

## Appendix “A”

# Service Contractor Safety Program

City of Peterborough

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## 1.0 INTRODUCTION

The Service Contractor Safety Program developed by the City of Peterborough (the “City”) provides Service Contractors (“Contractors”) with the information they require to work safely while on city property. The purpose of this program is to ensure that the City meets court-developed due diligence standards specific to workplace Occupational Health & Safety requirements with respect to selecting and managing Contractors. All staff who coordinate service contracts must understand and follow the Service Contractor Safety Program. The Service Contractor Safety Program is designed to ensure compliance with the Occupational Health & Safety Act and its regulations (the “OHSA”).

### 1.1 Requirements

For the purposes of this document, Contractors working for the City are separated into one of three categories as defined below;

- A **Service Contractor** is an individual, business or corporation retained by the City to perform their services on City property. These Service Contractors typically perform the same type of work and the safety risks and hazards typically stay the same each time they are retained.
- A **General Contractor** is an individual, business or corporation retained by the City to perform and oversee a “Construction Project”. **General Contractors are not covered in this document. References to Contractors in this document do not refer to General Contractors.**
- **Consultants** are people who give advice or opinions, but do not perform a physical task were the OHSA would require training. **Consultants are not covered in this document, however will still be required to participate in the Safety Orientation (attached as Appendix “A”)**

### 1.2 Objectives

The City objectives are to prevent occupational injuries and/or illnesses, and ensure that Contractors comply with applicable federal, provincial, and municipal legislation. When the City contracts for Services it is treated as an “employer” for workplace occupational health & safety requirements under the OHSA. Therefore, the City must ensure that all employees, and all Contractors hired to undertake work, continuously comply with the OHSA. Employees of any Contractor, no matter how complex work is, are governed by the OHSA. The Service Contractor Safety Program is designed to assist staff and contractors to meet the health and safety requirements of the OHSA and thus minimize the City’s potential liability.

### **1.3 Scope**

Service contractors who provide a service to the City as defined in this program must attend a Safety Orientation. It is expected that each Safety Orientation will be approximately one hour long. During this orientation, the types of hazards, known to the City, pertaining to the Services to be performed, will be identified. The Contractor is required to advise all of its employees about the requirements of the Safety Orientation, by either having all his/her employees that are required to work on City property attend the Safety Orientation, or, upon approval by the Service Contact Person, by having a senior representative of the Contractor attend the Safety Orientation who will then provide all relevant information to the appropriate employees and any sub-contractor or sub-trades that will work on City property under the Contractor's direction. The Contractor must provide, to the Service Contact Person, proof in the form of a signature sheet (see the Safety Orientation checklist found in Appendix "A") that every worker performing work on City property has completed the Safety Orientation.

Any employee of the Contractor who has completed the Safety Orientation shall be considered "current" and will remain current, for a period of 1 year, save and except where that employee is required to perform work that may pose a risk that was not addressed in their original Safety Orientation.

The Safety Orientation is covered in greater detail in Section "2"

## 1.4 Definitions/Acronyms

**Competent Person** – an employee who is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with the OHS Act and the Regulations, which apply to the work, and has knowledge of any potential or actual danger in the workplace. (Section 1 OHS Act)

**Confined Space** – a fully or partially enclosed space,

- (a) that is not both designed and constructed for continuous human occupancy, and
- (b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it;

**Construction** – erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project, but does not include any work or undertaking underground in a mine. (Section 1 OHS Act) (See definition of project as well). The definitions of construction and project must be read together. i.e. construction project".

**Construction Project** – any work coming within the OHS Act definition of "construction" which is being performed at any location coming within the OHS Act definition of "project".

