NSCC

Construction Safety Manual

NSCC

Occupational Health, Safety and Environmental Services
Construction Safety Manual
# Table of Contents

1. Introduction ........................................................................................................................................... 2

2. Purpose .................................................................................................................................................. 3

3. College Occupational Health & Safety Statement .................................................................................. 5

4. Insurance and Risk Management Documents Required: ................................................................. 6

5. Safety Documentation Required Prior to Work ................................................................................... 10

6. Contractor’s Safety Statement ................................................................................................................ 11

7. The Post – Tender Construction Safety Plan ......................................................................................... 13

8. Company Safety Manual Requirements ............................................................................................... 14

9. Hazard Identification and Control ......................................................................................................... 15

10. Stopping Work and Reporting ............................................................................................................ 16

11. Emergency Response Procedure and Emergency Contacts .............................................................. 18

12. Safety Meetings and Communication ................................................................................................ 19

13. Fire Prevention ...................................................................................................................................... 20

14. Hot Work .............................................................................................................................................. 23

15. Site Control - Work area protection and Hazard Notification ............................................................ 25

16. Personal Protective Equipment ............................................................................................................. 28

17. Working at Heights ............................................................................................................................... 29

18. Confined Spaces .................................................................................................................................... 31

19. Electrical Safety ..................................................................................................................................... 33

20. Workplace Hazardous Materials Information System (WHMIS) ......................................................... 35

21. Noise/Dust/Asbestos/Mould/Silica/Temperature .................................................................................. 36

22. Occupational Health and Safety Policy ............................................................................................... 38

23. Sustainability Policy .............................................................................................................................. 41

24. Mandatory Pre-Project Startup Meeting ............................................................................................. 45

25. CONTRACTOR ACKNOWLEDGEMENT FORM ................................................................................. 47
1. **INTRODUCTION**

Welcome to the Nova Scotia Community College. The Nova Scotia Community College is firmly committed to providing a safe and healthy workplace. In fact, Safety is one of the cornerstone Values of the NSCC. Working together with our employees and Contractors we have been able to achieve a very effective safety management system. On the following pages of this document you will find helpful guidance to help you in meeting our expectations of a truly safe and respectful workplace. Please take time to read these statements and familiarize yourself with our philosophy and processes.

As a Contractor for the College, you will be required to perform your work in a safe manner that is compliant with all applicable safety regulations and industry codes of practice. The College, as an employer, must assure all who work for us follow applicable safety rules. We have developed specific requirements for this project to ensure everyone is safe and that regulatory requirements are met. You will find a “Safety Statement” on page 15 which you are required to complete and sign prior to beginning your work for us.

The Nova Scotia Community College has prepared this document to help you comply with our project specific requirements. Keep in mind these requirements are not intended to replace any regulatory requirement or your due diligence. We welcome you to our team and look forward to sharing responsibility for a safe and healthy project.

Regards,

[Signature]

William Strubank, B.Sc., OH&S
Manager, Occupational Health, Safety and Environmental Services
800A Windmill Road, Suite 7B
Dartmouth, NS B3B 1L1
Office: 902-491-SAFE (7233)
Direct: 902-491-6793
Mobile: 902-499-0725
2. PURPOSE

The intent of the NSCC Construction Safety Manual is to provide a written overview of NSCC’s minimum policies and procedures with respect to Occupational Health, Safety and the Environment (OHSE). This handbook does not address all OHSE issues which may arise during completion of work. Nor is this document intended to address or replace the Contractor’s duties and requirements with respect to regulatory compliance and best practices. It is the responsibility of the Contractor to operate in compliance with all applicable legislation and regulations that may pertain to its activities. Compliance with this document does not relieve the Contractor from any liability that may result from the Contractor’s actions or from failure to act in accordance with applicable legislation. This document may be modified at any time at NSCC’s discretion.

Auditing

NSCC reserves the right to audit the Contractor for its adherence to the OHSE requirements of the work being performed. An audit may include workplace inspections, visual observations, interviews and document review, including training records, certifications and OHSE related statistics.

Facility Access and Security

Contractors are to review facility access and security requirements with the campus Facilities Manager. Access and security requirements will be explained to the Contractor who will communicate this information to its own forces and others that provide on-site services to the Contractor. The Contractor is to immediately inform NSCC of any security or facility access issues.

General Behaviour

All Contractors are to conduct themselves in a professional manner. Behaviour which violates NSCC’s policies or has the potential to endanger the safety and well being of any of the building occupants is grounds for removal from the site.

Inappropriate behaviour includes but is not limited to:

- Use, possession, distribution, offering, sale or being under the influence of alcohol, illicit drugs, illicit drug paraphernalia or non-prescribed drugs for which a prescription is legally required in Canada, while on company business or premises.
- Disorderly or violent conduct
- Theft or intentional damage to property
- Entering restricted areas
• Harassment
• Criminal activities
• Repetitive safety violations or failing to abide by the NSCC’s safety directives.
3. **College Occupational Health & Safety Statement**

The Nova Scotia Community College will strive to protect its employees and all other individuals from accidents and injury to health arising out of, linked with or occurring in the operation of the College as far as reasonably practicable. We will, through the efforts of both management and employees, provide leadership by example.

The Nova Scotia Community College shall promote a learning and workplace culture where students and employees are supported and encouraged to contribute to health and safety programs.

All College personnel share the responsibility for maintaining a healthy and safe workplace by ensuring appropriate equipment and practices are in place, and that employees are provided with the relevant training to perform their duties in a healthy and safe manner.

It is the policy of the Nova Scotia Community College to meet all regulatory requirements, and promptly comply with all relevant government directives. The College will assist and cooperate with organizations and associations dedicated to safety research and education.

Management, through our operations, is responsible for creating a cooperative environment in which health and safety are top priorities and where staff adequately fulfills their health and safety responsibilities.

Don Bureaux, President NSCC

School Year 2015-2016
4. **Insurance and Risk Management Documents Required:**

In order for Contract tenders to be offered, each Contractor is required to submit certain Safety and Insurance documents with their tender package. It is important that these documents are prepared and submitted for review by the NSCC.

**Definitions**

**Contractor:** the person or entity identified as such in the Agreement. The term Contractor means the Contractor or the Contractor’s authorized representative as designated by the Owner in writing.

**Consultant:** the person or entity engaged by the Owner and identified in the Agreement. The Consultant is the Architect, the Engineer or the entity licensed to practice in the province or territory of the Place of the Work. The term Consultant means the Consultant or the Consultant’s authorized representative.”

**Subcontractor:** a person or entity having direct contract with the Contractor to perform a part or parts of the Work at the Place of the Work.

**Required in Tender Package**

**Certificate of Recognition or Letter of Good Standing:**

- Certificate of Recognition issued jointly by the Nova Scotia Department of Labour and an Occupational Health and Safety organization approved by the Nova Scotia Department of Labour;
  - or a valid Letter of Good Standing from an Occupational Health and Safety organization approved by the Nova Scotia Community College indicating the Contractor is in process of qualifying for the Certificate of Recognition.

**Workers Compensation Coverage:**

- Evidence of an account with the workers Compensation Board, coverage under the Workers Compensation Act, R.S.N.S and a Clearance Certificate Indicating the bidder is in good standing.

