



SITE SAFETY PROGRAM

1. PURPOSE

The Site Safety Program is intended to outline minimal site containment and related notification requirements in order to ensure the health and safety of UVic employees, contract workers, building occupants and the general public.

The Site Safety Program has been developed as part of the Occupational Health and Safety Management System (OHSMS) to ensure that any work undertaken on University property by Facilities Management staff or external contractors hired by Facilities Management is conducted in a manner which minimizes building occupants' and the public's potential exposure to work-related hazards. The focus of the program is to provide minimum criteria for job site containment and cleanup practices that ensure the site is left in a satisfactory condition once work is completed.

2. SCOPE

The program deals with mitigation and management of sources of three potential hazardous exposures:

- Particulate/fibres (both airborne and settled)
- Odours
- Noise

The presence of any of these contaminants can cause undue discomfort and potentially adverse health effects to building occupants or people in the immediate vicinity. Mitigation strategies must be employed to reduce health risks and allow work in adjacent areas to continue with minimal disruption.

Certain workplace hazards require special consideration and documentation. These hazards are addressed separately as required under the BC *Occupational Health and Safety Regulation*. These include:

- Disturbance of asbestos, lead, or other hazardous building materials;
- Work in confined spaces
- Working at heights or on rooftops

Information on these hazards is located in the OHS Manual for Facilities Management workers. Contractors are required to provide their plans for addressing these hazards to their UVic contact person prior to commencing work.

3. ROLES & RESPONSIBILITIES

Leadership and Managers are responsible to:

- Understand the purpose of the Site Safety Program;
- Ensure participation by supervisors, workers and contractors;
- Review implementation regularly.

Environmental Health & Safety Coordinator is responsible to:

- Provide orientation and training on the Site Safety Program;
- Facilitate review of the Program and update accordingly.

Supervisors and Project Managers are responsible to:

- Conduct pre-job hazard recognition checks with workers/contractors and discuss controls;
- Ensure consultation with building occupants is completed prior to work being done;
- Review any safety-related issues with workers/contractors once notified.
- Ensure adequate notice is provided to building occupants.

Workers are responsible to:

- Confirm containment details with supervisors and work within acceptable work times and dates;
- Report any safety-related issues to supervisor as soon as possible.

Contractors are responsible to:

- Understand the purpose of the Site Safety Program;
- Consult with UVic representative (ie, Shop Supervisor, Project Manager or Interior Modifications personnel) to determine required levels of job site containment;
- Conduct work under conditions specified by UVic representative;

4. SITE SAFETY PROGRAM

The level of containment required for a particular job site will be dependent on the type of work undertaken. Wherever possible, work should be discussed with building occupants prior to commencing. Ensure that occupants are informed of the scope of work being done and the level of containment being used. The table in Appendix A summarizes the site containment requirements outlined below.

Site Containment

Prior to commencing work, all work areas will be visibly separated from non work areas. The extent of separation will be dependent on the scale and nature of the work being undertaken. Short term work or work that produces little or no dust can be delineated by barrier tape suspended above ground level, or by plastic barricade. Barricades in common areas (corridors or hallways) must allow for at least 1.22 meters (48 inches) of passage for wheelchairs. If this is not possible, staff in area must be notified in advance and alternate travel routes identified and posted. Alternately, work can be scheduled during non-standard working hours so as not to impact traffic flow in the area.

Any work generating dust must include accommodation for dust collection, suppression or containment. Work requiring drilling, coring, grinding or sanding surfaces must utilize engineering controls such as wetting or local exhaust ventilation to prevent dust from becoming airborne or settling on surfaces. Larger scale work will require full containment with exhaust ventilation through a High Efficiency Particulate Air (HEPA) filter. Containments shall be constructed with opaque or translucent polyethylene sheeting and be sealed with at least one double-flap or zippered entrance. Flooring not scheduled for replacement shall be protected from damage by covering with fibreboard or plywood/OSB. Tack mats shall be placed at the entrance of indoor containments to prevent dust and debris on the soles of shoes from being tracked inside the building.

Work Impacting Hazardous Materials

Any work involving disturbance of building materials containing asbestos, lead, silica or other hazardous substances shall be completed following documented safe work procedures developed by a qualified person as required under Parts 5 and 6 of the BC *Occupational Health and Safety Regulation*. This may include full site containment, HEPA-filtered negative air ventilation, and personal protective equipment such as fibre-resistant disposable coveralls and respiratory protection. Any donning and removal of coveralls and respirators must be done in a clean room or other enclosed area adjacent to the work area. Work areas must also be screened from public viewing. Information on the presence of these hazards can be found in the UVic Hazardous Materials database, or by retaining a qualified person to conduct a hazardous materials survey (hms) prior to commencing work.

Noise

Significant noise is anything sound over and above ambient sound levels. Noise can be high or low pitched (frequency), continual, intermittent or “impact” sounds. Activities that generate a significant amount of vibration should also be considered in this category.

Work that generates a significant amount of noise shall be scheduled wherever possible outside normal business hours. Notification of work shall be distributed to all building occupants within the affected area. This can include occupants of adjacent buildings, particularly for outside work as sound can reflect off building exteriors and travel down laneways between structures. If work must be done during regular business hours, consideration should be given to providing alternate work locations for affected occupants.