**Constructor** – a person who undertakes a project for the City and includes an owner who undertakes all or part of a project by himself or by more than one employer. (Section 1 OHS Act) (Constructor obligations Section 23 OHS Act)

**Contractor** - a contractor is an individual, business or corporation retained by the City and who performs their services for the City. This term applies to all contractors, all contractor employees and any sub-contractors hired by the contractor. It is important for purposes of this Program to determine the capacity under the OHS Act in which the contractor is performing work (E.g. Is the contractor an "employer" or a "constructor"?).

**Consultant** - for the purposes of this program, a person who gives advice or an opinion, but does not perform a physical task were the OHS Act would require training.

**Employer** – defined under Section 1 of the OHS Act for Health & Safety Requirements, does not apply for the purposes of other legislation (Examples; Income Tax Act, Employment Standards Act, etc.)

-a person who employs one or more workers or contracts for the services of one or

more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

**Field Safety Specialist** – the City employee, or designate, who can assist a Service Contact Person and a Contractor in understanding their responsibilities under the Service Contractor Safety Program;

**Lead Employer** – the employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined space that is located either in the lead employer's workplace or in another employer's workplace.

**MOL** – the Ministry of Labour

**OHSA** – the Occupational Health & Safety Act

**Owner** – a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate. (Section 1 OHSA) (Owner obligations Section 30 OHSA).

**PPE** – Personal Protective Equipment

**Project** – a construction project, whether public or private, including: (a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, water main, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof; (b) the moving of a building or structure; and (c) any work or undertaking, of any lands or appurtenances used in connection with construction. (Section 1 OHSA) *(Also see definition of "construction" above. The definitions of construction and project must be read together, e.g. "construction project". Whether a matter is a construction project is broadly interpreted taking into account the scope and complexity of the work.)*

**Related Work** – work that is performed near a confined space in direct support of work inside the confined space. See O. Reg. 632/05.

**Safety Orientation** – a safety orientation conducted by the Field Safety Specialist attended by Contractors before Services are delivered.

**Services** – this general term is utilized in this Program to denote contracted work, which does come within the OHSA definition of "construction project". There is no OHSA definition of services.

**Service Contact Person** – the City employee, or designate, who shall:

- (a) retain the Contractor;
- (b) be the primary contact person for the Contractor for duration of the Project;
- (c) determine, in consultation with the Field Safety Specialist, whether the work is a Construction Project; and
- (d) fulfil the responsibilities outlined below.

**Service Contractor** - A **Service Contractor** is a general term used throughout this document that refers to an individual, business or corporation retained by the City to typically perform the same type of work, and the safety risks and hazardous typically stay the same each time they are retained. In this document a service contractor can also be referred to as a contractor

**WSIB** - the Workplace Safety and Insurance Board.

## **1.5 DIVISION OF RESPONSIBILITIES**

### **1.5.1 Responsibilities of The City of Peterborough**

- Implement, and administer an effective Service Contractor Safety Program.
- Ensure that a Service Contact Person is identified for each Service .
- Ensure that all Service Contact Persons who are in direct contact with contract service contractors are trained in this program and legal concepts applicable to contracting for Services and due diligence.

### **1.5.2 Responsibilities of Field Safety Specialist**

- Conduct and/or assist in the safety portion of Safety Orientation.
- Assist the Service Contact Person with identifying and resolving health & safety issues.
- Assist the Service Contact Person with site inspections, as required.

### **1.5.3 Responsibilities of Service Contact Persons**

- Coordinate Contractor activity within their area of responsibility.
- Schedule Safety Orientation.
- Inform the Contractor of City requirements relating to health & safety.
- Perform site inspections, as required.
- Advise employees whose work operations may be affected by the performance of the Services.
- Where health & safety concerns arise or could arise as a result of the Services, ensure that appropriate action is taken to protect employee health & safety. Such action may include requesting that the Services cease until the divisional manager and/or health & safety staff can be consulted.
- Consult, if necessary, with the Field Safety Specialist to resolve health and safety concerns.
- Advise the Contractor who to contact in his/her absence.