**Required in Post-Tender Package:**

The Contractor shall provide within 10 days after award of contract a copy of the following specified post-bid submissions:
Contractor Liability Insurance:
- The Contractor shall maintain such insurance and pay such assessments as will protect the Contractor and the NSCC from claims under the Workers Compensation Act and from any other claims for damages for bodily injury, sickness or disease, including death and from claims for property damage which may arise from operations under this contract. The minimum limits of such insurance shall be not less than $2,000,000 is required with respect to each occurrence or accident, on an occurrence (not claims made) basis.

- The liability insurance to be maintained by the Contractor shall include Commercial General Liability Insurance for $5,000,000 limits covering Premise Operations Liability, elevators, broad form property damage, broad form automobile, owners and Contractors protective, blanket contractual, personal injury, completed operations liability, contingent employers liability, cross liability clause, non-owned automobile liability, and a 30 day notice of cancellation clause. Liability coverage of not less than $2,000,000 is required with regard to operations of owned automobiles.

- All liability insurance policies shall be written in such terms as will fully protect the Contractor and the NSCC as an additional named insured, but only with respect to liability, other than legal liability arising out of their sole negligence, arising out of the operations of the Contractor with regard to the Work.

- Prior to commencement of any work hereunder, the Contractor shall file with the NSCC a certificate of insurance of each insurance policy. All such insurance shall be maintained until final completion and acceptance of the Work including making good faulty Work or materials, except that coverage of completed liability shall in any event be maintained for twelve (12) months from date of substantial completion certified by the NSCC.

Comprehensive Builder's Risk Coverage:
- Prior to commencement of any Work hereunder the Contractor shall maintain and pay for Broad Form (All Risks) Builders Risk Coverage including boiler and machinery coverage in joint names of the NSCC, a Contractor and the Consultant totaling not less than 100% of the total value of the Work done and materials delivered on the site (contract value), so that any loss under such polices of insurance will be payable to the NSCC and the Contractor as their respective interest appear. The policy shall include as insureds all Subcontractors. The Builder's Risk
Insurance shall include materials related to the work while in transit or at other locations.

- Should a loss be sustained under the Builders Risk Coverage, the Contractor shall act on behalf of the NSCC and the Contractor for the purposes of adjusting the amount of such loss with insurance companies. As soon as adjustment has been satisfactorily been completed, the Contractor shall proceed to repair the damage and complete the work and shall be entitled to receive from the NSCC in addition to any sum due under the Contract, the amount at which the NSCC’s interest has been appraised in the adjustment made with the insurance companies as referred above, said amount to be paid to the Contractor as the Work of restoration proceeds. Any loss or damage which may occur shall not affect the rights and obligations of either party under the Contract except as aforesaid and except that the Contractor shall be entitled to a reasonable extension of time for the performance of the Work, as the NSCC may decide.

- Upon approval by the NSCC of the final certificate issued by the Consultant, the Contractor’s obligations to maintain Builders Risk Insurance shall cease and the NSCC shall assume full responsibility for insuring the whole of the Work against loss or damage.

- All insurance policies shall be endorsed to provide a minimum advance written notice of not less than 30 days in the event of cancellation, termination, or reduction in coverage or limits, such notice to be made by the Insurer to the NSCC.

- All insurance policies or certification documents shall specify coverage being applicable to this contract.

- Prior to commencement of work, file with the NSCC a certificate of insurance for each insurance policy. All such insurance shall be maintained until substantial completion of the contract.

- The Contractor shall not do or omit to do or suffer anything to be done or omitted to be done which will in any way impair or invalidate such policy or policies of insurance.

- The Contractor shall provide within 10 days after award of contract a copy of the following specified post-bid submissions provided by each Subcontractor:

  \[ Safety Certificate of Recognition or Letter of Good Standing: \]

  - Certificate of Recognition issued jointly by the Nova Scotia Department of Labour and an Occupational Health and Safety organization approved by the Nova Scotia Department of Labour,
or a valid Letter of Good Standing from an Occupational Health and Safety organization approved by the Nova Scotia Community College indicating the Contractor is in process of qualifying for the Certificate of Recognition.

Workers Compensation Coverage:

Evidence of an account with the workers Compensation Board, coverage under the Workers Compensation Act, R.S.N.S and a Clearance Certificate Indicating the bidder is in good standing.
5. **SAFETY DOCUMENTATION REQUIRED PRIOR TO WORK**

Prior to commencement of Work, each Construction Manager/General Contractor, and Contractor shall provide the following documents within 10 days after award of contract:

- Comprehensive Occupational Health and Safety Plan. The Occupational Health and Safety Plan shall illustrate the Contractor’s knowledge and understanding of Safety as it applies to the work being performed.

- A general description of the work;

- Details of timing with the project;

- Completed Hazard Assessment form; The Contractor and each Sub Contractor must complete individual hazard assessments;

- Sub-Contractor policy;

- Copy of the Company Health & Safety manual upon request;

- A certificate indicating that good standing is maintained with the Workers Compensation Board;

- A certificate of Insurance satisfactory to the college.

- A certificate of good standing with the Nova Scotia Construction Safety Association.

  - The only exception shall be limited to those who request in writing an exemption to the NSCC Manager of Occupational Health Safety and Environmental Services. After review of circumstances and other relevant factors an exemption may be granted in select circumstances.

- Statement indicating employees working on this specific project have met specified training requirements.


Each Construction Manager/General Contractor, Contractor, and Subcontractor is required to sign and submit the following Safety Statement as part of the NSCC Internal Responsibility System.
These documents shall be submitted to the applicable Construction Manager/General Contractor and Facilities Manager.

6. CONTRACTOR’S SAFETY STATEMENT

To be completed and signed by the Construction Manager/General Contractor/Subcontractor:

| Project Location: ______________________________ |
| Contractor Name: ______________________________ |
| Address: ______________________________ |
| Telephone: ______________________________ |

Project Accountability

I, ______________________________ am aware of the possible / potential hazards and have taken all reasonable precautions necessary to control the associated hazards related to this proposed activity. I have orientated my staff on these hazards and necessary control measures, and ensured their competency to work in a healthy and safe manner. I have obtained the necessary licenses and permits, and have been given the necessary training. I agree to conduct my work in a safe manner and to abide by the requirements of the Nova Scotia Occupational Health and Safety Act and related Regulations. I agree to follow specific safety requirements of the NSCC. Furthermore, I agree to ensure our contractors and service providers working on the site will also meet these same commitments.
7. THE POST – TENDER CONSTRUCTION SAFETY PLAN

Contractor and Subcontractor Responsibilities:

All Contractors and Sub-contractors have a general duty to ensure successful management of health and safety during construction and abiding the following responsibilities:

- Provide information for the health & safety plan about the risks that may arise from their work and the steps they will take to control & manage these risks;

- Manage their work so that they comply with the rules set forth in the safety plan and directions by the General Contractor, and in compliance with safety regulations.

- Forward information about health and safety injuries, dangerous occurrences and occupational health issues.

- Provide any relative information to their employees.

- Provide the Construction Manager/General Contractor with information regarding the job tasks to be performed.

- Complete the Hazard Assessment.

- Complete and sign safety statement.

- Forward required documentation as required.

- Monitor and document the health and safety performance of employees on site.

