



York University Renovation and Construction: Health & Safety Handbook

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1. Introduction

Employees, students and visitors may face potential harm if renovation and construction activities at York University are not planned and managed properly. It is important that community members are notified about such activities in a timely manner and are also provided information about potentially hazardous materials involved.

This handbook is intended to help stakeholders understand the health and safety processes and responsibilities involved in a renovation or construction project at York University.

2. Overview

Renovations and construction are important activities that create, alter, renew and upgrade space that is required for teaching, research, service, administration and life on campus.

Every renovation and construction project requires a request to the Department of Campus Services and Business Operations (CSBO). A Planner, designated by CSBO, consults with the client or 'user group'. Together with other technical experts, the Planner develops details for costing and the decision on implementation. Large maintenance projects, which sometimes involve renovations or construction, are initiated within CSBO.

As the project is being planned, a Project Coordinator responsible for implementing the project is designated by CSBO to provide notification to the client or "user group", the Department of Occupational Health and Safety (DOHS), and all other stakeholders. Once notification has been completed, the Project Coordinator arranges the renovation/construction work, usually by tendering to qualified outside contractors, and liaises with the client or "user group" throughout the execution of the project work.

Certain aspects of a project may be scheduled to take place outside of regular business hours or on weekends as they may present risk to certain employees. For example, work that generates excessive dust or noise, noxious vapours, etc.

3. Purpose

The purpose of the ***Renovation and Construction: Health & Safety Handbook*** is to ensure that renovation and construction projects, including large maintenance jobs, are processed and managed in a safe and effective manner.

To assist stakeholders in proper implementation of projects, this handbook includes:

- York University Occupational Health and Safety Policy;
- application of formal notification procedures;

- roles and responsibilities of stakeholders;
- special arrangements for staff at increased risk;
- appropriate communication procedure;
- a list of relevant telephone numbers;
- Inspection Protocol for New Building or Newly Renovated Area greater than 5,000 sq. ft. (See Appendix L); and
- various action checklists.

4. York University Occupational Health and Safety Policy

Reference: <http://www.yorku.ca/secretariat/policies/>

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 Ontario 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.

5. Application of Formal Notification Procedures

Renovation and construction projects can be grouped into three different categories.

5.1 Major Renovation and Construction Projects

- Generally initiated at the request of the Faculty, department or unit, but may also include University-wide capital expansion or renewal projects.
- Must be authorized by Campus Services and Business Operations (CSBO).
- Require formal notification procedures.
- Generally implemented by Project Coordinators.
- Involve a number of construction activities and trades.
- Require evaluation of health and safety impact on staff working in the vicinity of project site.
- The *Project Notification* form included in Appendix A is used for formal notification of the project to the occupants.
- Require Inspection Protocol for New Building or Newly Renovated Areas greater than 5,000 sq. ft. (Appendix L)

5.2 Large Maintenance Jobs

- Require formal notification procedures.
- Generally initiated and implemented by Project Coordinators or other CSBO operations/engineering staff.
- May be undertaken using special provincial or deferred maintenance funding or result from breakdowns (e.g. elevator modernization projects, jobs that involve prolonged noise, asphalt, roofing projects, and plumbing projects impacting upon washrooms).
- Require evaluation of health and safety impact on staff working in the vicinity of project site.
- The *Project Notification* form included in Appendix A is used for formal notification of the project to the occupants.
- Require Inspection Protocol for New Building or Newly Renovated Areas greater than 5,000 sq. ft. (Appendix L)

5.3 Minor Repair and Maintenance Jobs

(Not covered by these procedures)

- Minor repairs and maintenance jobs are usually initiated through routine work orders or service requests, coordinated through the CSBO Work Control Centre, and overseen by the Zone Supervisors in the CSBO Maintenance Section.
- The method for scheduling work of this nature involves assignment of work orders to maintenance personnel initiating work on the various jobs in sequence and/or as work areas can be accessed.
- Examples of these types of jobs are carpet taping, patching/painting within rooms that can be closed off, door and door hardware repair/servicing, repair/replacement of electrical switches/outlets, short term drilling for installing shelves or repairing drywall, and hammering to hang pictures.

The *York University Renovation and Construction: Health & Safety Handbook* applies to 5.1 and 5.2 above.

6. Roles and Responsibilities

All stakeholders -- unit heads or supervisors, workers/employees, Planner, Project Coordinator, Joint Health and Safety Committee (JHSC) members, contractors/sub-contractors, Department of Occupational Health and Safety, Employee Well-Being Office, Security Services, and the Manager, Building & Fire Code Compliance -- have a role to play in a renovation or construction project. The purpose of this section is to outline the stakeholders' roles and responsibilities.

6.1 Senior Responsible Manager

The Senior Responsible Manager shall be guided, as applicable, by "Duties of Employer" and "Duties of Supervisor" outlined in Sections 25, 26, and 27 of the Ontario Occupational Health and Safety Act.

Normally the Senior Responsible Manager, is an executive officer or administrative officer, but can be some other manager (e.g. director, facilities manager, etc.).

RESPONSIBILITIES:

- Communicates with employees about minor repairs and maintenance in immediate work areas whenever s/he becomes aware of them (especially activities involving paint, finishes, solvents, adhesives, floor sealants, etc.).
- Wherever possible, ensures that CSBO is informed about accommodations required by workers who have self-identified of any personal health problem/concern (e.g. asthma, allergies, pregnancy, etc.) where renovation/construction/maintenance work may impact him/her.
- Initiates the renovation, construction or large maintenance project through a service request and participates in the planning.

- Either assumes or delegates responsibility for ongoing liaison activities to a different manager or supervisor under the Ontario Occupational Health and Safety Act, who is in a position to assume responsibility for the health and safety aspects of the job (such designate is hereafter referred to as the “Local Area Contact Person”).
- Meets with both the Planner and Project Coordinator in order to:
 - (a) review roles and action required to initiate the actual project work, including the details of the *Project Notification* form;
 - (b) discuss the health and safety aspects of the job;
 - (c) determine whether the project will potentially impact neighboring areas;
 - (d) identify to them the Local Area Contact Person; and
 - (e) approve scope, budget and working drawings.
- Where applicable, ensures that heads of academic departments and research units (e.g. chairs, directors) are informed in advance about renovation, construction or large maintenance projects affecting the work area. This will allow an opportunity for the Senior Responsible Manager to be informed of any possible conflicts/difficulties with the academic calendar or other scheduling issues.

6.2 Local Area Contact Person

The Local Area Contact Person shall be guided, as applicable, by “Duties of Employer” and “Duties of Supervisor” outlined in Sections 25, 26, and 27 of the Ontario Occupational Health and Safety Act.

This is either the Senior Responsible Manager or designate, who represents the department and assumes responsibility for health and safety in the primary work area affected by the project.

RESPONSIBILITIES

- Receives the initial electronic copy of the Project Notification form, and associated Material Safety Data Sheets (MSDS), before the job goes to tender, reviews for concerns and ensures that dates are in accordance with departmental operating needs and “accepts” or “declines” the notification based on this review.
 - If the Local Area Contact Person “declines”, the electronic form automatically returns to the Project Coordinator who then contacts the Local Area Contact Person to rearrange details. A revised Project Notification form is then sent to the Local Area Contact Person to accept.
- Ensures that the Senior Responsible Manager of any neighboring area (outside the initiating department’s jurisdiction) that may be affected by work on the project (1) is duly notified of the project and (2) receives an electronic copy of the Project Notification form.