### **1.5.4 Responsibilities of Contractors (Service Providers)**

- Reading and understanding the City's Service Contractor Safety Program and ensuring all its employees are informed of its requirements.
- File all applicable paperwork with the MOL and the City as required.
- Inspect their work areas and correct any hazards identified.
- Investigate any accidents, injuries or near misses and provide a copy of the investigation report to the Service Contact Person.
- Cooperate with the City in all matters relating to health and safety.
- Address any non-compliance issues with their staff, and take appropriate corrective and/or disciplinary action.

## **2.0 SAFETY ORIENTATION**

### **2.1 Introduction**

The Safety Orientation will be conducted by the Field Safety Specialist and the Service Contact Person. All Contractors who perform Services for the City on a regular basis, and who perform similar work on an annual basis, must attend an annual Safety Orientation . The City will provide each Contractor with a copy of the Service Contractors Safety Program on an annual basis. Each Contractor is responsible for ensuring that his employees working on City property understands the program. Any questions or concerns about the requirements of the Service Contractor Safety Program shall be addressed during the Safety Orientation with the City's Service Contact Person

### **2.2 Topics Covered**

The Safety Orientation between the City and the Contractor will identify the health and safety aspects of the Service and work. These discussions shall include, but are not limited to;

- Emergency procedures.
- Accident/Incident reporting and investigations
- Notification of hazardous products and/or work, as well as designated substances
- Inspections and Permits
- Contractor's responsibility for safety.
- The City's responsibility for safety.
- The City's procedures for any shutdown of services.
- Contractor's responsibility for sub-contractors.
- The contractor health and safety program.
- Coordination of health and safety on City property.
- Contractor access to City facilities
- Working in areas where noise levels reach and/or exceed 85 decibels

***The Service Contractor Safety Orientation Checklist is attached in Appendix "A"***

### **3.0 DOCUMENTATION AND DUE DILIGENCE**

#### **3.1 Contractor Responsibility**

Each Contractor is responsible for maintaining all safety information records. Upon request, the City, MOL, and/or WSIB may require a Contractor to provide safety information.

#### **3.2 Records and Statistics**

Each Contractor shall forthwith, upon request, supply appropriate records to the City, MOL and/or WSIB. The type of information that might be requested will depend on the scope of the Services, such information includes but is not limited to:

- Safety Committee minutes
- Supervisor Training records
- Worker Training records
- Safe Work Procedures
- Injury Statistics
- Proof of Safety talks (tailboard or tool box meetings)
- Asbestos Awareness Training
- Fall Arrest Training
- First Aid /CPR
- Site Inspection Reports
- Ministry of Labour Inspection report
- Site Accident & Incident investigation reports
- Proof of Liability Insurance (currently \$2,000,000.00)
- Current WSIB Certificate of Clearance

## **4.0 ACCIDENT INVESTIGATION AND INJURY REPORTING**

### **4.1 Contractor Responsibility**

The Contractor is required by the OHSA to investigate all accidents and incidents. The Contractor's report shall be forwarded to the MOL, and the Service Contact Person, forthwith upon its completion. The report shall outline the accident causes and provide information for corrective action to ensure that a similar accident or incident will not occur in the future.

The Contractor shall immediately notify the MOL of the occurrence of any accident that:

- Resulted in a critical injury to or the death of a worker,
- Involved a major structural failure or collapse of a building, crane, hoist, temporary construction support system or excavation,
- Involved the major release of a hazardous substance,
- Was an incident that is required by regulation to be reported.

The Contractor shall immediately undertake an investigation into any accident or other incident where:

- Injury resulted to a worker and medical aid was required.
- No injury to a worker occurred or only minor injury to a worker occurred that did not require medical aid, but there was a potential for property damage or serious injury to a worker.
- Such accident or incident that requires investigation, under the OHSA.
- A worker has refused to carry out work because the worker believes it to be unsafe. In this instance, the Contractor is referred to the procedures in Section 43 of the OHSA.

