



VANCOUVER ISLAND
UNIVERSITY

CONTRACTORS ON NANAIMO CAMPUS

Facilities Services and Campus Development
Revised: January 2009

All contractors working at Vancouver Island University (hereafter referred to as VIU) are required to ensure compliance with the information contained in this brochure and ensure a clear understanding by their employees and any sub-contractors with the requirements contained herein. Contractors and their employees and sub-contractors must be familiar with this Facilities Services and Campus Development (hereafter referred to as FSCD) document, the requirements of the contract, work order, or purchase order, and, related VIU policies, procedures, by-laws and legislation.

Additional Scope of Work

Any additional scope of work requested must be pre-authorized by Executive Director, Associate Director or Project Manager in FSCD. FSCD will not be financially responsible for work undertaken at the request of any other VIU employee or contractor.

Attendance on Campus

All contractors are required to advise FSCD (250-740-6500) or Security (250-753-3812, after day time hours only) when they are on the Nanaimo campus. The details required are: location of work (building and room numbers); work being done; company name; contact phone number; and, expected time of completion. Work after hours must be pre-arranged with FSCD and check in / out arranged with Security. As Security assists with urgent calls first, allow time for them to respond to your request.

Contractors at the regional campuses are to report to the main office at those locations before commencing work.

Access to Locked Areas and Fire Lane Gates

Contractors requiring access to locked areas and fire lane gates may sign out keys or FOBs from FSCD or the main office at the regional campuses. Keys are issued for the same day only; the Manager, Facilities Services or the Coordinator, Construction Projects may give exception on a case-by-case basis. Keys and identification tags can be returned after hours through the Mailroom door slot, FSCD, Building 120 (north side of the building) or to the main office at the regional campus.

Access is to be arranged through FSCD office staff only. Do not approach other FSCD employees, or arrange access through employees in other departments on campus. Copying of any keys is strictly prohibited.

Areas monitored by security systems will require FSCD or Security assistance to gain entry.

Before accessing any locked area, knock, identify yourself and wait for a reply before entering. Contractors are responsible for the security of locked areas, including all VIU property. Ensure unoccupied areas are properly locked when leaving.

Access cards/key(s) is for the exclusive use of the company or individual and shall not be duplicated, transferred or modifies in any way. If keys are lost or stolen, the company or individual will be responsible for the cost of re-keying.

Assistance from the FSCD Department

Requests for assistance or escorted tours should be addressed to the Manager, Facilities Services (250-740-6500) in advance of the time required.

Conduct While on Campus

Contractors are expected to ensure that all employees and sub-contractors working on campus conduct themselves in an appropriate manner. VIU has policies prohibiting any form of discrimination or harassment and expects everyone on campus to treat others with respect and dignity.

VIU policy prohibits smoking in all buildings and VIU vehicles. Smoking near building entrances and near ventilation air intakes must be avoided, minimum 5 metres away from any entrance or building opening.

Contractor Identification

All contractors are required to clearly display VIU identification tags or company photo identification (if approved by FSCD in advance). The identification must be properly displayed and clearly visible to all VIU employees and students. VIU identification tags must be returned at the end of each working day unless extended sign outs have been previously arranged.

Contractor Vehicles on Campus

Maximum speed limits on VIU property are either 30 km/h or 20 km/h depending on location. Follow posted signage.

All yellow curbs and all fire lanes are tow-away zones. Unauthorized parking in those areas will result in towing. Regulations and enforcement concerning loading zones and fire lanes are in effect 24 hours a day, throughout the year. Parking during the academic terms (September to April) is limited and Robbins Parking (250-740-6512) will try to assist if you are experiencing problems.

Loading / Unloading: Loading zones are available by most buildings and are for the use of emergency and Campus Services fleet vehicles. Limited use of loading zones by VIU employees, students, and contractors is available subject to the following conditions:

- 1) No vehicle engines may be left running while the vehicle is stopped or parked.
- 2) No vehicle may block access to a building, service area or fire lane for a Facilities Service vehicle or an emergency vehicle.
- 3) Stopping in a loading zone is permitted for a maximum period of fifteen (15) minutes only. Once a vehicle is loaded / unloaded, the driver must move the vehicle immediately.
- 4) Private or contractors vehicles must have a legible note clearly displayed indicating that the vehicle is being loaded / unloaded, indicate the driver's name and location and the estimated time completed. Four-way flashers must be on (activated) while stopped in these zones. In an emergency, you may be required to move your vehicle immediately.

Vehicle Parking: Vehicles must display either a valid parking receipt or a contractor's pass available through the FSCD office. No vehicle may block or adversely affect building access, the normal operations of Malaspina employees, other contractors (e.g. garbage removal), or emergency vehicles, etc. Parking outside of the designated parking stalls requires prior consultation with Robbins Parking (250-740-6512).

See <http://web.viu.ca/parking/enforcement.htm>

Contractors are responsible for any parking tickets or tow charges incurred.