- Participate in tool box safety meetings and Safety Committees (when applicable).

WHMIS:

Copies of each MSDS for any Hazardous material shall be provided in a separate binder to the: Construction Manager/General Contractor.
8. **COMPANY SAFETY MANUAL REQUIREMENTS**

Each Contractor and subcontractor is required to retain an up-to-date copy of their company safety manual. When required by NSCC, the Construction Manager, or General Contractor, a Copy of the Company Safety Manual may be required to be submitted as part of the post tender package.

The Company Safety Manual should include the following but not limited to:

- Safety Policy that is up to date;
- Hazard Assessment for the current work to be done;
- Job Procedures for activities and work to be done;
- Safe Work Practices;
- Company safety rules;
- Personnel protective equipment requirements;
- Maintenance policy for tools and equipment;
- Training & Communication programs and requirements;
- Inspection and audit tools;
- Investigation procedures for accidents and near misses;
- Emergency Procedures;
- Copy of OHS Legislation and regulations;
- Supplementary information as required;
- Environmental procedures if required;
- WHMIS procedures and copy of all MSDS sheets for materials to be used on the job site.

**Smoking**
Smoking is not permitted inside any NSCC building. Smoking is permitted only at designated outside locations. Smoking is prohibited in areas where there is an accumulation of combustible materials. Smoking is prohibited in refuelling areas.

9. **Hazard Identification and Control**

The process of a Hazard Assessment on a project will in most cases, involve assessing the operations of all groups on the project. Transportation, materials handling, hoisting, installation, temporary structures, material storage and start up should all be reviewed.

**Contractors must complete and sign a Hazard Assessment document prior to start of work, when new work starts or whenever conditions change significantly.**

In the event that traffic and public interface with construction operations, these conditions will have to be reviewed for potential hazards.

Construction sites frequently change and the assessments must be ongoing to accommodate the change in environment. The assessment should be based on the following criteria:

- Risk Analysis
- Legal Requirements
- Organization
- Administration
- Emergency Response
- Emergency Procedures
- Emergency Resources

**Risk Analysis**

Once the hazards are identified, the next step is to identify the potential risks involved:

- What can go wrong?
- What are the consequences?
- How probable is it?
- How frequent is it likely to happen?

**Control Measures**
Once the Hazards and risks are identified, control measures to manage the hazards and risks must be developed:

- What Engineering Controls will be instituted?
- What Administrative Controls will be instituted?
- What Personal Protective equipment will be used?

10. **Stopping Work and Reporting**

It is the Contractor’s responsibility to be aware of all dangers or hazards associated with the work performed and the work environment and to remove and/or control the hazard or danger prior to commencement of work.

Where an existing danger or hazard is present, or where the Contractor reasonably believes that an imminent danger or hazard is present, the Contractor has the right to stop work so that the danger or hazard is eliminated or safe work practices are incorporated.

Any work stoppage due to safety concerns must be reported immediately to the Facilities Manager or designate. This NSCC representative is to be advised of the danger or hazard, the corrective action and when the concern has been resolved.

**First Aid and Medical Emergencies**

All Contractors are responsible to ensure that first aid, emergency medical services and transportation are provided to its employees. Contractors are also required to provide trained first aid personnel, supplies, and equipment as applicable.

NSCC’s campuses are equipped with state-of-the-art first aid resources including trained personnel. Automated External Defibrillators are available at most NSCC locations. Please review available resources and assistance with the Facilities Manager. Any aid given does not release the Contractor from its responsibilities of providing emergency assistance to its employees.

**Accident/Incident Reporting and Investigation**

Contractors are required to report all accidents/incidents, regardless of severity, to their NSCC contact. All incidents resulting in serious injury or illness, property damage or environmental contamination are to be reported to NSCC immediately. If the nature of
the incident requires notifying Nova Scotia Department of Labour and Advanced Education (1-800-9LABOUR), the Contractor is obligated to make this notification and advise NSCC Occupational Health Safety & Environmental Services office (902-491-7233). When appropriate, the scene shall be secured until released by the regulatory body or by NSCC. The Contractor is responsible to investigate the incident and provide results of the investigation to NSCC in a reasonable timeframe.

Emergency Evacuation and Lockdown

In order to ensure personal safety, Contractors are required to be aware of NSCC’s emergency evacuation and lockdown procedures for the location of work. Please contact the NSCC representative (Facilities) and review this information prior to start of work.

Spills or Chemical Releases

Contractors shall immediately notify the NSCC Facilities Management representative of any accidental chemical spills or releases. If a release is caused by Contractor personnel, the Contractor shall make every reasonable effort to immediately clean-up incidental spills and contact the NSCC contact to determine the appropriate method for clean-up and disposal. Each Contractor shall be liable for the costs of NSCC’s response to any spill resulting from the Contractor’s actions, including, but not limited to, costs of containment, testing, cleanup and disposal.
11. EMERGENCY RESPONSE PROCEDURE AND EMERGENCY CONTACTS

Contractors are required to post emergency procedures and contact information. This posted information must, as a minimum, include the following:

- Fire call: 911*
- Medical Emergency call: 911*
- Police Emergency call: 911*

*Note: When using NSCC Campus telephones (9) must be dialed first.

Address of this construction site is:

First Aid Kit(s) is located:

MSDS Sheets are located:

In case of Emergency Evacuation, the designated Assembly Point is:

Project Manager:
General Contractor:

NSCC Facilities Manager for this site:
Facilities Manager tel. no.

NSCC Director of Facilities and Engineering Dan Kelly 902-491-6786
12. SAFETY MEETINGS AND COMMUNICATION

Tool Box Meetings

Tool box talks shall be organized on a weekly basis regardless of the crew size. The crew supervisor will submit to the Construction Manager/General Contractor a complete report signed by all attendees.

Tool box meetings need not be lengthy, rather highlight specific safety issues, best practices, company rules, or site specific emergency procedures. The follow are some tips to leading effective tool box meetings:

- Prepare an agenda prior to the meeting to include items to be discussed;
- Circulate important information to everyone present;
- Stress safety rules that is unique to the job;
- Control your meetings, stick to the safety items;
- Ask for any problems, ideas, from the employees present;
- Keep a record of the meeting and submit a copy of the attendance Sheet to the Construction Manager/General Contractor.

Safety Committee

On Construction sites with more than 20 workers, is required to have an effective Safety Committee. Composition and function of the committee shall be as outlines in the Nova Scotia Occupational Health and Safety Act.

Health and Safety Representative

On Construction sites with less than 20 workers and otherwise not required to have a Safety Committee, the Contractor will appoint a responsible member of the work force as Health and Safety Representative. The selection of the Representative will be subject to the approval of the NSCC, and changes shall be made as requested by the NSCC. The Representative shall be responsible for ensuring that all provisions of the Occupational Health and Safety Plan and relevant legislation are implemented. The
Responsible shall ensure that all monitoring and testing, as specified and at the direction of the NSCC, are conducted. This person shall maintain records of all readings that are taken by the Contractor. The Representative shall report any abnormal or dangerous situations to the NSCC, after having implemented emergency measures, as required, and work shall not continue or proceed until the situation is corrected.

