

 BRANDON UNIVERSITY Contractor Safe Work Checklist – 2 weeks +	Contractor Pre-Start Up Meeting Safety Review (Projects 2 weeks or longer)	Approved by: Michael McCormick Author: Michelle Augustyn Reviewed by: WSH Committee Member
Version 1.0 FRM-PP-002	First Approved: March 2022	Updated: March 2025

B.U. Project Manager:		Project Location:	
Duration of Work:		Capital Project #	
Project Scope of Work:			
Date of Meeting:		Work Start Date:	
Prime Contractor / Representative:			
Sub-contractor(s):		WCB Clearance Review <input type="checkbox"/>	
NOTE	A WSH Committee must be established by the Prime Contractor where 20 or more of the Prime Contractor/sub-trade workers are employed or the BU project is expected to require more than 90 days to complete.		

Reviewed	GENERAL SAFETY	N/A
<input type="checkbox"/>	An effective means of communication between the contractor and their workers and the BU Maintenance Supervisor is crucial and must be established.	<input type="checkbox"/>
<input type="checkbox"/>	Contractors (or delegate if there are more than one working together) are to wear the Brandon University Contractor # name tag while on campus conducting assigned work.	<input type="checkbox"/>
<input type="checkbox"/>	Physical Plant Contractors are to ensure that all keys are to be returned daily to the Physical Plant staff or to the Contractors assigned red box in Room 126. Any loss of keys will result in the Contractor being responsible to re-key the University campus locks at their expense.	<input type="checkbox"/>
<input type="checkbox"/>	Will review any BU specific policies as directed by Physical Plant.	<input type="checkbox"/>
<input type="checkbox"/>	All incidents must be reported to Physical Plant immediately at BU_safety@brandonu.ca .	<input type="checkbox"/>
<input type="checkbox"/>	BU reserves the right to stop work when safety or behavioral non-compliances are observed.	<input type="checkbox"/>
<input type="checkbox"/>	Job site orientations specific to each work site to be completed by the Physical Plant prior to work.	<input type="checkbox"/>
<input type="checkbox"/>	No smoking on site. Parking expectations and passes to be reviewed.	<input type="checkbox"/>
<input type="checkbox"/>	The Prime Contractor is responsible for safety requirements including all sub-trades working on-site.	<input type="checkbox"/>
<input type="checkbox"/>	BU requires all contractors to provide 24 hour 7 days a week emergency contact number in case the worksite becomes unsafe after normal working hours.	<input type="checkbox"/>
<input type="checkbox"/>	Upon request, the Prime Contractor and all sub-trades must have relevant Job Hazard Analysis and Safe Work Procedures readily available and specific to tasks being performed. If required, these will documents may be requested by the Physical Plant staff or the BU Workplace Safety & Health Advisor and may be sent for review to BU_safety@brandonu.ca .	<input type="checkbox"/>
<input type="checkbox"/>	BU Environmental hazards (asbestos, mould, PCBs, mercury, lead) have been identified / tested for in the immediate work area prior to the commencement of work activities.	<input type="checkbox"/>
<input type="checkbox"/>	Safety Data Sheets (SDS) for all materials used by the Prime Contractor and sub-trades are required to be readily available.	<input type="checkbox"/>
<input type="checkbox"/>	All Prime contractors/sub-trades are responsible to provide their own tools and equipment that are in good working order.	<input type="checkbox"/>

<input type="checkbox"/>	Weekly toolbox safety meetings shall be conducted with copies, as required, to the BU Workplace Safety & Health Advisor at BU_safety@brandonu.ca .	<input type="checkbox"/>
<input type="checkbox"/>	Housekeeping expectations include maintaining control and cleanliness of the immediate work area(s) and to ensure daily worksite clean-up of materials, garbage, and debris that may cause damage to BU property, and/or injury to workers, students, or potential visitors.	<input type="checkbox"/>
<input type="checkbox"/>	<u>Personal Protective Equipment:</u> CSA grade 1 footwear is mandatory on all work sites. Specialized PPE to be worn for specific types of work that require it. Hard hats must be worn on all sites posted as Construction sites.	<input type="checkbox"/>
<input type="checkbox"/>	Loud music, foul language, and the verbal or physical harassment of any person in or near the work area will not be tolerated as per the BU Workplace Violence Prevention Policy.	<input type="checkbox"/>
<input type="checkbox"/>	The sale, purchase, transfer, use, possession, or consumption of any form of alcohol, cannabis, or any prohibited substance on BU property is strictly prohibited.	<input type="checkbox"/>
<input type="checkbox"/>	No storage of any fuel, propane, etc. is permitted in BU buildings.	<input type="checkbox"/>

Reviewed	Hot Work	N/A
<input type="checkbox"/>	Hot work permits will be required to be filled out prior to any welding, brazing, soldering, grinding or any other type of hot work. Appropriate Fire extinguisher(s) must be on site and readily available.	<input type="checkbox"/>
<input type="checkbox"/>	Hot work must be in accordance with the MB Fire Code and be accompanied by a BU Hot Work Permit FRM-PP-001 and are available at the Physical Plant. Hot Work Permit copies are to be signed by a Physical Plant manager or the BU Workplace Safety & Health Advisor and at BU_safety@brandonu.ca	<input type="checkbox"/>
<input type="checkbox"/>	During hot work, a 60-minute fire watch is required. Following the completion of all hot work, a 4-hour fire watch check is required by employees/contractors/security.	<input type="checkbox"/>
<input type="checkbox"/>	In addition to fire watch requirements, a thermal imaging device or heat sensor may be used when hot work is performed in close proximity to combustible materials.	<input type="checkbox"/>
<input type="checkbox"/>	The use of indoor fuel powered heaters or machinery must be accompanied by a data log of CO test results.	<input type="checkbox"/>