Deliveries to Campus and Off-loading Goods

All arrangements for delivery, supply, and offloading of materials are the responsibility of the contractor if the conditions of the Purchase Order or contract call for "supply and install", "supply and deliver", etc. Deliveries of office furnishings and other large items require a minimum of 48 hours notification to Shipping / Receiving (250-753-3245, Local 2365); failure to provide notification may result in the delivery being refused. Arrangements for deliveries using large delivery vehicles that may block a fire lane must be planned in advance with FSCD.

Do not expect to utilize VIU employees for loading / unloading unless prior arrangements have been made and authorized.

Digging / Excavations on Campus

Digging, excavating, trenching, and/or groundbreaking anywhere on campus requires the prior approval of the Facilities Services Manager (250-740-6500).

Utility reference plans for “Utility Locate Company” can be obtained from FSCD office.

Electrical Requirements

All electrical equipment used on campus must be certified by the Canadian Standards Association (CSA), Underwriter’s Laboratories – Canada (ULC), or other agency acceptable to the Provincial Electrical Safety Branch. Consult with the FSCD Electrician.

Health and Safety

Inquiries regarding health and safety requirements can be directed to the VIU Health and Safety Services Office (250-740-6283) or by email to safety@viu.ca.

- **Regulatory Compliance:** The contractor must ensure all their employees comply with ALL requirements of the Workers’ Compensation Act, and WorkSafe BC Occupational Health and Safety Regulation, as well as any other safety legislation enforced within British Columbia. Non-compliance with these legislated requirements may be considered a breach of contract and could result in the termination of the contract.
- **Compliance with other Legislation:** The contractors shall also ensure compliance by their employees with all other Federal, Provincial and Municipal by-laws and regulations that may be applicable to the work being performed.
- **Asbestos Containing Materials:** Several buildings within VIU’s operations have asbestos containing materials (ACM) within their structure, but these items are encapsulated or in a solid state. Labels identifying the location of these materials within any space can be found on the inside of the door frame (hinge side). Where a contractor encounters such materials or materials believed to contain asbestos during any work activity, the contractor shall cease work and contact FSCD until it can be assured that the requirements for managing

asbestos containing materials have been complied with and the hazard has been confirmed, reduced and/or eliminated.

- **Cranes / Hoisting Equipment:** Only qualified and authorized persons shall operate cranes and hoisting equipment brought onto VIU property. Operators shall inspect the hoisting equipment at the beginning of each shift and shall test limit switches, brakes, circuit breakers and other control devices. Any defects that are identified that effect the safe operation of the hoisting equipment will require repair before the equipment is used.

When cranes and hoisting equipment must be located on traveled portions of any roadway, fire lane or other thoroughfare, including pedestrian walkways, the contractor requires the prior approval of FSCD. Traffic Control Personnel must be located on both sides of the hoisting area to control the movement of vehicles and people. Adequate signs to clearly delineate the hazard area shall be erected prior to any work commencing

- **Confined Space Entry:** All contractors and consultants must conform to the Workers Compensation (WCB) Regulations governing entry into confined spaces and have their own equipment and written safe work procedures covering this work activity.

A "confined space" generally, means an area, other than an underground working, that (a) is enclosed or partially enclosed, and (b) is not designed or intended for continuous human occupancy, and (c) has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and (d) is large enough and so configured that a worker could enter to perform assigned work. This would include, but not be limited to: manholes, underground service vaults.

All contractors and consultants will provide their own equipment and devices necessary for air testing and monitoring, access and egress of confined spaces, and for rescue. Reliance on VIU's and/or the local Fire / Rescue Service is NOT acceptable.

- **De-energization & Lock Out:** All contractors shall have their own written De-energization & Lock-Out Safety procedures that will conform to the requirements of WorkSafe BC Occupational Health & Safety Regulation. The VIU De-energization & Lock-Out Safety procedures may also be consulted and used as a reference. De-energization & Lock-Out are mandatory requirements at any time machinery or equipment is being worked on. Working on energized (live) equipment or machinery is prohibited without permission of VIU's Health and Safety Services Office. All contractors will supply each of their workers with their own locks, properly identified to indicate the worker's name and any

multi-locking devices required. Use of tags alone, i.e. without locks, is prohibited.

- **Impact of Chemical Use on VIU Operations:** Wherever possible, use of chemical substances within occupied areas / being used by VIU employees and/or students shall be limited so as not to cause any adverse effect on those people. Where the chemical substance may have potentially harmful effects on any VIU person, advance warning of that usage shall be coordinated through FSCD. Wherever possible, alternative chemical substances shall be used.
- **Other Hazardous Materials:** Where a contractor encounters any potentially hazardous or toxic substance (e.g. mercury, PCBs, biohazards, radioactive materials), which may endanger any person, the contractor shall cease operations and contact FSCD until it can be assured that standard practices for hazardous materials management are being followed.
- **Material Safety Data Sheets (MSDS):** All contractors and suppliers are required to provide current copies of MSDSs for all chemical products brought to or used on campus. These MSDSs must be provided to FSCD before any work begins using any chemical substance. A copy of the MSDSs must also be kept in the area that the chemical substance is being used and be readily available for reference as required.
- **WHMIS:** Contractors must ensure that all their employees and sub-contractors have received adequate education and training in the Workplace Hazardous Materials Information System (WHMIS). Contractors will be required to provide verification that this education and training has taken place prior to commencing any work.
- **Welding:** Any welding done on campus shall have adequate screens provided to ensure that no employee and/or student are subjected to the hazards of "welding flash". Adequate fire protection measures shall also be in place to prevent accidental ignition of structures or combustible materials.
- **Fall Protection:** All contractors and consultants must conform to the WCB Regulations governing the use of fall protection equipment (i.e. working more than 10 feet above grade or where other fall hazard exists) and have their own fall protection equipment and written safe work procedures covering this work activity.