- Calls initial meeting(s), providing reasonable notice, to advise unit members about the details of the project and maintains ongoing communication with the Project Coordinator and with the occupants in their area during the project (see Section 10: Communications). Unit members and/or the Local Area Contact Person may invite Joint Health & Safety Committee worker members to attend such meetings.
- Ensures that the occupants in the areas affected by the work are aware of and observe appropriate health and safety requirements.
- Wherever possible, ensures that the Project Coordinator is informed about accommodations required by workers who have self-identified of any personal health problem/concern (e.g. asthma, allergies, pregnancy, etc.) where renovation/construction/maintenance work may impact him/her.
- Responds in a timely way to the health and safety concerns of area occupants by providing health and safety information, making arrangements to relocate operations, or arranging other accommodations such that employees' health and safety is not put at risk.
- Makes a copy of the Ontario Occupational Health and Safety Act available to area occupants.
- As necessary, makes alternative arrangements, upon the advice of the Employee Well Being Office in the Department of Human Resources & Employee Relations, for employees who may be at increased risk (see Section 9: Employees at Increased Risk).
- Arranges training such as WHMIS (Workplace Hazardous Material Information System) as necessary, in consultation with DOHS.
- Ensures occupants are aware of applicable access restrictions on the project construction site.
- Regularly monitors the workplace and takes corrective action to remediate (see Appendix I: Walkabout Inspection Checklist).
- Posts hardcopies of the Project Notification form within work areas in location(s) where occupants can access the information and ensures that associated MSDS are readily available within the local area; and provides project updates to area occupants.
- Ensures that a Supervisor's Accident Investigation Report is completed for a worker who is exposed to a hazard; that JHSC worker members are contacted to investigate the incidents; and that completed Report forms are submitted to the Employee Well Being Office.

6.3 Senior Responsible Manager of Neighboring Areas

RESPONSIBILITIES

The Senior Responsible Manager(s) of adjacent areas that may be affected by project work are responsible for following the same procedures as apply to the Local Area Contact Person of the primary area affected by the work, in regard to:

- ensuring health and safety of workers; and
- providing appropriate notification about a nearby renovation, construction or maintenance project to occupants likely to be affected.

6.4 Worker

Workers shall be guided, as applicable, by “Duties of Workers” outlined in Section 28 of the Occupational Health and Safety Act of the Province of Ontario.

RESPONSIBILITIES:

- Notifies his/her Supervisor or Manager of any personal health problem/concern (e.g. asthma, allergies, pregnancy) where certain types of repair and maintenance work may have an impact on him/her and his/her condition.
- Identifies health and safety impacts of the renovation/construction/maintenance project on him/herself.
- For workers who may be at a particular health risk, please see Section 9, “Employees at Increased Risk”.
- Follows the requirements of the Ontario Occupational Health and Safety Act and the recommendations of the Supervisor or Manager regarding safety issues, consistent with the terms of the respective collective agreement.
- Alerts their supervisor of any hazards or problems in the work area.
- Reports any work-related injuries or illnesses to their Supervisor or Manager.
- Observes applicable access restrictions to the project construction site.

6.5 Planner

The Planner is the York University employee in the Facilities Planning Section of CSBO who determines the concept, feasibility, and scope of the renovation/construction/maintenance project and then develops all project details for implementation.

RESPONSIBILITIES:

- Meets with both Senior Responsible Manager and Project Coordinator to:
 - (a) review roles and action required to initiate the actual project work, including the details of the *Project Notification* form;
 - (b) discuss the health and safety aspects of the job;
 - (c) determine whether the project will potentially impact neighboring areas; and
 - (d) confirm the person designated to be the Local Area Contact Person (responsible for the health and safety of the primary work area affected and for representing the department during the project).
- As required, provides expertise and support to ensure timely and effective completion of the project in a safe manner.

6.6 Project Coordinator

The Project Coordinator is the York University employee in charge of implementing a renovation, construction or maintenance project -- including providing appropriate project notification prior to implementation.

RESPONSIBILITIES:

- Ensures that contractors are given the *York University Constructor/ Contractor Manual*, are aware of their responsibilities, and complete the necessary contractor sign-off acknowledging this.
- Ensures compliance with the health and safety practices required during the project implementation, in accordance with:
 - (a) York University Occupational Health and Safety Policy;
 - (b) The Ontario Occupational Health and Safety Act and associated Regulations (e.g. Construction Safety Regulations, Industrial Regulations, Asbestos Regulations, etc.); and
 - (c) *York University Constructor/Contractor Manual*.
- Meets with both the Planner and the Senior Responsible Manager in order to:
 - (a) review roles and action required to initiate the actual project work, including the details of the *Project Notification* form;
 - (b) discuss the health and safety aspects of the job;
 - (c) determine whether the project will potentially impact neighboring areas; and
 - (d) confirms the person designated to be the Local Area Contact Person (responsible for the health and safety of the primary work area affected and for representing the department during the project).
- Coordinates the electronic Project Notification process.
- Attends the pre-project Occupants Meeting(s) for the work area(s) affected at the request of the Local Area Contact Person(s), Supervisor or Manager.
- Ensures the *Project Notification* form and the location of associated MSDS (e.g. web site address) are posted at the project site.
- Monitors the project site as prescribed by the Ontario Occupational Health and Safety Act and its associated Regulations.
- Manages project risk with respect to health and safety in addition to all the other standard project management factors such as scope, time, cost, and quality of work done.
- Ensures adherence to all necessary regulatory requirements.
- Ensures that appropriate communication takes place with the various agencies, governing bodies and internal representatives, i.e. municipal, provincial, municipal fire department, and the University's Manager, Building & Fire Code Compliance.
- Ensures that the contractor has installed appropriate signs at the project site (e.g. Safety Equipment Required, No Entry, Asbestos Removal, etc.).
- Ensures that environmental controls are maintained.

- Isolates the project site when necessary.
- Communicates with the Local Area Contact Person throughout the project to update and inform him/her of changes to the materials, scope, schedule and other factors that might impact on health and safety of occupants, providing additional MSDS as appropriate.
- If the project must be extended, notifies DOHS, Senior Responsible Manager and Local Area Contact Person.

6.7 Joint Health and Safety Committee (JHSC) Worker Member

RESPONSIBILITIES:

- Inspects the work area at the request of a Supervisor or Worker – but not in an area cordoned off as the project site (but see below and also Appendix L for Pre-Occupancy Inspections).
- Participates in the inspection of the work area prior to worker occupancy as outlined in the Inspection Protocol for New Building or Newly Renovated Areas greater than 5,000 sq. ft.
- Investigates any accident or hazard, which has caused or has the potential to cause serious injury.
- Submits a report of his/her inspection to the Joint Health and Safety Committee with copies to each of the Project Coordinator and the Local Area Contact Person.
- May attend the Occupants Meeting to address workers' concerns.
- Responsibilities as outlined in Section 9 of the Ontario Occupational Health and Safety Act.

6.8 Constructor/Contractor

A Constructor/Contractor undertaking a project must comply with Ontario's *Occupational Health and Safety Act* and its associated Regulations. For construction/renovation projects, the *Occupational Health and Safety Act and Regulations for Construction Projects (O. Reg. 834)* must be followed.

RESPONSIBILITIES:

1. Provides MSDS to the Project Coordinator for all materials to be used on the project.
2. Ensures that contractor's workers and subcontractors' workers comply with the health and safety practices required during project implementation, in accordance with:
 - (a) York University Occupational Health and Safety Policy;
 - (b) The Ontario Occupational Health and Safety Act and associated Regulations (e.g. Construction Safety Regulations, Industrial Regulations, Asbestos Regulations, etc.); and
 - (c) *York University Constructor/Contractor Manual*.

- Advises the Project Coordinator when subcontractors, under the contractor's auspices and answerable to it, are working at the project site.
- Discusses with, and obtains approval from the Project Coordinator for any change in the materials to be used on the site and provides MSDS for these materials.
- Discusses with, and obtains approval from the Project Coordinator for any changes to the scope and/or schedule of the project.

