do particular work under subsection (1) shall promptly report the refusal and the reasons for it to the worker’s employer or supervisor or to another person designated by the employer or supervisor.  The employer shall conduct an investigation and shall take any action necessary to remedy any dangerous condition, or ensure that such action is taken. |  |

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| **9** | **Training/Certification and Orientation** | **Yes ()** |
|  | All persons entering the work area must be given a site-specific safety orientation. All persons entering the work area must be appropriately qualified, competent or fully supervised.  Applicable certifications/training documentation must be requested and verified. |  |

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| **10** | **EMERGENCY PREPAREDNESS AND RESPONSE** | **Yes ()** |
|  | The University Contact will supply all Contractors with a copy of the University of Lethbridge site-specific evacuation plan and emergency phone numbers.  Contractors must submit emergency telephone numbers to the Prime Contractor. The numbers supplied must function 24 hours/day. This information must be recorded on the Emergency Contact List and a copy provided to the Contractor.  The [**Emergency Contact List**](https://www.uleth.ca/risk-and-safety-services/sites/risk-and-safety-services/files/Emergency%20Contact%20List%20-%20Project%20Directory.pdf) must be posted in a prominent place on the job site.  In the event of a site evacuation, Contractors and their employees, shall immediately stop operations, secure the area, and proceed to the assembly point shown on the Emergency Evacuation Plan. The worksite is not to be re-entered until notification is provided via radio or an all clear@ bell is sounded. The Emergency Evacuation Plan is attached.  If a serious medical emergency is encountered, Contractor, and/or employees shall immediately call 9-1-1. Campus Security must then be notified of the situation (403-329-2345). Security Representatives are trained in First Aid and may be able to assist until EMS arrives. |  |

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| **11** | **FIRST AID** | **Yes ()** |
|  | The Prime Contractor has the obligation to ensure that, under Section 178 of the Occupational Health and Safety (OHS) Code, required first aid services, equipment and supplies are available at the work site. |  |

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| **12** | **Fire Extinguishers** | **Yes ()** |
|  | Fire extinguishers are placed throughout Campus. Fire extinguisher shall be the type suitable for the area and job requirements. Contractor(s) and employees shall be familiar with the location of the nearest fire extinguisher(s). |  |

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| **13** | **SMOKING/VAPING** | **Yes ()** |
|  | The University is a smoke free environment; smoking and vaping is permitted outside of buildings *in designated areas* and 10 metres away from doors and any openable window. |  |

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| **14** | **Housekeeping** | **Yes ()** |
|  | Good housekeeping practices must be followed at all times on all University work sites. Walkways, fire exits, and electrical panels must be kept clear of stored materials, all waste must be removed by the Contractor from the work sites and all work sites must be left in a clean orderly fashion by the contractor at the end of each work day. Work cannot adversely affect any common area accessible by the public. |  |

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| **15** | **EQUIPMENT AND TOOLS** | **Yes ()** |
|  | All equipment and tools required to complete a task must be in good condition, rated for the job at hand. Any equipment that is faulty or in disrepair must be removed immediately, tagged out-of-service and repaired. All electrical equipment must have ground fault protection in accordance with [CSA standards](https://www.csagroup.org/codes-standards/). |  |

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| **16** | **INSPECTIONS** | **Yes ()** |
|  | Inspections of the work area will be conducted, as appropriate, dependent upon the scope of work and level of risk by the University Contact and/or the Prime Contractor. |  |