13. SAFETY STATION

Each Construction site is required to have a Safety Station in an obvious and accessible location. The purpose of the Safety Station is to serve as an information link to safety regulations, rules and general information. The secondary purpose of the Safety Station is to provide immediate access to emergency equipment and first aid supplies that may be necessary. The Safety Station must be located where all workers have access to it; the Station is protected from the environment, and ideally near a telephone.

The safety station is to include all of the following:

- Company Site Specific Safety Plan
- Safety Manual
- MSDS Binders
- Copy of NS Occupational Health & Safety Act and applicable Regulations
- First Aid Kit
- List of First Aid personnel on site and contact info
- Forms – Accident, Incident, First Aid, Inspection, Investigation, Hazard Assessment
- Emergency Procedures and Contacts
- Fire safety equipment
- Emergency Eyewash Station
- List of Safety Committee Members (or Name and contact info for Safety Representative)
14. **Fire Protection System/ Sprinklers**

Fire protection systems must remain serviceable at all times. Prior to any work affecting performance of a fire protection system notify and receive approval from the campus Facilities Manager. The Facilities Manager will Notify SIP insurance provider any time there is an interruption of service.

**Fire Extinguishers**

Fire extinguishers must remain accessible at all times and are required on construction vehicles as well as the construction area. Personnel expected to use them must be trained.

**Fire Alarm Systems**

Fire alarm systems must remain serviceable at all times and be inspected regularly to ensure construction activities have not damaged components. Prior to any work affecting performance of a fire alarm system notify the campus Facilities Manager. The Facilities Manager will Notify SIP insurance provider any time there is an interruption of service.

**Water Supply**

Water supply must remain serviceable at all times. Prior to any work affecting performance of a system notify the campus Facilities Manager. The Facilities Manager will Notify SIP insurance provider any time there is an interruption of service.

**Fire Department Access**

Adequate access for fire department personnel and fire fighting equipment must be maintained at all times. Construction equipment, vehicles and storage must not impede quick unobstructed access. Building Fire Department Connections must remain clear at all times. Fire hydrants must not be blocked.

**Housekeeping**
Maintain a clean and orderly work area. Access to electrical panels, fire extinguishers, safety equipment, emergency showers and eyewash stations, fire hydrants and points of egress are to be kept free and clear of all obstructions unless written permission is obtained from NSCC. Care must be taken to reduce amounts of accumulated waste on construction sites. Remove all non-hazardous solid waste and recyclables at regular intervals throughout the shift and at the end of each shift. Combustible materials shall be stored away from areas where flame producing equipment is operating. Flammable materials will be stored in approved containers and not be permitted to be left open when not in use. Oil or solvent soaked rags and material must be stored in an approved self closing steel container. Roll off type construction waste containers shall be provided and used to minimize combustible material debris on the construction site and shall be placed a minimum of 10 feet away from buildings.
15. **HOT WORK**

Working with ignition sources near flammable materials is referred to as "hot work." Welding and cutting are examples of hot work. Getting a hot work permit before performing hot work is just one of steps involved in a hot work management program that helps to reduce the risk of starting a fire by welding or cutting in areas where there are flammable or combustible materials.

- Make sure that all equipment is in good operating order before work starts.

- Inspect the work area thoroughly before starting. Look for combustible materials in structures (partitions, walls, ceilings). Sweep clean any combustible materials on floors around the work zone. Combustible floors must be kept wet with water or covered with fire resistant blankets or damp sand. Remove any spilled grease, oil, or other combustible liquid. Move all flammable and combustible materials away from the work area. If combustibles cannot be moved, cover them with fire resistant blankets or shields. Protect gas lines and equipment from falling sparks, hot materials and objects.

- Use water ONLY if electrical circuits have been de-energized to prevent electrical shock.

- Block off cracks between floorboards, along baseboards and walls, and under door openings, with a fire resistant material. Close doors and windows. Cover wall or ceiling surfaces with a fire resistant and heat insulating material to prevent ignition and accumulation of heat. Vacuum away combustible debris from inside ventilation or other service duct openings to prevent ignition. Seal any cracks in ducts. Prevent sparks from entering into the duct work. Cover duct openings with a fire resistant barrier and inspect the ducts after work has concluded.

- Inspect the area following work to ensure that wall surfaces, studs, wires or dirt have not heated up.
Post a trained fire watcher within the work area during welding, including during breaks, and for at least 30 minutes after work has stopped. Depending on the work done, the area may need to be monitored for longer (up to 3 hours) after the end of the hot work.

Eliminate explosive atmospheres (e.g., vapours or combustible dust) or do not allow hot work. Shut down any process that produces combustible atmospheres, and continuously monitor the area for accumulation of combustible gases before, during, and after hot work.

Hot Work cannot proceed until NSCC’s Hot Work Permit has been issued by the Permit Authorizing Individual. The Hot Work Permit system will be administered through the Facilities Manager for the site. The Hot Work Permit will be posted on site during the work.
16. **SITE CONTROL - WORK AREA PROTECTION AND HAZARD NOTIFICATION**

All work areas must be appropriately barricaded and signage where required. Contractors are responsible for providing signs, cones, plastic sheets, guardrails and other materials to create an effective barricade to isolate the work environment from the building occupants and to prevent unauthorized access. Any requirements to block means of egress, fire, life or other safety equipment must first be approved by the NSCC.

Signs and barricades may not be removed until the work is completed or all hazards are eliminated. Where the work being conducted may create a temporary hazard to the building occupants (e.g., wet floor) the Contractor shall ensure the appropriate signage and/or barriers are posted. The signs/barriers may not be removed until the hazard is eliminated. Where work being conducted could affect the health, well being or comfort of the building occupants (e.g., paint fumes) the Contractor shall inform the building occupants through the NSCC Facilities Management contact prior to the start of work.

**Vehicles**

The safe operation of vehicles in and around the construction site is required. Vehicles must be properly maintained. Drivers must be qualified operators. Seat belt use is required. Loads must be secured. Motorized equipment must be provided with back-up alarms. Ground guides are required when backing or operating with loads or in areas with reduced visibility. Fuelling will only be performed in a designated exterior area authorized by the Facilities Manager. Smoking is not permitted in a refuelling area. No person shall be lifted or elevated by a vehicle unless the vehicle lifting device is specifically designed to do so and adequate fall protection measures are taken. Construction personnel will park in areas assigned by the Campus Facilities Manager.

**Yards/Grounds**
Material storage should be away from locations that block driver visibility. Pile material or stacking of material shall not be near overhead power lines. Material should not be stacked too high to prevent toppling over.

Parking of construction and worker vehicle will be in an area that does not impede construction, NSCC operations and access by emergency vehicles.

Fencing and adequate barriers are required to keep construction site secure, prevent unauthorized access, and protect persons from construction activities. Road signs, construction barricades, and construction traffic control devices shall be in place at all times when necessary.

Warning signs shall be prominently placed at all entrances to construction sites. The signs shall include the minimum language:
- Danger Construction Area
- Hard Hats, Safety Footwear, and Safety Eyewear are Required
- In Case of Emergency Call (Campus and General Contractor numbers)
- Address of Construction site

Drainage of construction site shall be considered. Run off shall be properly directed and in cases where there is a potential for environmental concern, proper engineering and containment procedures shall be implemented.

Adequate lighting shall be provided.