6.9 Department of Occupational Health and Safety (DOHS)

RESPONSIBILITIES:

- Receives electronic *Project Notification* form and the associated MSDS information from the Project Coordinator (once the Local Area Contact Person has accepted the project details); adds applicable e-mail addresses for appropriate members of Joint Health and Safety Committees and Security Services (Department of Campus Services & Business Operations); and changes the status to "accept" on the form to activate circulation of notification form.
- Provides advice on health and safety concerns to workers, managers, Project Coordinators and contractors on site and to any other members of the York community.
- Provides assistance to the Project Coordinator, as requested, as a resource on the project sites.
- Responds to health and safety emergencies.
- Provides training on:
 - (a) occupational health and safety hazards (e.g. WHMIS);
 - (b) legislative requirements; and
 - (c) York University health and safety procedures and programs.
- Acts as a resource in accommodating persons with special needs in the workplace.
- Attends Occupant Meetings for areas under renovation/construction/maintenance at the request of either the Senior Responsible Manager or Local Area Contact Person to assist in addressing health and safety issues, to explain MSDS, and to educate staff workers on other health and safety issues, including WHMIS.
- Provides occupational health and safety assessments (e.g. hygiene testing such as air quality and noise levels, ergonomics, etc.) in response to a concern and forwards copies of the results to all relevant parties -- i.e. complainant, Senior Responsible Manager, Joint Health & Safety Committee co-chairs, Project Coordinator, CSBO management, etc.
- Upon being informed by a Project Coordinator of any extension or change to a project notification, forwards revised notification to appropriate members of Joint Health & Safety Committees and Security Services accordingly.

6.10 Employee Well-Being Office (Department of Human Resources & Employee Relations)

RESPONSIBILITIES:

- Works with the Senior Responsible Manager or Local Area Contact Person for employee accommodations required during renovation/construction/maintenance projects.
- Serves as York University's official liaison with medical practitioners concerning employee accommodation.
- Coordinates the return to work process for injured/ill employees.

6.11 Security Services

RESPONSIBILITIES:

- Maintains and distributes information from the *Project Notification* form (with links to appropriate MSDS in electronic format) to the appropriate staff to ensure preparedness to respond to possible emergencies in a timely manner.
- Maintains awareness of renovation/construction/maintenance project sites and monitors as required at unattended times.
- Makes interim arrangements for fire and other EMS response to project sites.
- Responds to emergencies and provides first aid.
- Monitors intrusion and fire alarm systems.
- Investigates emergencies, security breaches and other criminal acts (theft, vandalism, etc.) and documents with written reports.
- Liaises with appropriate internal departments and external emergency response organizations (e.g., police, fire, ambulance).

6.12 Manager, Building & Fire Code Compliance

RESPONSIBILITIES:

- Ensures that all life safety systems comply with the Ontario Fire and Building Codes and that there is adequate fire safety equipment in place.
- Supports the Project Coordinator on an "as required" basis with expertise and resources for the timely and effective completion of the project in a safe manner.
- Investigates any actual fire emergency, normally in consultation with the Toronto Fire Services.

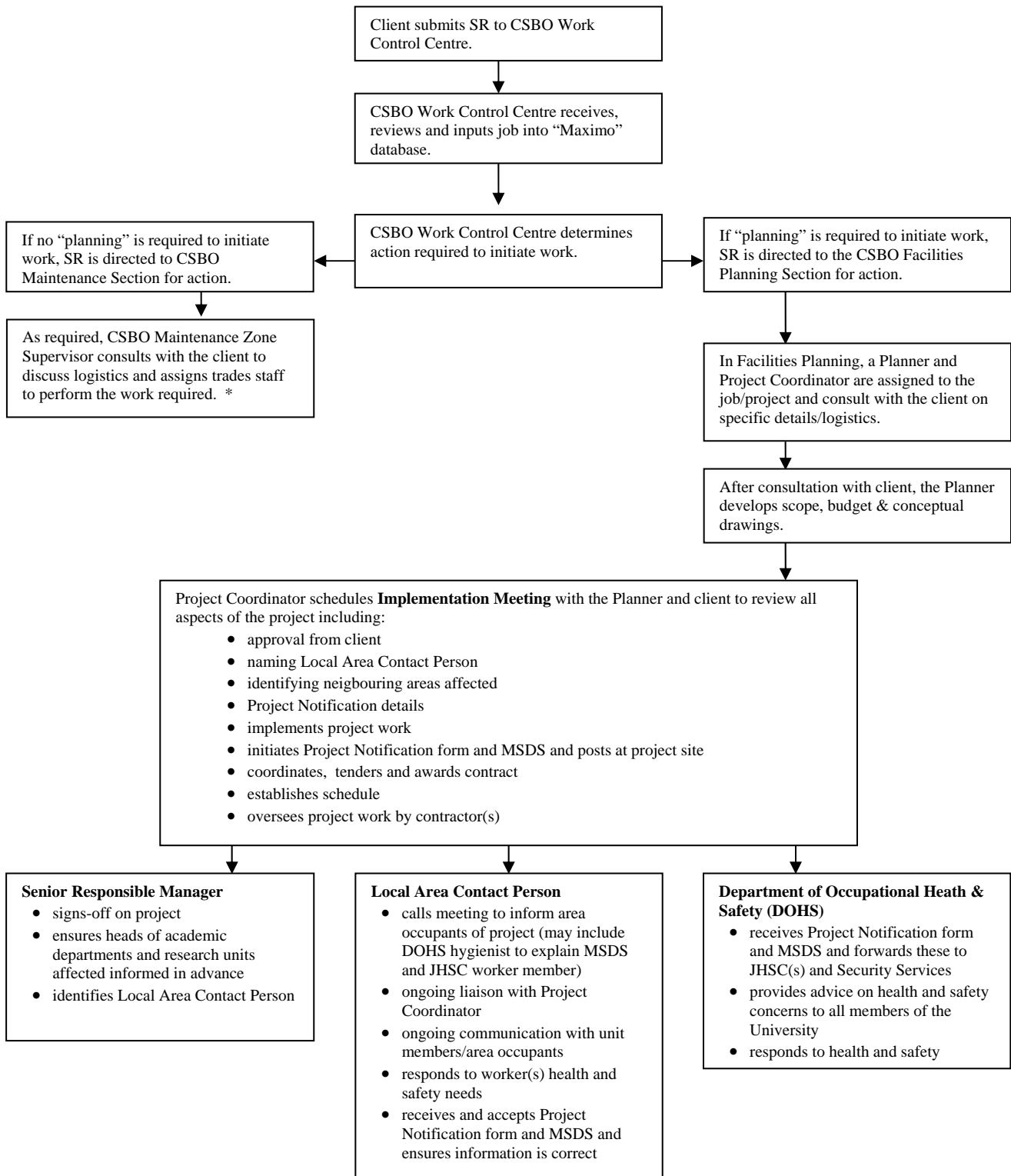
6.13 Tenancies

The Senior Responsible Manager has oversight responsibility for renovations/alterations in space assigned to the Faculty, department or operating unit through the University's formal space planning and allocation process. This also includes renovations/alterations by tenants housed within University space assigned to the Faculty, department or operating unit.

For instance, a renovation/alteration in space assigned to Food Services but occupied by a caterer (with a lease or commercial agreement for use of that space) requires authorization through Food Services before it may proceed. The Senior Responsible Manager in Food Services then assumes oversight responsibility for the renovation/alteration as it proceeds, in accordance with Section 6.1 of this Handbook.

Tenant leases/agreements are to include clauses to ensure this authorization and responsibility related to construction and/or renovation/ alteration of space in University buildings is in force.