If, at anytime while working for the City, a Contractor is inspected by the MOL, or any other regulatory agency, and deficiencies are found, those deficiencies must forthwith be reported to the Service Contact Person. A copy of all of inspection reports, and/or written orders, shall be simultaneously forwarded to the Service Contact Person.

## **5.0 EMERGENCY PROCEDURES**

### **5.1 Contractor Responsibility**

The Contractor shall ensure that appropriate emergency procedures are in place and communicated to his workers. These procedures shall apply for the duration of the Services being performed . Emergency evacuation procedures are specific to each work site and will be provided to the Contractor by the Service Contact Person during the initial site orientation. This orientation includes such site-specific information as emergency notification procedures, the emergency evacuation plan and the location of emergency exits.

### **5.2 First Aid**

Contractors are responsible for making sure that First Aid provisions are provided as required by WSIB regulations. All injuries must be reported as soon as possible. The Contractor shall ensure that every illness and/or injury that requires treatment is recorded as stipulated by the WSIB First Aid Regulations.

### **5.3 Emergency Evacuation Plan**

Contractors are responsible for making themselves aware of the evacuation plan that exists for the specific City site where they are working. This shall include knowing the particular evacuation plan, the location of fire extinguishers, emergency exits, gathering location(s) and emergency contact numbers.

### **5.4 Emergency Procedures**

Contractors are responsible for following appropriate procedures for summoning emergency services. Procedures are different for each location and all workers will be informed of the applicable procedure based on the location of the work being performed. Appropriate procedures include designating someone to call 911, stating the type of emergency involved, contacting the Service Contact Person, and arranging Emergency First Aid (if required). Prior to commencing work, questions concerning specific emergency procedures can be directed to the Service Contact Person.

## **6.0 FIRE SAFETY**

### **6.1 Contractor Responsibility**

Contractors must be aware of any and all fire safety procedures at the workplace where they are performing their Services. Pre-existing fire suppression systems in buildings shall be maintained during construction whenever possible.

### **6.2 Cutting, Welding, and Hot Work**

Hot work includes any work involving open flames or producing heat or sparks, including but not limited to, cutting, welding, soldering, brazing, grinding, adhesive bonding, thermal spraying and thawing pipes.

When welding or cutting work is performed, an adequate number of approved fire extinguishers shall be provided by the Contractor in accordance with the Ontario Fire Code. The Contractor shall provide a thirty (30) minute fire watch after any cutting, welding or hot work has ended to ensure that no fires have started.

### **6.3 Fire Safety Awareness**

Appropriate fire safety awareness requires the Contractor to:

- a) Designate and organize site personnel to carry out fire safety duties, including fire watch service, as applicable;
- b) Follow emergency procedures, including;
  - Sounding the fire alarm;
  - Notifying the fire department;
  - Ceasing all Services and work;
  - Vacating the worksite; and
  - Liaising with appropriate on-site City and emergency personnel.
- c) Control fire hazards in and around the building (Refer to the Ontario Fire Code)

### **6.4 Fire Alarm Shutdown**

Contractors must notify the Service Contact Person in writing twenty-four (24) hours prior to any part of a fire alarm system being shutdown. The Service Contact Person is required to send written notification to affected City staff whenever the fire alarm system, or part thereof, is shutdown, and a subsequent written notification when the

fire alarm system is reactivated. Whenever possible, the Contractor shall schedule any fire alarm system shutdown outside of regular business hours.

### **6.5 Alternate Procedures**

When any portion of a fire notification system or fire suppression system is shutdown, the City shall advise the Contractor that appropriate procedures must be put in place for the duration the shutdown.

### **6.6 Fire Notification System Shutdown**

Not all City buildings have a fire notification system, for those that do, the following alternate procedures shall be used.

a) Occupied Buildings and/or portion thereof

In the event a fire notification system is removed from service, a trained and qualified person shall: stand at the fire alarm panel; be in direct communication with the person(s) doing the work; and be capable of re-initiating the fire notification system in the event a fire alarm device is activated.