Odours

Activities such as painting, applying mastics or adhesives, or using cleaning or stripping solutions can generate nuisance odours. The paints, adhesives or solvents used must contain minimal levels of volatile organic compounds (VOCs) or other chemicals to avoid odours being released. As building occupants may be sensitive to the application of these materials in their work area, workers and contractors must consult with area occupants to determine appropriate courses of action with regards to work scheduling and site containment. Work area ventilation must be sufficient to promote drying, however not disturb occupants in adjacent areas. Separation of the work area is to follow the criteria described in “Site Containment”.

Sanding

Sanding of surfaces in offices or common areas must utilize a dust collection or containment system. The extent of the system is to be determined in discussion with the supervisor or project manager, and must ensure that no airborne or settled particulate is present outside the designated work area. If asbestos, lead paint or other hazardous building materials are suspected to be present, workers/contractors must follow documented safe work procedures appropriate to the hazard as described under “Work Impacting Hazardous Materials”.

Drywall/plaster removal

Removal of drywall or plaster in occupied/common areas must be completed inside containment. Containment must be constructed in a way that provides full separation of the work site from adjacent areas, provides sufficient space for workers to safely complete assigned tasks and allows building occupants to pass by the adjacent space freely. Access into the containment will be provided through a dust-tight sealable door or double-flap entry. Workers will clean off any dust or loose particulate from clothing and soles of footwear prior to exiting the work area containment. Containment entrances located indoors will have a tack mat to help remove dust from soles of footwear.

Accessing ceiling space

Lifting/removal of suspended ceiling tile to perform maintenance or inspection is a significant source of dust on horizontal surfaces. Workers undertaking these activities shall have a documented plan in place to contain or remove work-generated dust prior to commencing work. This plan will be reviewed with the supervisor and be posted on site. Plan specifics could include:

- Covering exposed surfaces;
- Moving furniture out of the work area;
- Erecting a poly containment underneath the ceiling tile to be moved;
- Wet-wiping/vacuuming surfaces prior to re-entry of area occupant(s);

5. DOCUMENTATION

Workers preparing to conduct work in occupied areas will complete a Job Site Safety Checklist (Appendix B). The checklist describes the various hazards and concerns that can be encountered in the work area, and assist the worker in addressing each hazard/concern adequately. Workers shall provide copies of the checklist to the work area contact person and post copies to the outside of the work area prior to starting work.

6. TRAINING

All FMGT trades shop, Interior Modification and Project Management staff will be trained on the program and the use of the Job Site Safety Checklist. Introduction of the program to external contractors will be conducted by the EHS Coordinator with the assistance of the Interior Modifications and Project Management staff. Contractors who can provide evidence of their own Job Site Safety Checklists may use these provided they address the same concerns as the attached form.

7. REVIEW

The EHS Coordinator will conduct regular reviews of the program to determine its effectiveness and look for opportunities for improvement. This will include requesting feedback from both supervisors and workers in a consultative fashion. Results of the review will be presented annually to the Joint Health and Safety Committee and Management for discussion.

APPENDIX A – Containment Criteria for Work-Generated Hazards

	Barrier tape or guardrail	Floor to ceiling polyethylene containment with sealable entrance	Floor mats in work area, tack mat at entrance	HEPA-filtered vacuum/local exhaust ventilation*	HEPA-filtered negative air fan unit*	Filtered local or general exhaust to outdoors**
Work creates no dust	X					
Work generates settled dust or airborne particulate		X	X	X	X	
Work generates odours						X

*The choice of localized or general exhaust ventilation will be determined by the scale of the work and the proximity of the work site to an exterior exhaust point (ie, door or window).

**Filter used must be appropriate for odour generated (ie, activated charcoal for organic vapour)

UNIVERSITY OF VICTORIA

HAZARD IDENTIFICATION & RISK ASSESSMENT**TO BE COMPLETED PRIOR TO THE START OF WORK BY CONTRACTOR OR FMGT SUPERVISOR AND POSTED ON SITE**

Project:	Start Date:
Description of work to be done:	Work Order (WO) #:
Work being completed by: ☐ Contractor _____	☐ FMGT Unit: _____

Inherent Site Conditions					
Yes	No		Yes	No	
☐	☐	Common area (ie, hallway, corridor)	☐	☐	Laboratories
☐	☐	Silica materials impacted	(If yes, obtain written approval from Lab Manager)		
☐	☐	Asbestos materials impacted	Working in/on Fumehoods		
☐	☐	Lead (in paint, plumbing pipes)	Lab Chemicals present		
☐	☐	Confined spaces entry – hazard assessment req'd	Bio-hazard work surfaces disturbed		
☐	☐	Roof work	Radiation work surfaces disturbed		
☐	☐	Hidden/buried Utilities Impacted			
☐	☐	Other: _____			
(If yes to any of above, provide details below)					

Work Generated Hazards:				
Yes	No			
☐	☐	Industrial Radiography	☐	☐
☐	☐	Traffic Control	☐	☐
☐	☐	Dust/airborne particulate	☐	☐
☐	☐	Overhead High Voltage wires	☐	☐
☐	☐	Danger Trees	☐	☐
☐	☐	High Voltage Equipment	☐	☐
☐	☐	Excavations over 1.2m (4 ft) in depth	☐	☐
		(If yes to any of above, provide details below.)	☐	☐
			☐	☐

Identified hazard:	Required work procedures:

List personal protective equipment required:
Designated UVic representative (for contractor work) or Supervisor (for FMGT Shop work):
Comments:
Reviewed: _____ Date: _____
Contractor/FMGT Supervisor