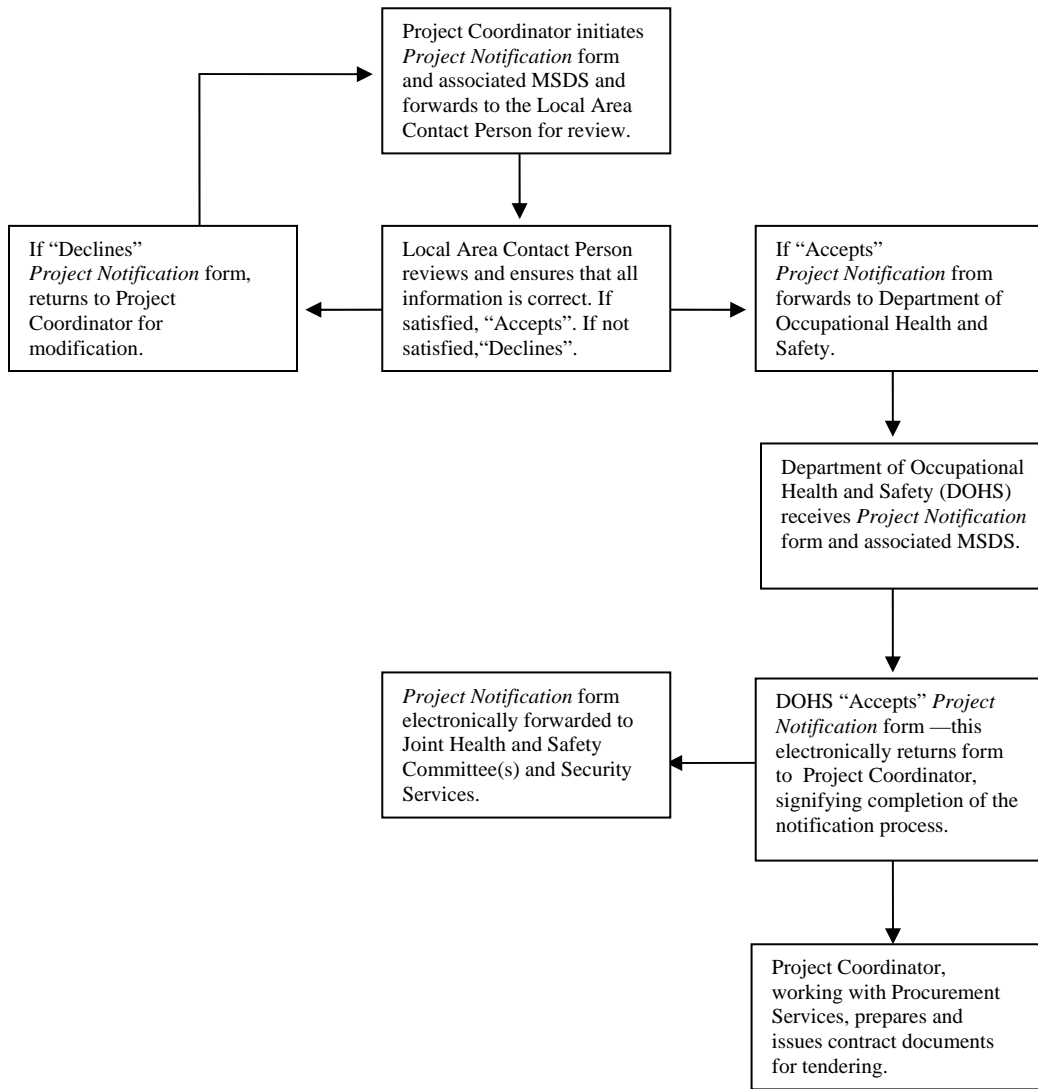
7. Renovation/Construction Project Life-Cycle



NB – "Planning" refers to the alteration of interior space or the replacement of infrastructure or part of an exterior building membrane where design or re-design is involved and requires modification or replacement of structural, mechanical, electrical, furnishings/fixtures, or other building systems.

* These jobs would normally include maintenance or routine work involving irritants or hazardous substances (See Appendix E: Work Involving Irritants or Hazardous Substances)

8. Project Notification Process Chart



9. Employees at Increased Risk – Special Arrangements

Employees at Increased Risk are individuals whose susceptibility to negative health effects is increased due to pre-existing health conditions. Such employees are responsible for self-identifying to their respective supervisor, manager, administrative officer, or executive officer.

An employee at increased risk who has a personal health problem/concern (e.g. asthma, allergies, pregnancy) also has the responsibility to obtain information about renovation or construction work affecting his/her workplace to take to his/her medical practitioner. In all cases, a worker should be provided with as much information as possible that is specific to the project so that this can be discussed with his/her medical practitioner. If the practitioner has any questions, then s/he should be advised to contact the Employee Well-Being Office in the Department of Human Resources & Employee Relations at 416-736-5005. Any medical assessment provided by the practitioner should be forwarded to the Employee Well-Being Office.

Any employee at increased risk requiring accommodation will notify his/her Supervisor or Manager who will ensure that the Local Area Contact Person works with the Employee Well-Being Office to develop an appropriate accommodation plan, based on the medical information provided.

NOTE: Medical information will be handled in a strictly confidential manner in accordance with the Ontario Personal Health Information Protection Act.

Senior Responsible Managers are responsible for notifying Project Coordinators, maintenance staff and supervisors of individuals in their departments who have self-identified as being at increased risk in order that special arrangements may be made. An occupant's specific requests regarding workplace disruptions or health and safety implications must be considered when planning work. In such cases the Project Coordinator or Maintenance Supervisor will contact the occupant/Local Area Contact Person to schedule such work.

Any employee experiencing some form of reaction relating to renovations or maintenance in the workplace should immediately inform his/her supervisor who will take such steps as appropriate to ensure the health and safety of the employee and complete a Supervisor's Accident Investigation Report. If an accommodation is required, then the employee must provide the Employee Well-Being Office with medical documentation from his/her attending practitioner and the EWO will work with the Local Area Contact Person to develop an appropriate accommodation plan, based on the medical information provided.

Also see Frequently Asked Questions: Construction and Renovation Projects at: <http://www.yorku.ca/dohs/documents/RenConstFAQ.pdf>

10. Communications

Communications with respect to project activities, scheduling, and health and safety factors are important to ensure that the project proceeds in a timely way to full completion and that occupants in the areas affected are forewarned about the health and safety concerns that can be anticipated.

It is recognized that there can be unanticipated developments during a renovation or construction project and it is the responsibility of Local Area Contact Persons, Project Coordinators and contractors/subcontractors to respond to emerging issues as quickly as is appropriate.

The Project Coordinator is responsible for ensuring that the scheduling of activities that might have health and safety implications for occupants in the area is confirmed with the Local Area Contact Person in a timely manner.

The following are suggestions for methods by which the Local Area Contact Person can communicate the project's status to occupants in the period between the initial Occupants Meeting and the end of the project:

- bulletin board posting of the project area floor plan with the area being worked on highlighted;
- regular e-mail updates in advance of particular elements of the project which may directly affect staff;
- inclusion of articles dealing with the project in the area newsletter (where applicable);
- create a web page on the department's web site where up-to-date information can be provided;
- bulletin board "updates";
- memos or emails to occupants regarding moving dates; and
- discussions with occupants on an informal basis regarding the project.

Appendix A: Project Notification form

YORK CAMPUS SERVICES AND BUSINESS OPERATIONS

Project Notification

Purpose

To notify building occupants and facility users in a timely way that renovations or significant projects may affect work, teaching, research or other activities.

