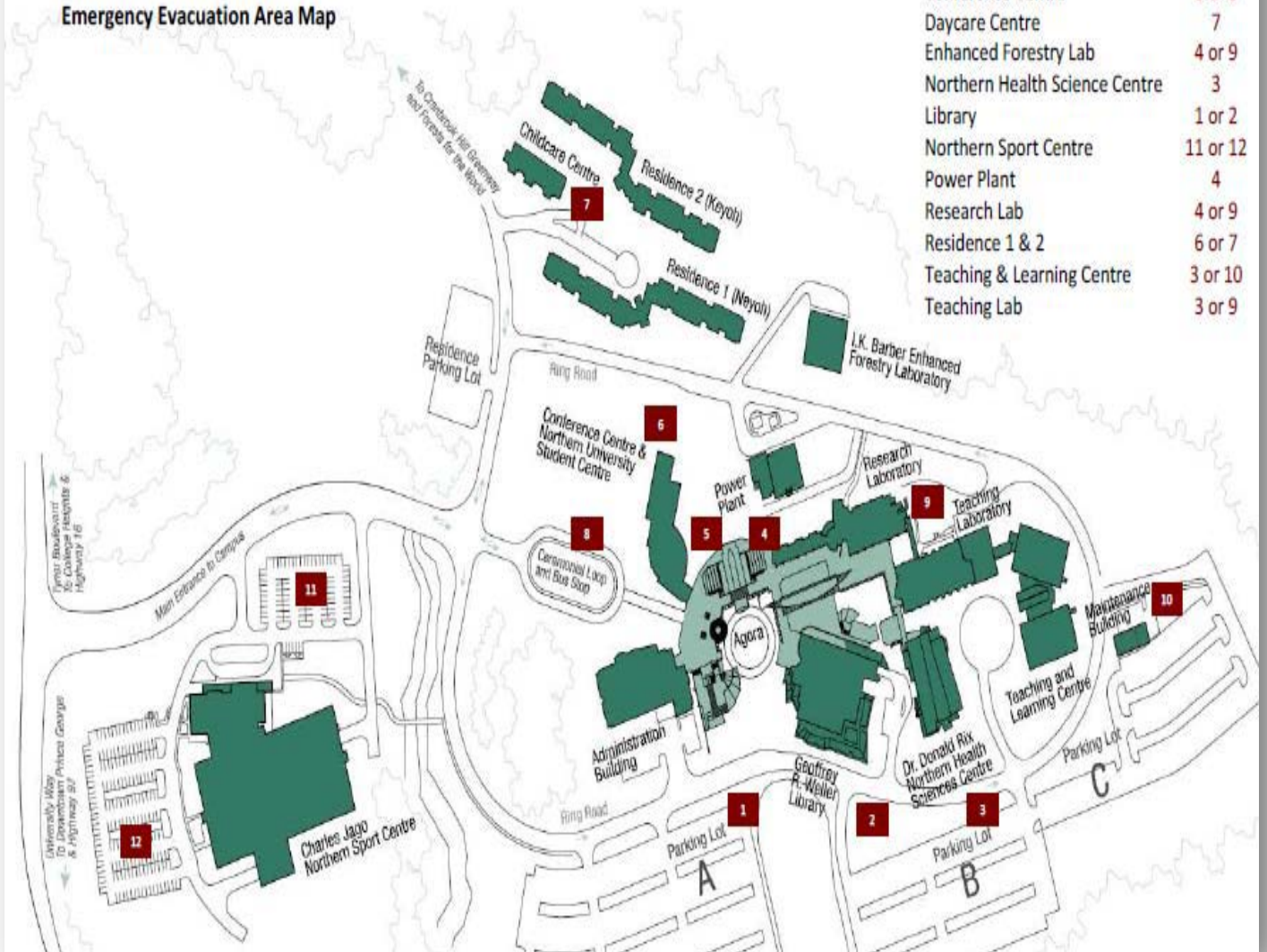


**Emergency Evacuation Area Map**

Administration Building	1 or 8
Agora	1,4 or 5
Conference Centre	6 or 8
Daycare Centre	7
Enhanced Forestry Lab	4 or 9
Northern Health Science Centre	3
Library	1 or 2
Northern Sport Centre	11 or 12
Power Plant	4
Research Lab	4 or 9
Residence 1 & 2	6 or 7
Teaching & Learning Centre	3 or 10
Teaching Lab	3 or 9