Or

In the event any portion of a fire notification system is removed from service, the Contractor shall post temporary notices, on each floor of the occupied building, beside all elevators, entrances, and pull stations. The notice shall state: that fire notification system is out of service; the portion of the building/area affected by the notification system shutdown; the duration of the fire notification system shutdown; how to initiate the alternate fire notification system; how to ensure that emergency services (911) is contacted and that the Division Manager is aware of the fire notification system shutdown. Fire Panels must be tagged to identify which aspects of the fire notification system (E.g. smoke detectors and/or heat detectors) have been removed from service. Prior to work commencing, the Peterborough Fire Service ("PFS") and fire alarm monitoring company must receive the same information about which aspects of the fire notification system have been removed from service. Personnel responsible for fire patrol must remain in the building and patrol the affected area(s) at least once per hour.

b) Unoccupied Buildings

In the event any portion of a fire notification system in an unoccupied building is removed from service, the Contractor shall follow the procedure for occupied buildings, save and except that the Contractor shall also post a notice stating: "Authorized Personnel Only".

## **6.7 Fire Suppression Equipment Shutdown Procedures**

In the event any portion of a fire suppression system needs to be shutdown for the Contractor to perform his work, the Contractor shall provide the Service Contact Person with seven (7) days notice in writing and confirm two (2) days prior to actually performing the work, that a portion of a fire suppression system will be shutdown by the Contractor.

If, for example, sprinklers, and/or the standpipe system is taken out of service, the remaining portions of the fire suppression system must remain in service. The assistance and direction of the PFS shall be obtained prior to removing any portion of a fire suppression system from service. The Service Contact Person shall facilitate obtaining the assistance of the PFS and such assistance shall be delivered in accordance with the accepted Fire Safety Guidelines and the Fire Safety Plan for the building.

The procedure to be followed in the event any portion of a fire suppression system is shutdown is as follows:

1. The Service Contact Person shall, upon request: verify the work to be done; contact the fire alarm monitoring company, if necessary; in conjunction with the PFS, shutdown the required portion of the fire suppression system; place an information tag on the fire alarm panel; and, inform the person with overall authority for the building which portion of the fire suppression system has been shutdown;
2. The Service Contact Person shall assign staff to perform a fire patrol of the affected area at least once per hour;
4. The Service Contact Person shall: verify that the work has been completed and restore the fire suppression system; contact the fire alarm monitoring company, if necessary; remove the information tag from the fire alarm panel; and inform the person who has overall authority of the building, that the fire suppression system has been restored;
5. When the Service Contact Person is satisfied that the fire suppression system is fully restored, the Service Contact Person shall stop the fire patrol.

### **6.8 Smoking Restrictions**

In accordance with Provincial law, smoking is not permitted inside any enclosed public place or in any enclosed workplace. In accordance with the City's Smoking By-law, smoking is also prohibited within a 9-metre radius of any entrance, exit or air intake system (including windows) of any City-owned building.

### **6.9 Combustible Liquid and Flammable Liquid Storage Restrictions**

The Contractor is not permitted to store combustible and/or flammable liquid in any construction site or work area unless such materials are stored in accordance with the Fire Code.

## **7.0 ASBESTOS INFORMATION**

### **7.1 Contractor Responsibility**

Contractors shall review the construction site prior to commencement of work to ensure that they are familiar with the location of asbestos containing materials as identified by the Asbestos Survey or Record.

Contractors must consult with the Property/Energy Coordinator, or designate, for work that is around or near any asbestos containing materials. If it is determined that removal of asbestos is required before the work can proceed, then the Property/Energy Coordinator, or designate, shall arrange for such removal, and no other work shall commence or continue until such removal is complete.