Buildings

All necessary precautions to protect adjacent buildings and occupancies from the effects of construction activities must be taken.

Adequate barriers and separations must be installed.

Lighting shall be provided to adequately illuminate the work area. Temporary lights shall not be suspended by their wire unless lights and wire are designed to do so. Lamps for general illumination shall be protected from breakage. Emergency lighting shall be maintained.

Ventilation shall be appropriate to the work place and maintained specific to hazards or conditions. In certain situations existing ventilation ducts and opening must be sealed to prevent contaminants from entering non-construction spaces.

Access & egress routes will remain open and unobstructed.

Lunchrooms and rest areas will be identified. Washrooms shall be provided, clean and sanitary with hand washing facilities. Change rooms shall be provided if conditions require change out of PPE prior to leaving work.

All floor openings shall be properly protected and guarded to prevent falling.

All wall openings from an elevated area shall be properly protected and guarded to prevent falling.

Tools and Equipment
- Regular inspection & Maintenance must be performed.
- Powder actuated tools will only be operated by competent users. A powder-actuated tool, the fastener and the powder load complies with the requirements of the latest version of ANSI standard A10.3, “American National Standard for Construction and Demolition Operations - Powder-Actuated Fastening Systems - Safety Requirements”.
- Electrically operated tools must be in good condition. If tool is not double insulated, the tool must be equipped with a properly grounded plug. Electric tools operating in a wet environment must be protected by a GFCI.
- Tool guards must be in place and operating as to manufacturer’s specifications.
- Electric cords and plugs shall be of three wire type and in good condition. Electric cords shall be run in a safe manner that protects the cord from damage, cuts and pinches. The cord must not cause tripping hazards.
17. **PERSONAL PROTECTIVE EQUIPMENT**

Contractors and others in construction areas shall ensure that adequate personal protective equipment or devices required for an assigned task are used, based on the nature of the task, the location and conditions of the workplace, and any hazards that may affect the health and safety of persons in the workplace.

- Hard hats, Safety Boots and Safety Glasses are **mandatory** on all construction sites and when performing any construction related activities on the campus.
- Hearing protection must be available and used as necessary.
- NIOSH approved respirators will be used as necessary to protect workers from particulate, chemical and biological hazards when those hazards are present.
- Fall protection systems are required when working from heights.
- Welding helmets/goggles are required for hot work. Proper shielding must be provided to protect others from arc flash and sparks.
- Other PPE may be required as necessary protection against specific hazards for work being performed.
18. WORKING AT HEIGHTS

*Working at Heights* - Any work on, below, or above ground level where there is risk of personal injury through falling and/or a potential risk to people below the work site being injured by falling objects.

It is the Contractors responsibility to determine what specific applications require the use of fall protection controls and equipment. Contractors must also provide proper fall protection equipment for their forces to meet the needs of each specific application in accordance with the Nova Scotia Workplace Health and Safety Regulations. Workers must be provided with adequate training and instructions on all equipment used to perform their work safely.

Supervisors must ensure that fall protection and other working at heights requirements are understood and followed by everyone under their supervision. Workers must wear or use personal protective equipment or devices as required.

Prior to performing any work at heights, a thorough hazard assessment must be performed. The hazard assessment must address the nature of the work to be performed, identification of potential fall hazards, associated risks, and control measures to mitigate the risks. Controls to mitigate the risks must include emergency response procedures should a fall occur. When required by the regulations, establish a written fall-protection safe-work procedure or safe-work plan. Fall protection and working alone – NSCC requires a minimum of 2 people to be present at all times when using travel restraint or fall arrest systems.

Except as provided in the regulations, fall protection is required if a person is at risk of falling from a work area where the fall distance is 3 m or more above the nearest safe surface or water. Fall protection is also required if working at less than 3 m and the work
area is above a surface or thing that could cause injury to the person on contact that is worse than an injury from landing on a solid, flat surface. If fall protection is required, ensure that at least 1 of the following means of fall protection is used, as appropriate in the circumstances:

- a guardrail;
- temporary flooring;
- a personnel safety net;
- a travel restraint system;
- a fall-arrest system.

Persons erecting, supervising the erection or using scaffolding must ensure that a scaffold that is required to safely perform work is erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected or dismantled in accordance with the latest version of CSA standard CSA Z797, “Code of Practice for Access Scaffold”. The following are prohibited on NSCC sites:

- wooden pumpjack scaffold poles;
- wooden carpenter’s brackets;
- ladderjack scaffolds.

Contractors must ensure that a scaffold used at a workplace is inspected daily by a competent person or engineer. Communication of scaffold status shall be by a method that ensures potential hazards related to the scaffold are communicated to the users through a visual means such as scaffold tagging, in writing, or verbally by the competent person supervising users. The method of communication must be described in a written procedure and the users must be trained in the procedure. Records of inspection and manufactures tablature must be located on site. No person may use scaffolding unless trained to do so.

All Contractor ladders must be labeled with the Contractor’s name. All ladders are to be maintained in good condition at all times and inspected prior to use. Employees using ladders must do so in a safe and responsible manner and be trained to use ladders in the performance of their work. Any defective ladders are to be tagged as such and removed from site. Per the Occupational Safety General Regulations, ladders must comply with CSA standard Z11, “Portable Ladders” and be either Grade 1 or Grade 2. Grade 3 ladders are defined as ‘household grade’ by CSA, meant for light use and are not to be used at a workplace. Metal ladders are allowed only when energized equipment is not present in the work area.

Power operated elevating work platform must be operated by qualified competent personnel. Daily equipment inspections will be performed by a competent person and
records of inspections must be located on site. Documented hazard assessment must be performed and recorded prior to use of any powered elevating device.

**Roof Access**

Permission to proceed with work on or at roof level will only be given if the appropriate control measures, identified by hazard assessments, are put in place. Prior to commencement of work, the Facilities Manager and the Contractor will review the scope of work, hazards which may be encountered during the work, and precautions to be taken to ensure that the potential for incidents is eliminated.

### 19. **CONFINED SPACES**

A confined space means an enclosed or partially enclosed space:

- not designed or intended for regular human occupancy
- with restricted access or exit; and
- that is or may become hazardous to a person entering it because of its design, construction, location, atmosphere or the materials or substances in it or other conditions

Examples of confined spaces are tanks, pits, ducts, manholes, vessels or other confined areas that have restricted access and may present hazards such as a hazardous atmosphere, configuration or shape that could trap the person, electrical hazards, extreme temperature or potential for engulfment by materials that are inside or may enter the space.

No person shall enter a confined space until an assessment of potential hazards has been conducted by a competent person. This will include tests for levels of chemical substances which may be present in quantities that pose a hazard, tests to ensure levels of oxygen are between 19.5% and 22.5%, and confirmation that liquids posing drowning hazards or free-flowing solids posing engulfment hazards have been removed.

The atmosphere within the confined space will be tested for substances that may be present in concentrations above 10% of their lower explosive limit. Under no circumstances should persons enter a confined space with concentrations above 10% LEL without expressed written authorization from the NSCC Health and Safety Office.
Additional tests will be conducted to ensure levels of Carbon Monoxide are below 25 ppm and levels of Hydrogen Sulfide are below 1 ppm.