**Contractor/Visitor**

**Safety  
Orientation  
UNBC**

3333 University Way, Prince George, BC V2N 4Z9

Revised: October 2015

**For All Emergencies call Security**

**250-960-7058**

**\*\*\*DO NOT DIAL 911\*\*\***

**Important UNBC Telephone Numbers:**

**Assistant Director Safety, Security  
& Emergency Management**

**250-960-5535**

**Safety & Risk Coordinator**

**250-960-5530**

**Security**

**250-960-7058**

**Facilities Management**

**250-960-6407**

**UNBC is committed to conducting its business safely, in a socially and environmentally responsible manner. The University views its responsibilities for the health and safety of their students, employees, contractors, and members of the public as a core value. In turn each of these groups is expected to join in providing a safe and secure environment.**

### **UNBC Responsibilities**

UNBC is responsible for ensuring the health and safety of all their employees and contractors at this worksite. We want to ensure all workers are engaged in their work and are aware of their responsibility to participate in UNBC's safety program. UNBC is responsible for ensuring that workers are informed of all work site hazards and practices and procedures in place to manage those hazards. UNBC also has a responsibility to ensure workers are trained and competent to perform their work safely.

### **Prime Contractor Responsibilities**

If designated in writing by UNBC to be the prime contractor, the prime must:

- ensure that the activities of employers, workers, and other persons at the workplace relating to occupational health and safety are coordinated
- do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with health and safety regulations in respect of the workplace
- be provided with the name of the person designated to supervise any other employer's workers at that workplace
- ensure that the Board receives, in writing or by fax, a notice of project (NOP) at least 24 hours before starting a construction project, if required by regulation

### **Contractor Responsibilities**

Contractors are responsible for having the necessary safety systems and personnel in place to conduct work in a safe and environmentally responsible manner.

Contractors must ensure their workers are trained, competent, and in compliance with all legislation for the work they are performing.

### **Refusing Unsafe Work**

- All contractors working on UNBC property have the obligation to refuse unsafe work

- If an unsafe condition is found, work must immediately stop and the unsafe condition corrected if possible
- The unsafe condition must be immediately reported to the UNBC permit issuer

### **Safety Orientation**

- All contractors performing work on UNBC property must have received the UNBC Contractor Orientation within the last 12 months

### **New and Young Workers**

- New and young workers are those deemed to be under the age of 25, new to the company, or new to the task being performed
- These workers must be given workplace instruction and remain under the guidance of a competent supervisor

### **Permits**

- Safe Work Permits are mandatory for all work conducted on UNBC property and must be obtained prior to the commencement of work

### **Hot Work**

- All activity which may which may trigger the fire alarms or smoke detectors; including open ignition sources, jobs creating heat, sparks or smoke must be reported prior to being issued a hot work permit

### **Acceptance of the Safe Work Permit**

Contractors accepting safe work permits are responsible for:

- Ensuring that the work is completed in a safe manner
- Adhering to the conditions of the permit
- Ensuring all workers on the crew are aware of the hazards, safety requirements, and limitations set out in the permit
- Stopping work if scope of the job changes and notifying the permit issuer
- Cleaning up the work area

### **First Aid**

All first aid services are provided by UNBC security personnel unless otherwise specified by agreement between UNBC and the contractor.

- For minor injuries report to the security office
- To summon first aid **dial 3333** from a university phone or **250 960 7058** from a cell phone

### **Fire and Evacuation Procedures**

- Familiarize yourself with your work area, know your exits
- Evacuate the building when the alarm sounds
- **DO NOT USE THE ELEVATORS**

## **IF YOU DISCOVER A FIRE OR SMELL SMOKE**

Call Security:            from a UNBC phone            **Dial 3333**  
                                 from a cell phone                **Dial 250 960 7058**

- If you are qualified, attempt to extinguish or control the fire using a fire extinguisher
- If you cannot control the fire, isolate it by closing the doors
- Pull the fire alarm
- Leave the building by the nearest safe exit and proceed to the nearest assembly point outside the building

### **Pre Job Safety Meetings**

- Pre-job safety meetings must be conducted by the prime or primary contractor prior to initiation of any new project and daily when there are multiple contractors involved in the work.