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| **17** | **Job Procedures** | **Yes ()** |
|  | Safe work practices must be completed for any task exposed to critical hazards. The safe work practices must be reviewed by the Contractor and the Prime Contractor at least 24 hours prior to the commencement of the job.  **SPECIFIC PROCEDURES, CODES OF PRACTICE (review all that apply; note that this is not an exhaustive list):**     * Personal Protective Equipment * Electrical Safety Awareness * Lock-out Procedures * Safe Use of Ladders * WHMIS * Ergonomics * Food Storage * Hygiene and Cleaning Requirements * Fire Protection * Hazard and Incident Reporting * Biohazards * Working Alone * Pre-use Inspections * Preventative Maintenance * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **18** | **PERSONAL PROTECTIVE EQUIPMENT** | **Yes ()** |
|  | Protective clothing and equipment shall be worn as identified in the hazard assessment(s) and/or as per review of the (Material) Safety Data Sheet (SDS). Protective clothing and equipment shall be worn when indicated by regulatory and University of Lethbridge requirements or as per review of SDS and physical hazards, and shall be supplied by the Contractor. General minimum requirements for workers or visitors are as follows:  • **Eye protection:** safety glasses are to be worn if there is any danger or potential danger to the eyes.  • **Footwear:** closed-toed, anti-slip shoes.  • **Hearing Protection:** Plugs or head-set type hearing protectors for high noise levels or prolonged noise exposure must be worn if the conditions warrant. All hearing protection must be CSA approved.  • **Gloves:** Use appropriate gloves for the task at hand. There are different types of gloves that are required for various tasks (e.g. dishwashing gloves, cut-resistant gloves, heat resistant oven mitts, freezer gloves). |  |

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| **19** | **COMMUNICATION/NOTIFICATION** | **Yes ()** |
|  | Contractor Start-up meetings and Worksite Safety meetings (Tool Box Meetings, Site Visits) will be held to discuss the work to be performed and to ensure that all personnel participating understand: the requirements and potential occupational health, safety and environmental hazards of the job, that the necessary safety and environmental precautions will be taken, and that all required safety and environmental equipment is available.  The Contractor shall cooperate with the University Contact in the conduct of these meetings. Permanent records of the meetings will be maintained and copies provided to the University Contact and/or Prime Contractor. The frequency of the safety meetings will be at least weekly, and more often as required. |  |

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| **20** | **CHEMICAL HANDLING/EXPOSURE (WHMIS)** | **Yes ()** | **N/A**  **()** |
|  | If hazardous products will be used, the appropriate Safety Data Sheets (SDS) and proof of WHMIS training must be provided to the University Contact. Appropriate controls must be used to effectively mitigate the hazardous properties of these products. |  |  |

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| **21** | **Waste (GENERAL)** | **Yes ()** | **N/A**  **()** |
|  | Any waste produced as a result of the work performed by the Contractor shall be the property of the Contractor. Disposal is the responsibility of the Contractor. The Contractor shall ensure that wastes are properly packaged and disposed of in accordance with all applicable regulations and guidelines. |  |  |

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| **22** | **Hazardous Waste** | **Yes ()** | **N/A**  **()** |
|  | Any hazardous waste produced as a result of the work performed by the Contractor shall be the property of the Contractor. Disposal is the responsibility of the Contractor. The Contractor shall ensure that hazardous wastes are properly packaged, labeled and disposed of in accordance with all applicable regulations and guidelines. |  |  |

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| **23** | **SAFE DISPOSAL OF SHARPS AND GLASS MATERIAL** | **Yes ()** | **N/A**  **()** |
|  | In order to reduce the risk of injury by sharps, all sharp items (i.e. broken glass, metal, light bulbs, etc.) shall be boxed or bagged separately and labeled so that others are aware of the hazard. Disposal is the responsibility of the Contractor. The Contractor shall ensure that wastes are properly packaged and disposed of in accordance with all applicable regulations and guidelines. |  |  |

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| **24** | **LOCK-OUT/TAG-OUT – ENERGY ISOLATION (SHUT DOWN NOTICE/PROCESS)** | **Yes ()** | **N/A**  **()** |
|  | Prime Contractors must have and follow acceptable lock-out/tag-out procedures which meet legislative and regulatory requirements. The University Contact will provide the Prime Contractor with a copy of the University’s Lock-out/Tag-out procedures. It is the responsibility of the Prime Contractor to notify the University Contact as well as appropriate department(s), if applicable [(e.g. Facilities](https://www.uleth.ca/facilities)) within the University when implementing their lock-out/tag-out procedures. The Prime Contractor will advise the contractor and commit the personnel for lock out/tag out procedures. |  |  |