The responsibilities of the various parties are defined in the York University [Renovation and Construction: Health & Safety Handbook](#)

Local Area Contact Person _____ Email _____ SR/Work Order # _____

Department _____ Project Location _____

Project Description _____

Requested work is scheduled on/or about _____ to _____

The contractor/Campus Services and Business Operations employee doing the work has been advised to take all reasonable precautions to minimize the disruption of normal activities and the risk to the health and safety of employees. The following causes of discomfort/inconvenience may occur:

Discomfort/ Inconvenience	Source(s)	Expected Duration From: To:	Precautions
<input type="text"/>	<input type="text"/>	<input type="text"/>	MSDS

For assistance in interpreting the Materials Safety Data Sheets (MSDS) please contact the [Department of Occupational Health and Safety](#) at extension 55491.

Staff Notification: (see [Renovation and Construction: Health & Safety Handbook](#)) The originating department is responsible for ensuring that all staff in the immediate vicinity of the project are advised of the project.

Project Contact _____ Date _____
 Telephone _____ Email _____

JHSC Email _____

Appendix B: Definitions of Terms

Accommodation

The modification of the workplace and/or work method to enable a qualified person based on appropriate medical documentation to achieve the essential outcomes of the job. The nature of accommodation may include job redesign, technical aids, workstation modification, employment policy and practice modification, communication services, human support services, and/or building modification. Accommodation may be temporary or permanent.

Certified member

A JHSC committee member who is certified by the Workplace Safety and Insurance Board under the Workplace Safety and Insurance Act, 1997.

Construction

This includes the development of new physical space, the alteration of space within an existing building, and the upgrade/renewal of exterior surfaces of an existing building structure. A renovation that includes alterations as basic as the relocating of partition walls is considered “construction”.

Contractor

This is the external constructor whose services are procured by the Project Coordinator on behalf of the University to undertake the implementation of a planned construction, renovation or large maintenance project.

Emergency

In a life threatening situation (e.g. fire, medical emergency, etc.), call extension 911 first, then call York Security at extension 33333 for immediate local assistance and to meet/escort emergency vehicles. All Security officers are trained in First Aid, CPR and the use of Automated External Defibrillators.

In a non life-threatening situation that requires immediate action to prevent or address actual or potential injury of a serious nature or significant property damage, contact York Security at extension 33333 for immediate assistance, to isolate hazards and arrange other necessary services/remedies.

Employees at Increased Risk

These are employees whose susceptibility to negative health effects is increased due to pre-existing conditions. Examples of conditions that may put employees at increased risk include, but are not limited to:

- pregnancy;
- pronounced allergy to a substance being used on or generated by the project
- immunosuppression, as in persons with H.I.V., persons on certain medications such as cortisone, etc.; and
- other medical conditions, such as multiple sclerosis, or conditions that involve the respiratory tract (e.g. chronic asthma, bronchitis, emphysema, etc.).

The employee's medical practitioner will decide whether the employee will be negatively affected by the project.

Large Maintenance Jobs

These jobs are generally of a renewal nature, usually initiated by Campus Services and Building Operations' maintenance or engineering staff, and may be implemented by Project Coordinators. Some large maintenance jobs are the result of breakdowns. Others are often undertaken using special provincial or deferred maintenance funding (e.g. elevator modernization projects, asphalt, roofing projects, and plumbing projects impacting upon washrooms).

Life Safety Systems

Systems installed in buildings to minimize the probable loss of life or property due to fire or other hazards. These systems include, but are not necessarily limited to: fire extinguishing systems, fire detection and suppression systems, fire alarm systems, emergency power, emergency lighting, and emergency exits.

Local Area Contact Person

This is either the Senior Responsible Manager or designate, who assumes responsibility during the project for health and safety in the primary work area affected by the project; representing the department with the Project Coordinator, Planner and Contractor; and communicating with occupants.

Material Safety Data Sheet (MSDS)

The Material Safety Data Sheet, as specified in the WHMIS Regulation, Ontario Regulation 860, contains all information regarding the material's handling, hazards and precautions for workers, as applicable.

Minor Repair and Maintenance Jobs

These jobs are usually initiated through routine work orders (e.g. carpet repair/taping, patching and painting, door and door hardware repair/servicing, repair/replacement of electrical switches/outlets, short-term drilling for installing shelves or replacing drywall, hammering to hang pictures, etc.).

Planner

The Planner is the York University employee in the Facilities Planning Section of CSBO, who works with the Senior Responsible Manager (client) to determine the concept, feasibility, and scope of the renovation/construction/large maintenance project and then develops all project details for implementation. The Planner coordinates preliminary drawings, provides a cost estimate, and continues to be available for advice or follow-up planning (e.g. should changes be necessary) once the project is handed over for implementation to the Project Coordinator. For some smaller projects, the Planner may also be designated as the Project Coordinator, in which case the Planner would both plan and coordinate the project from start to completion.

Project Coordinator

The Project Coordinator is the York University employee in charge of implementing a renovation, construction or large maintenance project. This may be a project coordinator, project administrator, project manager, construction manager, planner or maintenance supervisor. For the purposes of this manual, the title “Project Coordinator” has been used throughout.

Project Life-Cycle

The four stages of a project are concept, development, implementation, and completion.

Project Site

Space being renovated or constructed, usually by an external Contractor or subcontractors and/or York University trades staff.

Renovation

A renovation is the physical re-defining of an existing physical space or its finishes. In most instances, a renovation includes construction work.

Senior Responsible Manager

This is the senior manager of the area initiating the work or that is affected by a construction, renovation or large maintenance project (e.g. executive officer, administrative officer, director, facilities manager, etc.). In some cases the Senior Responsible Manager is in a different geographical location from the project site or for some other reason is not in a position to monitor the workplace during the project. The Senior Responsible Manager has responsibility to ensure execution of applicable “Duties of the Employer” and “Duties of the Supervisor” under the Ontario Occupational Health and Safety Act.

Separation

A suitable separation between the project site and adjacent areas (e.g. employee work areas, student study/activity spaces, corridors, other spaces that can be publicly accessed).

Significant Hazard

A significant hazard is a hazard (an event, action or situation) that has the potential to cause serious injury or physical harm to a person.

Unauthorized Personnel

Any persons on a project site who are not the employees of the contractor or a subcontractor, York trades persons engaged in the project or accompanied by the York University Project Coordinator or the Contractor.

WHMIS

The Workplace Hazardous Materials Information System, Ontario Regulation 860.

Work Area

The physical location where York employees are performing day-to-day duties during the project, including hallways, stairwells and washrooms.

Work Refusal

A worker's legal right to refuse work that s/he believes poses a threat to her/his health or safety. A detailed description of the steps to be followed is found in Section 43 of the Ontario Occupational Health and Safety Act (OH&SA).

Work Stoppage

Under a normal circumstance, only a **Bilateral Work Stoppage** is allowed. This is an order to stop work, issued by two certified members of a Joint Health and Safety Committee (JHSC) – one management and one worker – who agree that a hazard exists which imminently threatens the health or safety of a worker. A detailed description of the steps to be followed is found in Section 45 of the Occupational Health and Safety Act.

If the certified worker and management members do not agree on the hazard (refer to Section 45(6) OHS Act), work may not be stopped unilaterally and either certified member may request that a Ministry of Labour inspector be contacted to investigate and make the final decision. In specific situations where a bilateral work stoppage appears not to be sufficient to protect workers, a certified member or an inspector may apply to the Ontario Labour Relations Board for a declaration for **Unilateral Work Stoppage** within a period specified (refer to OHS Act, Sections 46 and 47). Only under such a declaration may a certified member unilaterally order a work stoppage.

Appendix C: Sample Communication

The following e-mail is an example of a communication that the Local Area Contact Person might circulate to employees prior to the commencement of a renovation, construction or large maintenance project.