### **Hazard Assessment Pocket Cards**

The cards are available from the UNBC permit issuer and must be filled out prior to the job  
The cards are used to ensure;

- Workers are focused on the task
- Workers understand the job requirements and their responsibilities
- Workers have the required PPE, equipment, tools and training to perform the work safely

### **Training and Certification**

- Proof of training certification may be required for certain situations

### **Incident reporting**

- All incidents and near miss events must be reported to the permit issuer immediately
- A copy of the contractor incident investigation must be provided to the UNBC Safety & Risk Department within three working days

### **Lockout**

- All sources of energy must be isolated, locked out and verified prior to servicing or repairing equipment.
- All personal locks must be removed at the end of each shift
- No removal of locks other than your own or tampering with isolation devices
- If a worker forgets to remove a personal lock at the end of shift that owner will be required to return to site to remove the lock

### **Hazardous Products**

- SDS/MSDS must be available at the work site where the product is being used
- All hazardous products must be disposed of in a safe manner
- All personnel handling hazardous products must have WHMIS training

## **Working at Heights**

Guardrails or a personal fall protection system must be used when work is being done:

- At heights greater than 10 feet or,
- At heights less than 10 feet if the fall involves the risk of injury due to surface hazards

## **Fall Protection Equipment**

- Must be inspected prior to use
- Workers must be trained in fall protection use
- Must be secured to appropriate anchor points

## **Fall Protection Plan**

- A written fall protection plan must be developed where a fall greater than 25 feet may occur

## **Tools and Equipment**

- All tools and equipment must be inspected prior to use

## **Personal Protective Equipment**

The requirement to use of PPE varies among work locations on UNBC campus

- PPE must be selected and used according to the hazard of the job and must be determined prior to starting work

## **Ladders, Scaffolding or Platforms**

- All ladders, scaffolding or work platforms must be inspected prior to use
- All ladders must be marked and rated for construction or industrial use as required by the OHS regulation

## **Mobile Equipment**

- Seat belts must worn whenever the equipment is in motion
- The operator must inspect the equipment before the start of operation
- Operators must be qualified /certified as necessary and evidence of qualification must available upon request

## **Confined Space Entry**

- No contractors are to enter a confined space without a confined space permit

## **Manual Handling and Lifting**

### **Rigging**

- Rigging fittings must be marked with the manufacturer's identification, product identifier and the working load limit
- All rigging must be inspected before use and defective equipment removed from service

### **Manual Handling**

- Use proper lifting technique

- Get help as needed

### **Indoor Air quality**

- Any work process that may generate dust, involves the use of hazardous products or the use of products containing a strong odor must be reported to facilities prior to starting work

### **Environment**

- Contractors must determine and mitigate environmental impacts associated with their work
- Report all spills or other events that may cause environmental impact

### **Drug and Alcohol Policy:**

- Possession of drugs or being under the influence of alcohol or drugs is strictly prohibited on UNBC property, including satellite campuses and field locations

### **Working Alone**

- Contractors who will be working alone must inform the permit issuer and have controls in place to mitigate the hazards

### **Smoking**

- Smoking is not permitted within UNBC buildings or within 3 meters of any doorway or window

### **Harassment and Violence Policy**

- UNBC is committed to providing a workplace that is free of harassment, discrimination (e.g., sexual orientation, gender, race, or religion), and intimidation. This includes threats, verbal insults, physical injury, sexual harassment, or other inappropriate activities.

### **Parking**

Vehicles shall not park on, without prior arrangement:

- University roadways
- Emergency or fire lanes
- Any area not clearly marked as a parking lot

Service passes are available through Facilities Management.

Any vehicle which is improperly parked and/or parked in one of the designated parking lots or special spaces without displaying a proper parking permit or pass will be subject to a parking citation and/or towing.

It is the user's responsibility to ensure that all permits and tickets are clearly displayed on the driver's side dash or rear view mirror.

**Contractors that do not show due diligence in enforcing the safety rules and OH&S regulations with their employees may face cancellation of their contract with UNBC.**

EMPLOYEE NAME (please print name): \_\_\_\_\_

COMPANY: \_\_\_\_\_

**I HAVE READ AND BEEN INDOCTRINATED ON THESE SAFETY RULES AND REGULATIONS.**

**I UNDERSTAND THE IMPORTANCE OF THESE RULES AND REGULATIONS AND THAT IT IS MY RESPONSIBILITY TO ENSURE I AM IN COMPLIANCE WITH THESE REGULATIONS. I HAVE ALSO BEEN MADE AWARE OF THE CONSEQUENCES OF NON-COMPLIANCE.**

**I UNDERSTAND THAT I HAVE THE RIGHT TO REFUSE UNSAFE WORK.**

SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_