All tests for Oxygen, LEL, Carbon Monoxide, and Hydrogen Sulfide are to be conducted using direct-read instruments by a user that has been properly trained on the use and limitations of the equipment.

During the hazard identification, consideration should be given to items that may inhibit rescue operations (i.e. - size of opening sufficient to allow safe passage of rescue personnel and emergency equipment).

Persons entering a confined space must have confined space training which includes use of personal protective equipment, rescue procedures, identification of hazards while in the confined space and limitations on the type of work that can be performed in the confined space.

Written procedures will be developed to address how the existing and potential hazards will be eliminated and controlled for each confined space. These procedures will address safe work practices for the entrants as well as measures to prevent unauthorized entry into the confined space.

Provision must be made for removal and dilution of all airborne hazardous substances using adequate ventilation.

A competent person will be designated to be the confined space attendant. This person is to remain in the immediate vicinity of the confined space, has a means of communication with a person in the confined space, and has a means of activating the rescue procedure if required.

Written rescue procedures will be developed for each confined space. This will include evacuation when an alarm is activated, or when directed by the confined space attendant. All necessary rescue retrieval equipment must be present before proceeding with entry.

Full body harness (Group E) is to be worn by all persons entering the confined space.

NSCC Confined Space Entry Permit must be used for all entries into potential confined spaces. The Confined Space Entry Permit is available through NSCC Facilities Management and may also be obtained by contacting the NSCC Occupational Health Safety and Environmental Services office.
20. **Electrical Safety**

**Protection of workers**

No worker shall be permitted to work in proximity of any part of an electric power circuit that the worker may come into contact with unless the worker is protected against shock by de-energizing and grounding or guarding it effectively. No worker may be permitted to work with jack hammers, bars, or other tools that may conduct electricity in areas where the exact location of underground electric power lines are unknown.

**Lock-out-Tag-out**

Lock and tags are required when working with all energy sources to prevent the unexpected release of energy. Controls that are deactivated during course of work on energized or de-energized equipment shall be locked and tagged.

**Overhead Lines**

Where overhead lines pose a hazard to persons or equipment, the hazard shall be identified with distinguishable signs. Workers working near overhead power lines shall be trained about the hazards and necessary clearances. If overhead power lines cannot be relocated and they present a hazard to persons and machinery, the lines will be properly shielded with appropriate insulating materials.

**Underground Installations**

Any excavation, trench or breakthrough of surfaces such as walls, shall only be completed after all underground services drawings and other relevant service drawings have been reviewed to locate and if necessary lockout all potentially affected hazardous energy sources. It is the sole responsibility of the Contractor to identify the locations of all underground services prior to work.
Transformers

All transformers shall be protected from traffic. Proper clearance shall be maintained around transformers. Care shall be taken to protect transformers from accumulating dust and other material that may contribute to overheating. Every attempt to use non-hazards products shall be taken. If Controlled products are necessary, the provisions of the WHIMS regulations shall be followed. Material Safety Data Sheets (MSDS) are required for every controlled product.

The General Contractor will be provided a copy of the MSDS’s for each product brought onto the construction site. The master MSDS will be located on the construction site and available at all times. Each Contractor will maintain an inventory of controlled products they bring onto the construction site and will maintain an up-to-date compilation of MSDS’s for controlled products they have on the site. Supplier labels are required on all containers (workplace labels are required on all temporary-use containers) of product.

Workers must have received WHMIS general training, and training specific to the products they are working with. When working with controlled products, workers shall take every precaution to protect against fugitive emissions from the product they are working with and to notify others working in the area about the product.
21. **WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**

Every attempt to use non-hazards products shall be taken. If Controlled products are necessary, the provisions of the WHIMS regulations shall be followed. Material Safety Data Sheets (MSDS) are required for every controlled product.

The General Contractor will be provided a copy of the MSDS’s for each product brought onto the construction site. The master MSDS will be located on the construction site and available at all times. Each Contractor will maintain an inventory of controlled products they bring onto the construction site and will maintain an up-to-date compilation of MSDS’s for controlled products they have on the site. Supplier labels are required on all containers (workplace labels are required on all temporary-use containers) of product.

Workers must have received WHMIS general training, and training specific to the products they are working with. When working with controlled products, workers shall take every precaution to protect against fugitive emissions from the product they are working with and to notify others working in the area about the product.
22. Noise/Dust/Asbestos/Mould/Silica/Temperature

Noise

To the extent reasonably possible, Contractors must work in a manner that does not create a disruption to the normal course of business in the building. Contractors must bear in mind that we are a teaching organization and have building occupants learning and studying throughout the year. Coordination of work activities between the Contractor and Facilities Management is essential. Contractors shall ensure workers are well protected against hearing hazards by use of hearing protectors.

Dust, Mists, and Fumes

Contractors must ensure that dusts, mists and fumes are controlled through engineering controls such as local ventilation and air-tight hoardings. Administrative controls (i.e. scheduling when certain work is performed) may be helpful. Please coordinate work with the NSCC Facilities Management group to avoid disruption to either NSCC operations or the construction work activities.

Asbestos Containing Materials (ACM)

It is possible that asbestos containing materials may be encountered in the course of construction activities in some of our campus buildings. To the extent possible, NSCC has endeavoured to identify the locations of existing asbestos materials. This information will be freely provided to contractors prior to work. The contractor shall review any asbestos surveys related to their areas of work prior to start-up. Contractors shall not knowingly disturb asbestos-containing materials unless specifically retained to do so and a safe work plan has been agreed to by NSCC. If asbestos materials are unintentionally disturbed in the normal course of work, stop work and immediately inform the NSCC contact (typically the Facilities Manager or designate).

Mould

If any suspected mould or mildew is encountered during the course of work, do not disturb the area; contact Facilities Manager to discuss the action plan before proceeding.
Silica Dust

Clay, concrete and quarry products may contain crystalline silica. Exposure to silica dust may pose a respiratory hazard. Silica dust exposures may lead to lung diseases such as bronchitis and silicosis.

The Contractor shall include consideration of silica dust hazards when performing hazard assessments prior to start-up of work. Controls must be established to minimize exposures to workers and building occupants. These controls may include air-tight barriers, exhaust ventilation, wetting of dusty materials, wet-saws, HEPA-filtered cutting tools, respirators and administrative procedures. Workers must be educated on the hazards associated with silica dust so they can help protect themselves and those around them.

Hot and Cold Temperature Considerations

Contractors are to ensure that workers are appropriately protected when working in cold and hot environments.

Contractors must take every reasonable precaution to ensure the building occupants outside the work areas do not suffer from unduly hot or cold conditions as a result of the construction/maintenance activities.
23. **Occupational Health and Safety Policy**

**1.1 Occupational Health and Safety – General**

It is public policy in Nova Scotia to promote, create and maintain learning and working environments that protect the health and safety of individuals in these environments. The Nova Scotia Occupational Health and Safety Act, 1996, c.7, s.1, and the Regulations under the Act are concerned with Occupational Health and Safety and the maintenance of reasonable standards for the protection of the health and safety of employees in Nova Scotia workplaces.

In this Policy, other individuals refer to those persons who are not employees or students of the College but who are on College premises for authorized purposes. Other individuals include, but are not limited to, constructors and contractors (as defined in the Occupational Health and Safety Act) and members of the general public.