Reviewed	Emergency Response	N/A
<input type="checkbox"/>	Obstructing egress routes and exits is not permitted at any time.	<input type="checkbox"/>
<input type="checkbox"/>	First Aid Kits and Eyewash Stations on site must be as close to work area as possible.	<input type="checkbox"/>
<input type="checkbox"/>	A portable 15-minute eyewash station may be required as determined SDS requirements.	<input type="checkbox"/>
<input type="checkbox"/>	Contractor to post a site emergency plan that includes a muster point, map for quickest hospital route, and emergency phone numbers. Roof work must include fall protection plans.	<input type="checkbox"/>
<input type="checkbox"/>	Construction signage shall be provided indicating name of Prime Contractor, location of First Aid services, and the name, telephone number of the person and specific hazards, who can be contacted about any Health and Safety concerns at the worksite.	<input type="checkbox"/>
<input type="checkbox"/>	WSH related incidents must be reported to the Physical Plant / BU Workplace Safety & Health Advisor. The on-site safety and all its reporting processes are the Prime Contractor's responsibility, including all sub contractors that report to the Prime Contractor. Copies of all incidents to be sent to BU_safety@brandonu.ca	<input type="checkbox"/>
<input type="checkbox"/>	Any WSH Branch visits, improvement orders, stop work orders, or report forms issued from Workplace Health and Safety must be reported and sent to the BU Workplace Safety & Health Advisor at BU_safety@brandonu.ca	<input type="checkbox"/>
<input type="checkbox"/>	Fire alarm and life safety system shutdown procedures must be discussed with Physical Plant prior to the covering or shutdown of any fire alarms or smoke detectors.	<input type="checkbox"/>

Reviewed	Job Specific Requirements	N/A
<input type="checkbox"/>	If working alone or in isolation, please provide a detailed safe work plan.	<input type="checkbox"/>
<input type="checkbox"/>	Fall Protection certification is required when a contractor is working at a vertical distance of 3 m or more in the absence of a guard rail system. A retrieval system may also be required accompanied by a safe work procedure.	<input type="checkbox"/>
<input type="checkbox"/>	When working in confined spaces or a restricted access space, contractor is to provide detailed safe work plans regarding emergency response/removal procedures; communications between workers and Physical Plant, valid certificate of training for confined space, and First Aid training for confined space safety watchers. Contractor to	<input type="checkbox"/>

	obtain CS entry permit from Physical Plant when working in a confined space and send copies to Physical Plant at BU_safety@brandonu.ca .	
<input type="checkbox"/>	Lockout / Tagout procedures to be followed when working with all forms of energized equipment.	<input type="checkbox"/>
<input type="checkbox"/>	Where work must be conducted in an area which is in close proximity to overhead power lines, the Contractor shall contact MB Hydro. MB Hydro will provide assurance in writing that the power lines are de-energized, or require guarding.	<input type="checkbox"/>
<input type="checkbox"/>	Operations of any powered mobile equipment must be accompanied by a flag person and verification of training / certification is to be approved by Physical Plant and sent to BU_safety@brandonu.ca .	<input type="checkbox"/>
<input type="checkbox"/>	If a crane is required to perform work at BU, the Prime Contractor is required to verify crane operator's certification and ensure that the daily logbook is signed, and the crane is inspected daily by the operator. Supporting documentation is to be provided to the Physical Plant at BU_safety@brandonu.ca .	<input type="checkbox"/>
<input type="checkbox"/>	Contractors are to scan or perform x-rays when drilling/coring in an area where unknown materials could lie beneath. Documentation is to be provided to the Physical Plant at BU_safety@brandonu.ca .	<input type="checkbox"/>
<input type="checkbox"/>	If a swing stage is required, the operator must provide valid proof of certification to the Physical Plant at BU_safety@brandonu.ca .	<input type="checkbox"/>
<input type="checkbox"/>	Light fixture lamps and PCB ballasts must be disposed as per the Workplace Safety & Health Act / Regulations.	<input type="checkbox"/>
<input type="checkbox"/>	Safety and health concerns regarding animals, birds, and rodents, etc., including but not limited to, excessive amounts of bird feces, mice droppings, dead mice, etc. will be reviewed by Physical Plant and be removed by an appropriate contractor / exterminator.	<input type="checkbox"/>

Reviewed	Asbestos Containing Materials (ACMs)	N/A
<input type="checkbox"/>	If ACMs are suspected and are not labeled, do not disturb. Contact the Physical Plant to arrange to view the ACM inventory or to collect samples for testing before proceeding. Physical Plant will arrange for abatement with qualified contractor. WSH Branch to be informed at least 5 days prior to ACM remediation by Contractor. Contractors must be trained and certified.	<input type="checkbox"/>

Reviewed	Excavations/Trenching	N/A
<input type="checkbox"/>	Prior to demolition or excavation, Physical Plant will verify with contractor that locates have been completed for all site services, tunnels, underground/overhead services including MTS, Hydro, water, sewer etc. as needed.	<input type="checkbox"/>
<input type="checkbox"/>	When excavating or trenching, 4.92126 feet or more Department of Labour must be notified in advance to obtain a registration number. (Copy of registration # to BU Safety Advisor)	<input type="checkbox"/>

Additional Information:

As the Prime Contractor Authorized Representative, I acknowledge the above items were reviewed and will ensure compliance. It is the responsibility of all BU community members, including contractors, to keep our campus safe.

Prime Contractor Authorized Representative Signature _____
Date

BU Physical Plant Signature _____
Date

BU WSH Advisor Signature _____
Date