|  |  |
| --- | --- |
| **Project and Location:** |  |
| **Signed and Verified Project Manager:** |  |
| **Prepared By/Date:** |  |
| **Contractor:** |  |
| **Received By/Date:** |  |
| **Hazard** | **Exists** | **Does not exist** | **May Exist**  | **Action** |
| Asbestos |  |  |  |  |
| Confined and Restricted Spaces |  |  |  |  |
| Underground Services* electrical
* natural gas
* water/sewage
 |  |  |  |  |
| Hidden Services * electrical
* natural gas
* water/sewage
 |  |  |  |  |
| Laboratory and Workshops Hazardous Materials |  |  |  |  |
| Lead-Based Paint |  |  |  |  |
| Overhead Power Lines  |  |  |  |  |
| Energized electrical  |  |  |  |  |
| Noise |  |  |  |  |
| Other Hazards |  |  |  |  |

**Disclaimer:** This form serves as a guide and aims to raise awareness of potential hazards associated with University Infrastructure. Contractors are responsible for identifying all potential hazards as part of their project scope of work. This form is not exhaustive and should not be considered a comprehensive list of hazards.

**Procedure:**

**1.Asbestos:**

Project manager to submit an Abestos Archibus work request to Asbestos Management Group (AMG) and send the written information to the contractor.

The contractor should not commence any work before receiving clear direction from the AMG.

For work activities where building materials will be impacted, the University Representative is to review the Buildings with Non-Asbestos-Containing Building Materials section of the Asbestos Management Plan. The online Asbestos Management Plan is the current document.

For Non~~-~~ACM (Non-Asbestos Containing Materials) buildings listed as per the Asbestos Management Plan, the University Representative should consider all the listed caveats, and decide whether it is necessary to involve AMG.

For the ACM (Asbestos Containing Materials) buildings (i.e., not listed in the Asbestos Management Plan), the University Representatives must submit an Archibus work request to AMG, providing detailed information about the project scope of work. AMG will conduct an inventory review and engage a Third-Party Consultant, as necessary.  Third-Party Consultant review activities may include a site visit to view the work area, collection of bulk samples, development of scopes of work, providing recommendations, etc.  AMG will provide direction on how to proceed, following AMG and/or Third-Party Consultant review.

If abatement is required, AMG will manage work activities including engagement of a university pre-approved asbestos abatement contractor for the removal process, and a Third-Party Consultant for air monitoring and oversight.

If direction to procced includes the use of a Safe Work Instruction (SWI), the Project will manage these activities and a general contractor can be engaged to complete SWI work. SWI work shall not be conducted without explicit direction and approval from the University of Calgary AMG and the University's designated representative. All scope changes must be communicated to AMG prior to any work activities. A list from ISNetworld of general contractors that have agreed to perform SWI work as per oversight and responsibilities agreement can be provided by AMG.

**2.Confined and Restricted Spaces:**

Contractor is required to follow their own code of practice and provide copies of permits and hazard assessments to the University Representative.

As part of the area evaluation, University R~~e~~presentatives must review the confined and restricted space inventory in Archibus located under the Project Management Reports. Provide locations to contractors if applicable to the work area.

**3.Underground Services**

The contractor should work with University R~~e~~presentatives and submit an ARCHIBUS work request to the Grounds Department providing details of the project scope of work including drawings and One Call and Tracker locates findings for verification. All work or activity that results in a disturbance of the earth, including excavation, trenching, plowing, drilling, tunneling, topsoil stripping, clearing, or grading within the University of Calgary boundaries requires a Ground Disturbance Permit (GDP). The estimated time to obtain the permit is roughly 10 business days after the full application package is received.

**4.Hidden Services:**

Before commencing any demolition work, the contractor is responsible for ensuring there are no hidden services integrated into the building architecture. This could include reviewing as-built drawings or conducting scanning.

**5.Laboratory and Workshops Hazardous Materials:**

For lab spaces that are empty, University Representative/PMO must ensure the EHS Lab Safety Group has provided clearance stickers on the door and / or fume hood (green sticker) prior to starting work activities.

For lab spaces in use, University Representative/ Project lead must confirm with Principal Investigator / Lab Occupants that hazardous materials are properly stored or removed, work surfaces decontaminated and cleaned.

**6.Lead- Based Paint:**

The University Representative is to review the Building Materials Testing for Asbestos & Lead-Based Paint flowchart and adhere to the Lead-Based Paint testing process. The contractor is to implement the consultant's recommendations.

The Building Materials Testing for Asbestos & Lead-Based Paint flowchart is located on the main page of the Contractor Safety Management Program website.

**7. Overhead Power Lines**

When working in proximity to Overhead Power Lines, it is imperative that the contractor adheres to the OHS code. The University Representative is available to assist in directing all inquiries to the University Energy and Utility Department.

The contractor must adhere to the Occupational Health and Safety (OHS) code. The University Representative can aid by directing any inquiries concerning Overhead Power Lines to the University Energy and Utility Department.

8. **Energized Equipment**

University representatives should submit an ARCHIBUS work request to Facilities Customer Care or EUD, providing comprehensive details of the project scope of work. If the project may potentially impact energized electrical systems, the contractor must adhere to university procedures and OHS regulations.

 **Building Materials Testing for Asbestos &Lead -Paint Flowchart**