## **8.0 CONFINED SPACE ENTRY**

### **8.1 Contractor Responsibility**

Contractors shall ensure that their workers have been successfully trained in proper entry procedures for Confined Spaces. The training shall include: identifying potential hazards and precautionary measures; using and maintaining required personal protective equipment (“PPE”); reviewing appropriate rescue techniques; and any specific plans that may be required by OHSA. Written procedures shall be developed and communicated to workers who may be entering a Confined Space. The Contractor is responsible for ensuring that workers understand and follow these procedures and that a Confined Space Entry Permit has been properly completed and posted.

### **8.2 Pre-entry Procedures**

Before entering a Confined Space on City property, a Contractor must complete a Confined Space Entry Permit (see Appendix B). All questions and concerns must be addressed with the Contact Service Person, or designate, before work commences. A hazard assessment, along with entry procedures and/or plans must also be completed.

The Confined Space Entry Permit ensures that the Contractor is aware: that his workers will be entering a confined space; of the location of the confined space; and the date the entry will occur on. The Confined Space Entry Permit contains a pre-entry checklist, which also includes such items as measuring air quality, energy lock-out and provisions for rescue. The Confined Space Entry Permit will also include the name of the Contractor’s supervisor who has the authority to approve the entry. The Contractor’s supervisor shall record the location, the authorized persons, the precautions required for safe entry and shall also sign and date the form. The Contractor shall ensure that the Confined Space Entry Permit is posted at the entrance to the confined space for the duration of the work being performed in the confined space.

For City locations where City workers have entered a Confined Space, the City, if requested, and provided one exists, may provide a copy of its hazard assessment. However, the City’s hazard assessment is only a guideline and it is not to be relied on. The City gives no warranty, express or otherwise, that its hazard assessment is still accurate or appropriate for the Services the Contractor has been retained to perform. The Contractor must ensure his Confined Space entry procedures are based on his own current hazard assessment and upon the nature of the work being performed. The Contractor’s hazard assessment and work procedures must be developed by a competent person, as defined by current MOL Regulations. Contractors are responsible for having the appropriate rescue equipment on site and for conducting their own rescue of workers in a Confined Space.

### **8.3 COORDINATION DOCUMENT**

If, workers from more than one employer are: performing work in the same confined space (either at the same time or consecutively); or performing related work in the same confined space then a coordination document must be completed by the Lead Employer.

The purpose of the coordination document is to ensure that the all employers fulfills its duties to protect the health and safety of all workers performing work in a confined space or who perform Related Work. The coordination document for each Confined Space shall address the following:

- a. Confined Space program;
- b. hazard assessment;
- c. written plan;
- d. plan-specific training (if applicable);
- e. entry permits;
- f. written on-site rescue procedures and equipment;
- g. isolation of energy and control of materials movement;
- h. attendants;
- i. entering and exiting;
- j. unauthorized entry;
- k. atmospheric testing;
- l. explosive and flammable substances; and
- m. ventilation and purging of atmospheric hazards.

**A Coordination Document is attached as Appendix “C”**

## **9.0 FALL PROTECTION**

### **9.1 Contractor Responsibility**

Contractors shall ensure that a risk assessment is conducted for any project involving the potential for injury from falls. There must be a fall protection system in place when employees work from an elevation of greater than 3m (10ft) or where a fall from a lesser height involves an unusual risk of injury. Fall protection systems may include:

1. Guardrails;
2. Fall restraint system;
3. Fall arrest system;
4. Control zones; and/or
5. Other means acceptable to the MOL.

The Contractor shall ensure that all workers are instructed in:

- a. The appropriate fall protection system; and
- b. The procedures to be followed before entering an area where a risk of falling exists.