To: All occupants
From: Jane Bloggs, Local Area Contact Person
Subject: Notification of Renovation Project

Attached to this note you will find a *Project Notification* form for the _____ project that will commence on Month/Day/Year in the west wing of the 4th floor of our building (Rooms 410, 411, 412, and 413).

At present, it is anticipated that it will take (number) weeks to complete. Although every effort will be made to ensure the least amount of disruption to your work environment, it is incumbent on all of us to be vigilant with regard to any hazards. Should you encounter any physical reactions or sensitivity/allergies and/or hazards while the project is in progress, contact your supervisor immediately. In addition, if you feel that you are at increased risk please make sure that you notify your immediate supervisor in order that every precaution can be taken. To discuss more general health and safety questions, you may also contact a worker member of your Joint Health and Safety Committee.

The *Project Notification* form includes electronic links to Material Safety Data Sheets (MSDS) for the applicable materials to be used in this project. The MSDS do provide valuable information about the material to be used.

Finally, as a safety reminder, everyone is asked to observe posted cautionary notices and not to enter the project site which has been cordoned off.

Please contact me if you require further information or assistance. Thank you for your cooperation in this regard.

Jane Bloggs
Local Area Contact Person
York Building
Tel: 416.736.2100 extn. 22222
Fax: 416.736.5555
Email: janeblog@yorku.ca

Appendix D: Excerpts from the Ontario Occupational Health and Safety Act

(Reference: Ontario Health and Safety Act and WHMIS Regulation, R.S.O. 1990, c. 0.1. as amended, R.R.O. 1990, Reg. 860 as amended by O. Reg. 36/93, R.R.O. 1990, Reg. 834)

1.(1) Definitions. – In this Act

“supervisor” means a person who has charge of a workplace of authority over a worker:

“worker” means a person who performs work or supplies services for a monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

Section 9

(18) Powers of a Joint Health and Safety Committee

It is the function of a committee and it has power to,

- (a) identify situations that may be a source of danger or hazard to workers;
- (b) make recommendations to the constructor or employer and the workers for the improvement of the health and safety of workers;
- (c) recommend to the constructor or employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers;
- (d) obtain information from the constructor or employer respecting,
 - (i) the identification of potential or existing hazards of materials, processes or equipment, and
 - (ii) health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge;
- (e) obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and
- (f) be consulted about, and have a designated member representing workers be present at the beginning of, testing referred to in clause (e) conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid. R.S.O. 1990, c. O.1, s. 9 (18).

Section 27

- (1) **Duties of supervisor.** – A supervisor shall ensure that a worker,
- a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
 - b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
- (2) **Additional duties of supervisor.** – Without limiting the duty imposed by subsection (1), a supervisor shall,
- a) advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware;
 - b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
 - c) take every precaution reasonable in the circumstances for the protection of a worker.

Section 28

- (1) **Duties of workers.** -- A worker shall,
- a) work in compliance with the provisions of this Act and the regulations;
 - b) use or wear the equipment, protective devices or clothing that his/her employer requires to be used or worn;
 - c) report to his/her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself, or another worker; and
 - d) report to his/her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.
- (2) **Idem.** -- No worker shall,
- a) remove or make ineffective any protective device required by the regulations or by his/her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
 - c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Appendix E: Work Involving Irritants or Hazardous Substances

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 hazardous materials. The Constructor/Contractor shall ensure, when working with or around any hazardous or designated substance, that all necessary precautions are followed, including but not limited to, personal protective equipment, signage, restricted entry, additional ventilation, etc.

A number of York University programs and procedures have been developed through the Department of Occupational Health and Safety and are available on-line: (See: <http://www.yorku.ca/dohs/programs.htm>)

- Asbestos Management
- Biosafety
- Hazard Reporting Procedure
- Indoor Air Quality
- Industrial Hygiene Program
- Mould Control Program
- Workplace Hazardous Materials Information System (WHMIS)

Additional resources available included:

- MSDS (Material Safety Data Sheets):<http://www.yorku.ca/dohs/resources.htm>
- Resource Materials for Specific Job Hazards:
<http://www.yorku.ca/dohs/doc/Resources/ResHazards.htm>
- Biological
- Energy
- Ergonomic
- Physical
- Tools, Equipment and Vehicles
- Work Site Hazard

Although some construction, renovation and maintenance activities and materials may not be classified as hazardous, certain activities and substances may cause irritation or discomfort to employees working in close proximity. It is important that these activities and substances be appropriately indicated on the Project Notification form. These include:

Use of glues, adhesives (whether advertised as non-odorous or not), volatile organic compounds, drywall dust, floor and furniture finishing, sealants, painting, drilling or other excessive noise in the work area, inadequate ventilation, spraying with pesticides, and tripping hazards.

Appendix F: Noise Regulation

Ontario Regulations for Industrial Establishments
Regulation 851, Section 139 and Regulation 855

1. In this section, “dBA” means a measure of sound level in decibels using a reference sound pressure of 20 micropascals when measured on the A-weighting network of a sound level meter. “ $L_{ex,8}$ ” is the equivalent sound exposure level in 8 hours.
2. According to the April 2007 Guideline issued by the Ministry of Labour, amended Regulations 851 and 855 contain three key requirements, which may be summarized as follows:
 - (a) Employers are to take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels that result in $L_{ex,8}$ exposure limits of 85 dBA being exceeded (8 hour, time-weighted average exposure).
 - (b) When the exposure limit prescribed by the Regulations is exceeded, the employer is required to put in place measures to reduce workers’ exposure. Protective measures may include: engineering controls to reduce noise at the source or along the path of transmission; work practices such as equipment maintenance (to keep it quieter), or scheduling to limit a worker’s exposure time; and, personal protective equipment in the form of hearing protection devices, subject to the restrictions stated in the regulations.
 - (c) Employers must post clearly visible warning signs at the approaches to areas where sound levels regularly exceed 85 dBA.
3. In accordance with the Regulation, York University (the employer) shall ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA. A worker's exposure to noise levels generally varies throughout the day. An 85 dBA equivalent sound exposure level may be thought of as the permissible time-weighted average noise exposure that is averaged over an 8 hour shift.
4. Concerns about noise levels in work areas adjacent to construction or renovation activity should be directed to the Department of Occupational Health and Safety. The hygienists in DOHS have the appropriate instruments to measure noise levels.

Refer also to the York University Hearing Conservation Program, Department of Occupational Health and Safety at:

<http://www.yorku.ca/dohs/documents/DOHSProgram-HearingConservation.pdf>

Appendix G: Pre-Project Steps

Pre-Project Steps

[This is a step-by-step outline of the Project Notification process]

In order to implement project work, once project planning is complete:

- ❑ A project is requested by the client (Faculty, department, office) or from within CSBO, (e.g. major maintenance projects arising from Facilities Renewal Program, etc.) through a Service Request to the CSBO Work Control Centre.
- ❑ The CSBO Work Control Centre reviews request and forwards to Facilities Planning where a Planner and Project Coordinator are assigned to the job/project.
- ❑ After consultation with the client, a budget is prepared by the Planner and/or Project Coordinator and budget approval is given by the Senior Responsible Manager (or other client).
- ❑ With budget approval, working drawings, specifications, etc. are then completed by Facilities Planning (arranged by the Planner) and final project approval is given by the Senior Responsible Manager.
- ❑ Implementation Meeting is held (Senior Responsible Manager, Planner and Project Coordinator assigned by Facilities Planning) at which the Local Area Contact Person is confirmed. Note: For many projects, the Local Area Contact Person is the Senior Responsible Manager.
- ❑ The Project Coordinator prepares the electronic Project Notification form, links to applicable MSDS that are likely to be used, and sends to the Local Area Contact Person. This is normally done ten working days prior to the start of the project.
- ❑ The Local Area Contact Person receives the electronic Project Notification form and associated MSDS; ensures that all information is correct and reviews “Expected Duration” dates and “Discomfort/Inconvenience” portions of the form. If the Local Area Contact Person is satisfied with the information supplied, the Project Notification form will be “Accepted”. If the Project Notification form is “Declined” (for instance if information is not correct or dates need to be changed), the Local Area Contact Person will discuss modifications with the Project Coordinator, who will start the project notification process over again.
- ❑ Once the Local Area Contact Person indicates “Accepts” on the Project Notification form, the form will automatically be sent to the Department of Occupational Health and Safety (DOHS). DOHS will forward the electronic form to the applicable Joint Health and Safety Committee(s) and to Security Services, by adding e-mail addresses to the form before entering “Accepts”. Activation by DOHS also returns an electronic confirmation of the Project Notification form to the Project Coordinator.
- ❑ When the Project Coordinator receives confirmation of the “Accepted” electronic Project Notification form, the tendering process can proceed. For renovation projects, tendering is normally done with contractors who have pre-qualified to

supply York University through a procurement process managed by Procurement Services. NOTE: If the “Expected Duration” dates or “discomforts/inconveniences” have changed or MSDS sheets need to be added, the Project Coordinator can make the necessary changes, which restarts the project notification process and an updated project notification is generated.

- The Project Coordinator prepares and issues contract documents (working with, or in accordance with instructions from Procurement Services).
- A pre-construction meeting is convened by the Project Coordinator with the selected Contractor.
- The Project Coordinator creates a final project schedule in consultation with the Contractor and the Local Area Contact Person. The Project Coordinator then modifies information on the Project Notification form (if required), and physically posts hardcopies of the Project Notification form and related MSDS in locations at the project site.
- Local Area Contact Person advises neighbouring units affected by the project about the scope and start date of the project. These neighbouring units will have been identified during the implementation meeting with the Planner and Project Coordinator and may include units/offices/departments on floors above and below the job site. The Local Area Contact Person is required to forward an electronic copy of the Project Notification form and MSDS to the neighboring areas affected.
- Local Area Contact Person provides notification about the work or project to occupants of his/her department or operating unit. Where the project extends over a period of time and has the potential to impact the daily activity of occupants, the Local Area Contact Person calls an Occupants Meeting(s) and requests the attendance of the Project Coordinator plus the following people as appropriate:
 - DOHS hygienist (e.g. to explain MSDS information)
 - member of the Joint Health & Safety Committee
 - other (if necessary).
- Local Area Contact Person identifies any individuals who could be at potential risk and ensures that they receive photocopies of MSDS sheets if they request them to take to their medical practitioners (see Section 9: Employees at Increased Risk – Special Arrangements).
- Local Area Contact Person makes special arrangements, in consultation with the Project Coordinator, DOHS and the Employee Well-Being Office, for the following, where necessary:
 - WHMIS training
 - Advice on and arrangements for possible accommodations
- Where possible, several days before the project is scheduled to begin, Local Area Contact Person should confirm the start of the project with the Project Coordinator and notify all occupants that the project will begin over the next few days.

- ❑ Local Area Contact Person maintains regular contact with Project Coordinator to keep informed about the status of the project.
- ❑ Local Area Contact Person keeps occupants informed about the project, is available to occupants to discuss details of the work to be done, and communicates changes in scheduling details. For larger projects, the Local Area Contact Person should develop a communications plan (see Section 10: Communications) to ensure that occupants are alerted to aspects of the work that might be of concern to them during the project.
- ❑ Local Area Contact Person ensures that health and safety procedures are observed in the work areas affected by the project and that First Aid kits are readily accessible to occupants in these areas.

NOTES:

1. For urgent projects, the Project Coordinator may start the tendering of a project/renovation as much as 48 hours prior to the electronic Project Notification Process being initiated, mindful that the project scheduling still must be finalized with the Contractor and Local Area Contact Person.
2. If the MSDS are not available when the Project Notification Process is initiated, the Project Coordinator will email a revised copy of the Project Notification form (indicating MSDS links) to the Local Area Contact Person and to DOHS. DOHS will then forward it to members of the appropriate JHSCs and to Security Services. The Local Area Contact Person will forward it to neighbouring areas, as required.

Appendix H: Pre-Project Occupant Meeting Checklist

In consultation with the Project Coordinator who will be present at the meeting to answer all questions pertaining to the scope of the project, the Local Area Contact Person should inform occupants of the following:

- ❑ the scope of the project;
- ❑ the project's duration, including any follow up work that may be delayed or has to be "phased";
- ❑ the availability of copies of MSDS for occupants to review (where they can be found on the DOHS web site) and take to their medical practitioner if need be;
- ❑ disruptions/inconveniences and hazards of the project (e.g. noise, odors, congestion, etc.) as identified on the *Project Notification* form;
- ❑ the need for personal protective equipment, where applicable; and
- ❑ the responsibilities of workers (occupants) during the project.

Appendix I: Walkabout Inspection Checklist

The Local Area Contact Person is responsible for ensuring that the work area in which employees are located during renovation, construction or large maintenance project meets health and safety requirements. Contractors are responsible for the Health and Safety in a dedicated construction zone signed as such and cordoned off by hoarding or other barrier.

To ensure that all arising hazards are detected and corrective action taken, it is recommended that walkabout inspections of employee work areas be conducted as regularly as possible. If hazards are discovered, then the Local Area Contact Person should ask the Project Coordinator to take corrective action.

Checklist

Please describe the hazard, action taken and date.

- ❑ Aisles: 4 feet wide, stairwells & floors clean (no nails, wood, metal strips, etc.).

- ❑ Exits: clear of debris and adequately identified/posted.

- ❑ Ventilation adequate: odours minimal (use fans to circulate air if necessary).

- ❑ Fire exits well marked. Ensure that everyone knows where exits are in case of an emergency. Except where magnetic hold open devices are installed, emergency exit doors must be closed at all times.

- ❑ No obstructions in emergency stairwells.

- ❑ Noise at acceptable levels (see Appendix F: Noise Table).

- ❑ Fire equipment easily accessible.

- Electrical outlets covered, exposed wires covered, extension cords taped down on the floor, etc.
-

- First Aid kits available and easily accessible.
-

- Inspect flooring to ensure it is free of tripping hazards.
-

- No overhead hazards.
-

- Ensure contained areas are in tact.
-

- No heaters other than CSA approved heaters may be used.
-

- Shelving (if applicable): Ensure pilasters are appropriately spaced and shelves are not overloaded. **NOTE:** Shelving guidelines are available from DOHS.
-

- Ramps to the building appropriately surfaced and able to accommodate users' needs (if applicable).
-

Completed by: _____

Signature: _____ Date: _____

NOTE:

For unexpected renovation construction or large maintenance project related problems, call the Project Coordinator. If the Project Coordinator is unavailable, then call CSBO Work Control Centre at extension 22401 or (Glendon) extension 66734.

In case of an EMERGENCY, contact Security Control at extensive 33333. If the situation is life threatening (fire, medical emergency, etc.) call 911 FIRST, then call Security Control for immediate assistance and to meet/escort emergency vehicles.

Appendix J: Weekly Checklist for Local Area Contact Person

- Continue to communicate project status via memos, bulletins, etc.;
- Ask that any occupants with concerns and/or suggestions contact you; and
- If an occupant calls in sick due to a renovation/construction/large maintenance project:
 1. Refer this to the worker's Supervisor to complete a Supervisor's Accident Investigation Report (which will require the Supervisor and the worker member of the JHSC to investigate). Completed Reports are submitted to the Employee Well Being Office in the Department of Human Resources & Employee Relations.
 2. Take appropriate corrective action.
 3. If accommodation is required, make necessary arrangements through the Employee Well-Being Office in the Department of Human Resources & Employee Relations.