Suspension / Termination: Failure to comply with any legislation or regulatory requirements relating to health and safety or environmental protection may result in the suspension and / or termination of the applicable contract, work order, or purchase order.

Fire Detection Systems

Equipment that may generate heat and/or smoke (e.g. welders, cutting blades, drills, etc.) may set off the fire detection systems. Consult with FSCD in **advance** of using such equipment.

In the event that a fire is started by a contractor's employees, they must ensure that ALL of the building occupants are aware of the fire (e.g. by activating the fire alarm) and/or contacting Security immediately.

First Aid

Contractors are expected to provide their own occupational first aid equipment and services (i.e. first aid attendants) while working on VIU property.

Contract employees working alone can request emergency or first aid assistance by calling the emergency line, Local 6600 or 250-740-6600.

Incident Reporting

In the event that an incident (e.g. injury, chemical release, property damage, etc) occurs that could have a negative impact on VIU and/or its employees and/or students, the contractor must immediately notify either FSCD or Security to ensure that the necessary response protocols have been implemented.

Invoices

Invoices are to be sent directly to Accounting for processing. Contractor should not mail or drop off invoices to Facilities Services. Faxes or emails of invoices will not be accepted. Standard terms are payment within 30 days of the receipt of goods and services or the date of invoice (whichever is the latest date). All invoices for work completed prior to the fiscal yearend must be received no later than March 31st.

Permits, Licenses and Notices

The contractor shall ensure that all the necessary permits and licenses required to perform the work have been obtained prior to the commencement of the work. Any notices relating to the performance of the work (e.g. WCB Notice of Project) have been given to the appropriate agencies having jurisdiction prior to the commencement of the work. Photocopies of any WCB Notice of Project (NOP) shall be provided to FSCD before any work commences.

Phones

Pay phones are available in a number of locations on campus. VIU office phones are for the sole use of employees and classroom phones are in-house.

Policies and Procedures

It is a requirement of the contractor and their employee to comply with all VIU Policies and Procedures. These can be viewed at:

<http://www.viu.ca/policies/index.asp>

Smoking on Campus

VIU's policy prohibits smoking in all VIU buildings and VIU vehicles. There is a Smoking Policy on site of no closer than 5 metres of any building entrances, windows and/or near ventilation air intakes.

Tools and Equipment

All contractors are required to provide all necessary tools, materials, labour, vehicles, etc. to complete the contract, work order, or purchase order. Borrowing of equipment is not allowed, unless prior arrangements have been made.

Waste Disposal

Disposal of construction and packing materials off-campus and clean up and restoration of the job site is the responsibility of the contractor. All "supply and install" contracts require the removal of all packaging and disposal off-campus.

Items of Hazardous Waste that may require disposal (e.g. mercury, PCB's, asbestos, lead) shall not be removed by the contractor without written authorization of VIU's Health and Safety Services Office and compliance with the applicable environmental protection legislation.

Workers' Compensation Coverage

The contractor will provide the necessary Workers' Compensation coverage for all their employees and principles employed for work at VIU and will remain in good standing with the WorkSafe BC (WCB). A "clearance letter" issued by WorkSafe BC (WCB) must be provided to the Purchasing Department prior to the commencement of work indicating that the contractor has paid all assessments and levies due the WorkSafe BC (WCB) up to the end of the most recent reporting period. Depending on level of clearance, a Criminal Record Check may be required.

**TO REPORT EMERGENCIES
ON CAMPUS CALL:**

Local 6600 or 250-740-6600

Facilities Services and Campus Development
Vancouver Island University
Building 120
900 Fifth Street
Nanaimo, BC V9R 5S5
email to : facility@viu.ca

Department hours: Monday to Friday from 7:30 am to 4:00 pm

Phone Numbers:

Facilities Services Office	250-740-6500
Facilities Services Associate Director	250-740-6504
Facilities Services Manager	250-740-6503
Facilities Planner/Developer	250-740-6506
	250-740-6539
Office FAX	250-740-6520
Shipping/Receiving	250-753-3245, Local 2365

email to: shipping@viu.ca

Health & Safety Services Office.....250-740-6283
email: safety@viu.ca

Security, department hours.....250-740-6500
Security, **AFTER HOURS ONLY (4 pm to 8 am)**.....250-753-3812

This document is intended as a guide only and is not intended to define all contractor requirements and responsibilities. Additional references should be made to the contract documents, WorkSafe BC (WCB) regulations and any other applicable legislation.