

On Site Contractor Work

In this Schedule,

Purpose

1. The purpose of this Schedule is to:
 - (a) Provide guidance to Contractors working on-site at any UVic property in alignment with UVic's unique requirements;
 - (b) Outline UVic policies which Contractors, Consultants, and Service Providers working on campus are required to adhere to; and
 - (c) Outline Contractor responsibilities regarding these policies.

Policies Applicable to On-Site Services

2. Prior to the commencement of the Services, Contractor's workers, contractors and agents shall become familiar with the following policies:
 - (a) [Discrimination and Harassment Policy GV0205 \(and Associated Procedures\)](#)
 - (b) [Sustainability Policy GV0800](#)
 - (c) [Environmental Health and Safety Policy SS9200](#)
 - (d) [Communicable Diseases Policy SS9300](#)
 - (e) [Sexualized Violence Prevention and Response Policy GV0245](#)
 - (f) [Information Security Policy IM7800](#)
 - (g) [Acceptable Use of Electronic Information Resources Policy IM7200](#)
 - (h) [Traffic and Parking Regulations BP3205](#)
 - (i) [Liquor Policy AD2400](#)
 - (j) [Smoking Policy AD2405](#)
 - (k) [UVic Communicable Disease Plan](#)

Contractor, its workers, contractors and agents shall comply, to the extent applicable, with the above policies at all times while working on campus and other UVic sites. If Contractor fails to comply, UVic may terminate this agreement and pursue other remedies as set out in Schedule A – General Conditions.

UVic policies and procedures are available at the University Secretary's website and can be accessed at <https://www.uvic.ca/universitysecretary/policies/>

Licenses and Permits

3. Contractor shall be responsible for permits, licenses, or certificates necessary for the performance of the Services that are in force at the start time of performance, or which may be required during the performance of the Services. Contractor is responsible for obtaining and submitting any required approval certificates to UVic on completion of the Services, including but not limited to clearances from municipal offices. Contractor's work shall comply with all applicable standards and codes.



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WorkSafeBC

4. Prior to commencing the Services:
 - (a) If requested, Contractor shall provide evidence of compliance with the BC Workers' Compensation Act legislation at the place of the work, including payments due thereunder; and
 - (b) At any time during the term of the contract, when requested by UVic, Contractor shall provide such evidence of compliance by Contractor and subcontractors.

Care of Property

5. Contractor will be responsible for and pay all costs for repairing and replacing UVic property damaged by Contractor or their subcontractor in fulfilling the terms of this contract.

Site Maintenance

6. Contractor must manage the worksite as follows:
 - (a) Maintain work areas to ensure that they are clean and in a tidy condition at all times.
 - (b) Clean foreign materials from finished or adjacent surfaces on a daily basis.
 - (c) Remove waste material from UVic property; Contractor shall not dispose of material in any UVic waste or recycling bin, container, or other receptacle.

Project Completion

7. Upon completion of work, the Contractor must:
 - (a) Leave surfaces clean and floors vacuumed
 - (b) Remove all equipment and debris from the worksite(s).
 - (c) Return existing reusable material and equipment owned by UVic unless otherwise specified by UVic.

Hours of Work

8. On-site hours of work are as follows:
 - (a) Except as mutually agreed between Contractor and UVic, work on-site shall be limited to the period between 7:00 A.M. and 7:00 P.M.
 - (b) UVic reserves the right to restrict construction activity which is deemed by UVic to adversely interfere with UVic's normal operations, lands, or premises. Upon submission by Contractor, UVic may grant an extension to the project schedule to compensate for such restrictions.

Access to Site

9. Access to the worksite shall be directed by UVic.