**1.2 Policy Statement**

The Nova Scotia Community College, as a post secondary training institution as well as an Employer, values the health and safety of all students, employees and other individuals on College premises. It is, therefore, the policy of the College to protect and promote the health and safety of all students, employees and other individuals and to take every precaution, reasonable in the circumstances, to ensure that College premises are safe and healthy for all who come into contact with the College. Furthermore, the College shall incorporate the principles and practices of occupational health and safety in all programs for which the College grants a certificate or diploma. The Occupational Health and Safety Act and accompanying Regulations of the Province of Nova Scotia, along with acceptable occupational practices, shall describe the minimum standard expected for health and safety in the College. Where it is in the interest of occupational health and safety or program delivery, the College may exceed the requirements prescribed by legislation.

The Nova Scotia Community College shall promote a learning and workplace culture where students and employees are supported and encouraged to contribute to health and safety programs. The College commits to working in partnership with employees, students and their representatives to develop and implement measures to eliminate and minimize risk of injury and illness. The Nova Scotia Community College holds all levels of Campus and Central Office management responsible for implementing this policy, for developing and implementing an occupational health and safety program specific to each
campus, and for ensuring that each campus is in compliance with the Occupational Health and Safety Act and Regulations. All College employees, including management, are responsible to comply with the duties set out in this policy, to follow campus health and safety programs, and to cooperate with the Joint Occupational Health and Safety Committees and Representatives. Outside contractors and constructors are to be informed of the sections of this policy that apply to them and they will be held responsible to comply with those sections.

1.3 Policy Objectives

The objectives of this policy are to ensure that the Nova Scotia Community College is in compliance with the Occupational Health and Safety Act and Regulations and that every precaution, reasonable in the circumstances, is taken to provide for a healthy and safe College environment. Implementation of this policy, through the incorporation of the principles and practices of occupational health and safety in College curricula and the establishment of an occupational health and safety program specific to each campus based on the concepts of internal responsibility, will assure that management and employees work together to promote healthy environments and prevent accidents and illnesses to themselves, students, and other individuals.

1.4 Guiding Principles

1.4.1 Health and safety is a shared responsibility involving employer, employees, students and other individuals. Under guidance from the office of Occupational Health, Safety, and Environmental Services, all are responsible and accountable to work safely at all times, to identify and report hazards and to take whatever measures, necessary and reasonable in the circumstances, to protect and promote a healthy and safe environment. This shared responsibility, referred to as the Internal Responsibility System in the Occupational Health and Safety Act, is fundamental to this policy.

1.4.2 The College shall prepare students for workplace health and safety by providing instruction, relevant to the chosen occupational area, in the principles and practices of occupational health and safety in all programs for which the College grants a certificate or diploma.

1.4.3 Each Campus is responsible for implementing and complying with this policy in all areas of College operations. Each level of College management is responsible for the provision of a safe and healthy environment and the achievement of the objectives of this policy. Faculty members, as supervisors to students enrolled in their classes, are responsible to maintain a safe and healthy
learning environment and to instruct their students in safe work practices and
procedures. Without limiting the responsibility of other levels of College
management, policy implementation, compliance and the provision of a safe and
healthy working environment are part of the President’s general responsibility for
management and operations, including administration of laws and policies
applicable to the College.

1.4.4 Campus management is responsible for ensuring that the campus environment is
safe and healthy, that employees, students and other individuals are advised of
actual or potential hazards, and are instructed in and follow safe procedures.

1.4.5 Active employee and student participation, involvement and full cooperation in
health and safety are key ingredients in effective Health and Safety Programs.

1.4.6 The Campus Joint Occupational Health and Safety Committees are key
mechanisms for the collaborative, cooperative initiation, maintenance and
support of health and safety programs.

1.4.7 Campus Occupational Health and Safety Programs will be coordinated and
consistent with this policy and with any College policies and guidelines regarding
safety and security.

1.4.8 Safety rules and practices shall be enforced, shall be reasonable and consistent,
and shall be in compliance with the Occupational Health and Safety Act and
Regulations.

1.5 Revisions to Policy

This Policy shall be reviewed and, where applicable, updated annually through a
consultative process coordinated by the College’s Steering Committee on
Occupational Health and Safety and involving participation of all Campus Joint
Occupational Health and Safety Committees.
24. SUSTAINABILITY POLICY

1.0 General

Sustainability is a Guiding Principle for NSCC (Strategic Plan, “Now More than Ever”, 2012).

This policy supports and guides NSCC’s commitment to sustainability in a broad context. Sustainability incorporates environmental responsibility, cultural vitality, social equity, and economic viability and it is recognised that these pillars of sustainability are connected and interdependent.

For the purposes of this policy, sustainability is defined as meeting the needs of the present generation without compromising the ability of future generations to meet their own needs (Bruntland, 1987).

2.0 Policy Statement

Nova Scotia Community College, as a learning organization and as an employer, values sustainability in all aspects of our business.

NSCC will minimize environmental impacts, and will provide educational, social, and financial leadership to achieve the goals of this policy.

NSCC shall embed sustainability in our curriculum, operations, planning, training and administrative processes, to establish and foster sustainable literacy throughout the organization.

NSCC commits to sustainability as a cycle of continual learning and improvement, where our day-to-day actions sustain or improve quality of life for future generations.

3.0 Guiding Principles and Actions

3.1 Commitment to Teaching and Learning: NSCC recognizes the need for on-going education for all members of the NSCC community regarding the importance of sustainable practices.

3.1.1 Action: NSCC will provide learning opportunities for all employees to engage in dialogue about sustainability in education; helping learners apply the concept of sustainability to their discipline or department.
3.1.2 **Action**: NSCC shall strive to meet, or exceed, industry best practices for sustainability in post-secondary education. At a minimum this includes achieving and maintaining STARS* and Silver certification.

3.2 **Cultural and Social Engagement**: NSCC recognizes its role in enhancing the quality of life through community building.

3.2.1 **Action**: During or prior to the fall semester of each academic year, Campus Sustainability Committees will collaborate with other campus committees to define how to support health and wellness activities.

3.2.2 **Action**: A calendar of campus cultural events shall be compiled and promoted.

3.3 **Measuring, Benchmarking and Reporting**: NSCC supports effective monitoring and reporting on sustainability progress.

3.3.1 **Action**: An Annual Sustainability Progress Report shall be produced by the Facilities and Engineering Department, and presented to the Board of Governors.

3.3.2 **Action**: We shall optimise the use of industry-accepted tools to measure and benchmark sustainability throughout the organization. Examples of tools to be utilized include BOMABEST* and STARS* certification.

3.4 **Meeting Regulatory Requirements**: NSCC recognizes the need to meet, and where possible, exceed, regulatory requirements related to sustainability, the environment and human health.

3.4.1 **Action**: NSCC shall adhere to all aspects of the Environment Act, the applicable Goals of the Environmental Goals and Sustainable Prosperity Act (2007), and the appropriate Actions as outlined in the Nova Scotia Climate Change Action Plan (January 2009). The Annual Sustainability Progress Report shall include a review of NSCC’s performance with respect to the above noted regulatory requirements.

3.5 **Sustainable Purchasing Policies**: NSCC recognizes that one of the primary methods of exercising its commitment to sustainability is through its purchasing choices.