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| **25** | **PREVENTING FIRES** | **Yes ()** | **N/A**  **()** |
|  | Keep equipment from grease build up as grease causes many food service fires. *Ensure kitchen hoods are cleaned and/or serviced every 6 months, or as required.* If equipment requires cleaning and/or servicing, advise the University Contact immediately. Know where to find the nearest fire extinguisher and be aware of fire suppression systems when cooking with open flames. Ensure fire extinguisher training is current. Contractor and the contractor’s employees are to be orientated to the Site Specific Safety Plan. |  |  |

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| **26** | **Site-Specific Safety Plan (SSSP)** | **Yes ()** | **N/A**  **()** |
|  | Alberta’s OHS Act outlines the obligations of the Prime Contractor to establish and maintain a system or process for ensuring compliance at the worksite with the OHS Act and other applicable legislation. The Prime Contractor shall submit to the University Contact prior to work commencing, a SSSP they will implement on the project. Each SSSP must be tailored specifically to the project being conducted. The level of detail within each SSSP should commensurate with the size, complexity and risk level of the construction project. A hazard assessment is included as part of a SSSP.  When the UofL is Prime Contractor, the University Contact shall complete the SSSP. |  |  |

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| **27** | **Verbal, Written, Gone** | **Yes ()** | **N/A**  **()** |
|  | The University has a progressive warning policy for offenders of the Occupational Health and Safety Act and Regulations and/or the University Safety Policies. Any individual who does not comply with the Regulations and/or the University Safety Policies shall:   * For the first offence receive a verbal warning. * For the second offence receive a written warning. A copy of the warning will be sent to the Supervisor and Campus Safety. * For the third offence be suspended from the job. |  |  |

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| **28** | **WASHROOMS/LUNCH ROOMS** | **Yes ()** | **N/A**  **()** |
|  | Contractors and their employees shall be oriented to locations of washroom and any available lunch room facilities. |  |  |

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| **29** | **KEYS/ACCESS CARDS** | **Yes ()** | **N/A**  **()** |
|  | The University Contact will have keys issued for the work area, if required. |  |  |

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| **30** | **PARKING & DELIVERIES** | **Yes ()** | **N/A**  **()** |
|  | Parking is only allowed in designated parking stalls. Parking is not allowed in fire lanes, loading docks or zones (except when unloading), service stalls, along road ways or no parking zones). Contact [Parking Services](https://www.uleth.ca/facilities/parking) for a parking permit, if required.  Deliveries are not allowed in fire lanes, service stalls, on sidewalks or pathways, along road ways or no parking zones. Deliveries are to be made at loading docks and locations approved by [Parking Services](https://www.uleth.ca/facilities/parking) only. |  |  |

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| **31** | **COVID-19** | **Yes ()** | **N/A**  **()** |
|  | Mandatory External Service Provider Health Check Questionnaire  Working on Campus Registry  Hand Hygiene Practices  Maintain Physical Distancing  Practice Respiratory Etiquette  Minimize sharing of items, tools and equipment as much as possible |  |  |

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| **32** | **OTHER** | **Yes ()** | **N/A**  **()** |
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| **CONTRACTOR REQUIREMENTS & ORIENTATION ACKNOWLEDGEMENT** | |
| I acknowledge that the Contractor Requirements and General Orientation have been reviewed with me. I understand and accept the responsibilities required of me in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and the University of Lethbridge. | |
| **Worker/Contractor Acknowledgement** | |
| **Print Name** | **Signature** |
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| **Supervisor/Manager/University Contact Acknowledgment** | |
| **Print Name** | **Signature** |
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**Original:** Contractor/Catering Company

**Copy:**  Ancillary Services

**Related Documents and Forms**

[UofL Contractor Safety Program](https://www.uleth.ca/risk-and-safety-services/contractor-safety)

Contractor Safety Standard

Contactor Prequalification Application – Food Services

Pre-Job Planning Checklist

Emergency Contact List (Project Directory)

Site Specific Safety Plan

Prime Contractor Requirements/Agreement

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| Campus Safety-Safety Services | Version #: V1 | January 7, 2020 |