



**ROYAL ROADS
UNIVERSITY**

**CONTRACTOR
OCCUPATIONAL HEALTH,
SAFETY AND ENVIRONMENTAL
REQUIREMENTS**

CONTRACTORS RESPONSIBILITIES

All contractors, sub-contractors, their agents and employees are required to fully comply with all Workers' Compensation Act, WorkSafeBC regulations, other Regulatory agencies plus all of RRU OH&S, Environmental, Security, Harassment and all other published University rules, policies and requirements.

All of the above standards, policies and regulations are the minimum required to meet compliance.

Wherever specified in the contracts, the principal contractor will be identified as the Prime Contractor and will be responsible and accountable for the Occupational Health, Safety and Environment of the project.

The co-ordination of all activities related to each contract will be the RRU representative as identified on either the contract or the purchase/work order.

Contractors will be required to submit to the RRU Director of Physical and Environmental Resources – where required – prior to the commencement of any work project:

- a) The Contractor's WCB firm number indicating that they are a registered company with the WCB of BC and in good standing.
- b) Provide the current status of their WCB Experience Rated Assessments.
- c) Name and 24 hour phone number of the person designated for all safety related responsibilities for the contracted project.
- d) When required to do so, provide the Director of P&ER with a copy of the contractor's WCB Form7 along with a completed copy of the accident investigation report for all time loss, other serious accidents or incidents occurring on RRU property.
- e) When required by contract, provide a signed and dated copy of the contractor's OH&S policy and program.
- f) On projects where there are multiple sub-contractors or larger numbers of contract workers, provide their own Occupational First Aid as defined by a First Aid assessment. If campus First Aid is required, arrangements must be made with Campus Security prior to the commencement of the project.
- g) Contractors are required to make their own arrangements for disposal of all waste materials.
- h) Provide an inventory, storage location and handling procedure for all flammable, hazardous and toxic materials.
- i) When requested, provide documents outlining safe work procedures for fall arrest, confined space activities or other special hazardous activities.

OTHER CONTRACTOR RESPONSIBILITIES

It is the responsibility of the contractor to ensure that all work is pre-planned in order that all OHS&E work practices and hazards are identified with injury prevention foremost in the objectives.

Contractors must conduct regular weekly tool-box meetings; have regular inspection of their work spaces; examining work practices and procedures. Regularly inspect tools and equipment. All deficiencies are to be immediately controlled or corrected.

TRAFFIC CONTROL AND PARKING

Royal Roads University campus has a complex multi-user traffic use that requires careful coordination.

Campus Security is responsible for all traffic authority and control. They are located on the main floor of Millward Building.

Their phone number is: 391-2525.

It is the primary objective of RRU to ensure the safety of their learners, staff, visitors and all of their clients whenever and wherever contractors are operating on campus.

Contractors must advise Campus Security of their anticipated work activities including special delivery, traffic controls, movement of specialized equipment or any other road usage requirements **prior** to the commencement of work.

Parking for contractors, sub-contractors and their related staff will be authorized and coordinated by Campus Security only with prior approval.

All access keys and alarm access procedures are also coordinated by Campus Security.

ROYAL ROADS UNIVERSITY CONTACT NUMBERS

Director, Physical and

Environmental Resources  391-2519

Campus Security  391-2525

Emergency Fire, Police,

Ambulance  911

APPENDIX A



Human Resources and Organizational Development

HARASSMENT AND DISCRIMINATION POLICY

Royal Roads University (RRU) is committed to providing its employees with a work environment that is free of discrimination on the basis of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or criminal or summary conviction unrelated to an individual's employment or intended employment. Harassment or discrimination of any employee is strictly prohibited and will not be tolerated by the University.

Harassment, a form of discrimination, may be broadly defined as unwelcome conduct or comments based on one or more of the above mentioned grounds that detrimentally affects the work environment and/or leads to adverse job-related consequences for those experiencing harassment.

Discrimination occurs if a distinction is made based on one or more of the above mentioned grounds that imposes disadvantages in the workplace that are not imposed on others.

Workplace harassment or discrimination occurs if:

- Submission to such conduct is made, either implicitly or explicitly, a term or condition of employment;
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment decisions affecting an individual;
- Such conduct by an individual occupying a position of power, influence or authority over another has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile or offensive environment; or,
- Such conduct, occurring in the workplace, is offensive to a reasonable person and causes the recipient discomfort or humiliation and/or interferes with the recipient's job performance.

Examples:

Examples of conduct which may constitute harassment on account of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or criminal or summary conviction unrelated to an individual's employment, include but are

not limited to, epithets or slurs; negative stereotyping; threats, intimidation, or hostile acts based on a prohibited factor; or written or graphic materials that denigrate, show hostility, or show aversion toward an individual or group because of a prohibited factor which are placed on walls, bulletin boards or elsewhere on RRU property or are circulated in the work place.

Examples of conduct which may constitute sexual harassment include, but are not limited to, degrading sexual comments, unwelcome propositions, and requests for sexual favors or activity; inappropriate touching in a sexual or abusive nature (i.e. - pinching, hugging, patting or repeatedly brushing against another individual's body); or a suggestion, threat or action that makes the affected individual's employment opportunities or benefits subject to submission of sexual demands, harassment or sexually offensive conduct.

Resolution/Complaint Procedures:

- Any employee who believes that he/she has been subjected to harassment or discrimination is encouraged, where appropriate, to discuss his/her concerns with the other party and ask that person to stop the offensive behaviour.
- Where such a discussion is uncomfortable or inappropriate, or where it is unsuccessful, any person that feels he/she has been subjected to harassment or discrimination should immediately contact, where appropriate, his/her supervisor, so that a prompt investigation can be undertaken.
- If the complaint involves someone in the employee's direct line of supervision, the employee is encouraged to go directly to the next level of authority.
- Employees who are not satisfied with the resolution from their department may move to the next stage and report the matter to Human Resources for further investigation.
- All complaints will be promptly investigated in a confidential and objective manner. The Human Resources Department is available for consultation if the manager or staff member requires assistance during the course of the investigation. All formal investigations will be coordinated through Human Resources. This may include: providing guidance to the supervisor investigating the complaint, facilitating investigation sessions, leading the investigation in the event there is no resolution, proceeding to consensual mediation, and/or obtaining the services of an external investigator.
- If RRU determines that a violation of this policy has occurred, it will take prompt and appropriate corrective action based on all of the circumstances involved against the offending employee, up to and including termination. RRU will also take appropriate corrective action, as feasible, against non-employees engaging in harassment toward RRU employees. RRU will also take prompt and appropriate corrective action against those submitting false or malicious claims.

Management & Staff Responsibilities:

Individuals who observe incidents of harassment against other employees should immediately report such conduct to their supervisor, department director or

Human Resources. RRU also prohibits retaliation, harassment or intimidation against employees complaining of harassment. Management and staff personnel observing harassment or receiving reports of harassment from employees will take immediate action to end this conduct. All management and staff are accountable for the effective resolution of all incidents reported to them under this policy.

Note: Workplace harassment or discrimination is not defined as an employee being directed to perform his/her job based on the defined role profile/job description and operational requirements of the position and department.

Note: When an employee is covered by a Collective Agreement and the Collective Agreement provides for a different resolution process, the employee shall follow the Collective Agreement process.

Amended: August 15/2006