3.5.1 **Action**: NSCC will obtain maximum value, by balancing short and long-term costs, maintenance, life-cycle, and environmental impacts in purchasing goods and services.

3.5.2 **Action**: In the spirit of provincial sustainability, and our Strategic Plan’s commitment to Building Nova Scotia’s economy, where practical and possible, NSCC will purchase products and services produced in Nova Scotia.

3.6 **Efficient Use and Conservation of Energy, Water, and Other Resources**: NSCC recognizes the importance of conservation efforts and efficient use of resources as the primary method to be used to reduce resource consumption, and minimization of greenhouse gas emissions.
3.6.1 **Action**: NSCC will minimize the consumption of energy, water, and resources by eliminating wasteful practices and promoting efficient use.

3.7 **Minimize Solid Waste Production**: NSCC recognizes the benefits of minimizing the generation of solid waste, and maximizing the amount of waste diverted from landfill.

3.7.1 **Action**: Campus waste management systems shall be reviewed and refined regularly. Every two years the NSCC shall complete a comprehensive college-wide waste audit.

3.8 **Minimize Environmental Risks on Campus**: NSCC recognizes that sound environmental risk management practices will reduce the risk of environmental damage.

3.8.1 **Action**: NSCC shall ensure the safe management of environmental risks, including hazardous building materials, chemical and petroleum storage. These risks shall be reviewed and reported by the Facilities and Engineering Department on an annual basis.

3.9 **Sustainable Campus Design and Planning Principles**: NSCC recognizes the ongoing benefits of incorporating sustainable practices in the design and construction of campus grounds and buildings.

3.9.1 **Action**: All aspects of campus master planning and building renovation processes shall incorporate sustainable practices.

3.9.2 **Action**: New construction shall be completed in compliance with LEED standards.

3.10 **Sustainability Leadership**: NSCC recognizes that effective communication and leadership is essential to support the guiding Principles of this Policy.

3.10.1 **Action**: Each campus shall maintain an active Sustainability Committee, reporting to the Sustainability Steering Committee.

3.10.2 **Action**: The Sustainability Steering Committee, which comprises a representative of each campus, shall meet at least quarterly.

**4.0 Revisions to Policy**

This Policy shall be reviewed annually through a consultative and iterative planning process coordinated by the College’s Sustainability Steering Committee in conjunction with all Campus Sustainability Committees. Revisions will be submitted to the Governance Committee for approval by the NSCC Board of Governors.

**References**

- **Environment Act**, S.N.S. 1994-95, c. 1.
- **Environmental Goals and Sustainable Prosperity Act**, S.N.S. 2007, c. 7.

*Notes
-BOMA BEST: Building Environmental Standards
- STARS: Sustainability Tracking, Assessment and Reporting System
- LEED: Leadership in Energy and Environmental Design

Approved December 2013
25. **Mandatory Pre-Project Startup Meeting**

**NSCC Facilities and Safety Requirements**

BEFORE STARTING ANY CONSTRUCTION ACTIVITIES, CHANGES TO BUILDING SYSTEMS, EQUIPMENT INSTALLATION OR MODIFICATIONS TO PHYSICAL PROPERTY BELONGING TO NSCC A PROJECT PLANNING MEETING MUST BE HELD AND THIS FORM SHALL BE COMPLETED AND SIGNED BY BOTH THE CAMPUS FACILITIES MANAGER (OR DESIGNATE) AND THE CONTRACTOR’S REPRESENTATIVE. CHECK OFF ALL TOPICS REVIEWED/DISCUSSSED.

Campus: _________________________________  Facilities Manager _________________________________

Project _________________________________

Project #: _______________________________  Floor / Room: _________________________________

Contractor: _______________________________  Contractor’s Representative _________________________________

Work Start Date: __________________________  Scheduled Date: __________________________

Description of Work: ________________________________________________________________

Evening and/or Weekend Work Required? (PLEASE CIRCLE)  YES  NO

Contract Specifications read and understood by Contractor  YES  NO

*ALL ACCIDENTS AND INCIDENTS MUST BE REPORTED IMMEDIATELY TO THE FACILITIES MANAGER*

<table>
<thead>
<tr>
<th>NSCC CONSTRUCTION SAFETY MANUAL (CSM) DOCUMENTATION REQUIRED</th>
<th>SPECIFIC SAFETY CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ NSCSA Certificate of Recognition or Equivalent</td>
<td>□ Roof Access</td>
</tr>
<tr>
<td>□ WCB Letter of Good Standing</td>
<td>□ Dust Partitions</td>
</tr>
<tr>
<td>□ Contractor Liability Insurance - $5 Million</td>
<td>□ Security</td>
</tr>
<tr>
<td>□ Comprehensive Builder’s Risk Coverage</td>
<td>□ Environmental Considerations - Asbestos, Toxic</td>
</tr>
</tbody>
</table>
**Occupational Health Safety and Environmental Services**

**NSCC Construction Safety Manual**

<table>
<thead>
<tr>
<th>Contractor’s Acknowledgement Form</th>
<th>Chemicals, Flammable Liquids/Gas, Noxious Dusts / Fumes, Silica Dust, Mould, WHMIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health and Safety Plan</td>
<td>□ Barriers/Fencing</td>
</tr>
<tr>
<td>Hazard Assessment has been Completed</td>
<td>□ Isolation of Work Area</td>
</tr>
</tbody>
</table>

**ISOLATION/INTERRUPTION TO SERVICES**

| □ Working at Heights/Elevated Work, Unprotected Openings, Vertical Drops |
| □ Electrical Services | □ Noise |
| □ Lockout / Tagout | □ Steam |
| □ Mechanical Services | □ Emergency Procedures Reviewed |
| □ Local Exhaust Ventilation | □ Security Requirements |
| □ HVAC Systems | □ PPE Requirements Reviewed |

**HAZARD SPECIFIC DOCUMENTS NEEDED**

| □ Fire Alarm Systems | □ Hot Work Permit – if required |
| □ Fire Protection and Sprinkler System | □ Confined Space Permit – if required |
| □ Water Supply | □ Other (specify) |

**Acceptance**

I/We have read and understood the NSCC Construction Safety Manual and agree to observe all necessary safety precautions. All equipment complies with relevant standards. I understand and agree to comply with the site emergency plan.

___________________________________________________ ______________________________
Contractor Representative Signature Date

___________________________________________________ ______________________________
Facilities Manager Signature Date
26. CONTRACTOR ACKNOWLEDGEMENT FORM

NSCC Construction Safety Manual

We ________________________________ (Company Name) acknowledge receipt of the NSCC document “Construction Safety Manual”. We have read this manual and will ensure all persons engaged by us abide by the conditions prescribed throughout the document. By signing this Contractor Acknowledgement form, we are agreeing to apply and enforce the contents as minimum requirements for the safety obligations outlined. In the event of any discrepancies or conflicts between the NSCC Construction Safety Manual and the Occupational Health and Safety Act and Regulations of Nova Scotia, the Act and Regulations shall prevail.

____________________________________________________________________________
Company Name (Print)

____________________________________________________________________________
Signature (Contractor/Contractor Representative)

____________________________________________________________________________
Name (Print)

____________________________________________________________________________
Title / Position

____________________________________________________________________________
Date