Appendix K: Post-Project Checklist

In areas where significant change has occurred (i.e. more than 5,000 square feet)

1. A formal inspection with members of the Joint Health & Safety Committee will be scheduled prior to occupancy and the Inspection Protocol detailed in Appendix L shall apply.
2. Additionally, the Local Area Contact Person should:
 - ❑ request the services the Manager of Emergency Preparedness (Department of Campus Services & Business Operations) to ensure that an adequate number of emergency response/fire wardens are identified;
 - ❑ ensure that First Aid kits are permanently placed in an accessible central area and that First Aid Certificates are posted nearby;
 - ❑ notify occupants that the project is finished; and
 - ❑ let neighbouring areas know that the project is finished.

In areas where small renovation or maintenance work has occurred (i.e. 5,000 square feet or less)

3. The Local Area Contact Person should:
 - ❑ tour the premises with the Project Coordinator to ensure that the area is safe prior to project close-out;
 - ❑ notify occupants that the project is finished; and
 - ❑ let neighboring areas know that the project is finished.

Appendix L: Inspection Protocol for a New Building or Newly Renovated Area greater than 5,000 sq. ft.

WORKER OCCUPANCY

Worker occupancy specifies the conditions under which employees can be relocated to a newly constructed building or a renovated work space or when employees are directed to work in a newly constructed building or renovated work space regardless of the amount of time that is required for completing that work or the number of employees who are required to complete that work.

General access to the construction site prior to occupancy will be permitted to employees only when they are accompanied by an appropriate person (i.e. Project Coordinator or an authorized person from the Department of Campus Services and Business Operations) and are wearing the appropriate protective gear (e.g. clothing, safety shoes, hard hat, etc.) which meets the requirements of the general contractor.

PART I - PROCEDURE

1. When the construction of the new building or area has been completed, the Office of the AVP – Campus Services and Business Operations (CSBO) contacts:
 - (a) Employee Relations (ER) in the Department of Human Resources & Employee Relations (HR&ER); and
 - (b) The Department of Occupational Health and Safety (DOHS).

To schedule an inspection of the building with the appropriate Joint Health and Safety Committee/s (JHSC) before occupancy. CSBO should suggest an inspection date.

NOTE: Where possible, at this stage, persons inspecting the building should not have to wear hard hats or safety boots.

2. ER will contact the appropriate union office(s), which will notify JHSC worker members of the inspection date and confirmation will be provided by the union office(s). DOHS will notify JHSC management members.
3. During inspection:
 - (a) CSBO (the Project Coordinator) will lead the inspection.
 - (b) Each person participating in the inspection will use the Inspection Checklist (see Part II).
 - (c) Inspectors should identify any issues to the CSBO Project Coordinator during the inspection.

- (d) A completed Inspection Checklist or report should be sent to CSBO after the inspection by the management members or by the DOHS representative in attendance.
- (e) A completed Inspection Checklist or report should be sent to CSBO after the inspection by JHSC worker members.
- (f) If it is believed that a significant hazard has been identified, the hazard should be reported immediately to the representatives from CSBO and DOHS who are present at the Inspection.
- (g) If it is agreed by the parties – the JHSC worker members, CSBO and DOHS – that the hazard is significant, the parties agree to meet immediately with HR&ER to discuss a resolution.
- (h) If occupancy to the specific area must be delayed due to the hazard identified, CSBO should report to the Senior Responsible Manager of the area no later than 48 hours.

Definition - Significant hazard: *A significant hazard is a hazard that has the potential to cause serious injury or physical harm to a person.*

4. Follow up inspection:

If required, the inspection group may request that a follow-up inspection be scheduled by CSBO. A copy of the follow-up report should be sent to all persons in the initial inspection.

5. Remediation of Building Deficiencies in Occupied Areas:

Every effort should be made to complete certain kinds of work in open areas during off hours (i.e. evenings and weekends). For example, noise generating, dust generating, vapour generating activities such as sanding drywall, painting, laying carpet, drilling, etc.

PART II - INSPECTION CHECKLIST

Employee occupancy shall occur if the following are functional or in place:

Full Occupancy **Partial Occupancy**

Indicate status with a check (✓) mark	ITEMS	NOTES
1.	<p>Exits:</p> <ul style="list-style-type: none"> a) Building entrances: clear of debris and adequately identified. b) Fire exits: marked and unobstructed. c) Fire map and emergency procedure posted at major building entrances. d) Where there are changes to final fire exit plan, the plan has been communicated to employees. 	
2.	<p>Washrooms:</p> <ul style="list-style-type: none"> a. General: <ul style="list-style-type: none"> i. Toilet paper, paper towels, soap are available. ii. Washroom fixtures, (e.g. toilets, urinals, doors, sinks) are installed; iii. Water is available; iv. Signage (male/female washrooms) have been posted on the doors; and v. Locks are installed on stalls or doors of single user washrooms. b. Accessible washrooms: <ul style="list-style-type: none"> i. Dispensers – soap, hand drying units are installed at an appropriate height and location; and ii Handrails have been provided. 	

Indicate status with a check (✓) mark	ITEMS	NOTES
3.	Areas still under construction: a) Isolated with rigid barrier. b) Signage (e.g. "Construction Area" etc.) posted.	
4.	Aisles: a) Clear of obstruction or tripping hazards (no nails, wood, metal strips, etc.).	
5.	Heating, Ventilation and Air Conditioning: a) Ventilation system is operational. b) Temperature control installed and functioning (fans or CSA approved heaters should be available in case of minor system balancing). c) Construction filters have been removed and new filters installed in HVAC system.	
6.	Fire Equipment: Fire systems (fire alarms, fire extinguishers, sprinkler systems, smoke/heat detector, fire doors, fire hose connection) have been: a) Installed b) Tested	
7.	Flooring and Baseboard: Installed, finished and without trip hazards.	
8.	Walls: Painted or finished.	

Indicate status with a check (✓) mark	ITEMS	NOTES
9.	Elevator: a) Functional to occupied areas. b) Emergency telephone is operational and connected to York Security. c) Fan operating. d) Notice posted about the location of a valid licence.	
10.	Stairs/Doors: a) Staircases have railings. b) Automatic door openers have been installed and are functioning. c) Accessible doors have been equipped with levers.	
11.	Office/workstation: a) No overhead hazards. b) Work surfaces (e.g. desks, computer monitor etc.) have been cleaned or Custodial Services are scheduled for cleaning/wet wiping of surfaces. c) Blinds (or tinting) have been installed on windows. d) Telephones are operational. e) Walkways have been cleared of trip hazards and debris.	
12.	Exposed concrete areas (e.g. pillars, etc.) are not generating an unreasonable amount of dust.	

Appendix M: Important Contact Telephone Numbers

PROJECT COORDINATOR

Name: _____

Phone No: _____ E mail: _____

DEPARTMENT OF CAMPUS SERVICES AND BUSINESS OPERATIONS

WORK CONTROL CENTRE

Keele Campus

Internal 22401
External 416-736-2100 x 22401

Glendon Campus

Internal 66734
External 416-487-6734

FACILITIES DEVELOPMENT (MAJOR CONSTRUCTION)

Internal 55147
External 416-736-5147

FACILITIES PLANNING (AND RENOVATIONS)

Internal 55758
External 416-736-5758

SECURITY SERVICES

Internal 33333
External 416-736-5333

DEPARTMENT OF OCCUPATIONAL HEALTH AND SAFETY

Internal 55491
External 416-736-5491

EMPLOYEE WELL-BEING OFFICE,

DEPARTMENT OF HUMAN RESOURCES & EMPLOYEE RELATIONS

Internal 44746
External 416-736-2100 x 44746