### **9.2 Written Fall Protection Plan**

The Contractor is responsible for preparing a written fall protection plan for any work where:

- a. Workers are not protected by permanent guardrails;
- b. A fall of 3m (10 feet) or more may occur;
- c. If the Contractor uses control zones, or other types of work procedures as the means of fall protection; and
- d. During the erection and dismantling of scaffolding greater than 3m (10ft) in height.

Before the work commences, the Contractor must approve a fall protection plan including a description of:

- a. The expected fall hazards;
- b. The fall protection system or systems to be used;
- c. The procedures to assemble, maintain, inspect, use and disassemble the fall protection system or systems; and
- d. The emergency rescue procedures.

### **9.3 Ladders, Scaffolds and Temporary Work Platforms**

The Contractor is responsible for ensuring all ladders, scaffolding and platforms are built, maintained and erected in accordance with the OHSA . Where scaffolding over 3m (10ft) in height is to be used, the Contractor shall submit a scaffolding plan to the Service Contact Person prior to commencing work.

### **9.4 Ladder Safety**

The Contractor shall ensure that all ladders are of the proper type and appropriate design for the Service being performed. Ladders shall conform to the applicable CSA and ANSI standards. It is the Contractor's responsibility to ensure that his workers comply with all ladder safety regulations.

Where handling and usage of aluminium or other portable metal ladders could result in contact with energized electrical conductors, such ladders are not permitted. Portable ladders shall have non-conductive side rails if a worker or the ladder could come into contact with exposed energized parts.

### **9.5 General Safety Rules for Ladders**

- No worker shall work from the top 4 rungs of a portable ladder or extension ladder or the top 2 steps of a step-ladder unless the manufacturer's specifications permit.
- No ladder shall be used as a scaffold component, nor as a horizontal walkway, ramp or work platform support unless it is part of a pre-manufactured or engineered system.
- A worker may work from a portable ladder without fall protection provided that:
  - a. The work is a light duty task of short duration at each location;
  - b. The worker's centre of gravity is maintained between the ladder side rails;
  - c. The worker maintains three points of contact such that one hand is available to hold on to the ladder; and
  - d. The ladder is not positioned near an edge or floor opening that would significantly increase the potential fall distance.

## **10.0 EXCAVATING**

### **10.1 Underground Installations**

Prior to any excavation and prior to performing any underground work, the Contractor shall determine the estimated location of all utility installations (E.g. sewer, telephone, gas, electricity, water and any other underground installations), which may reasonably be expected to be encountered. If there is any confusion about the location or identity of an underground installation, or if an unexpected underground installation is discovered, the Contractor shall immediately stop work and notify the Service Contact Person. No work shall proceed in the area until the underground installation has been identified.

Thereafter, the Contractor shall contact the owner of underground installation and advise them of the proposed work, and ask them to establish the location of underground installation forty-eight (48) hours prior to the start of the actual excavation. The Service Contact Person shall be kept informed of this.

When excavation operations are expected to cross an existing underground installation, the Service Contact Person or the owner of underground installation shall be present until underground installation has been exposed.

When excavation operations approach within one (1) metre of the estimated location of the underground installation, the exact location of the installation shall be determined by safe and acceptable means. Safe and acceptable means shall include one or all of the following items: fibreglass shovel, line location device (Note: When excavating around direct buried cables, rubber boots and gloves shall be worn.) **DO NOT USE MECHANICAL EQUIPMENT WITHIN ONE METRE OF THE UNDERGROUND INSTALLATION.**

While the excavation is open, underground installations shall be protected, supported or removed as necessary.

Prior to cutting or coring of concrete suspended slabs, cast in place or pre-cast walls, slab on grade the Contractor must either X-ray the slab or if X-ray is not feasible provide other approved alternate method for determining whether there are concealed live electrical wires. Signage shall be posted to ensure no one enters the affected area during X-raying.

### **10.2 Excavating and Trenching**

The Contractor shall establish and maintain work site compliance with the "Excavations" requirements of the *Regulations for Construction Projects*, and Guidelines as set out by *The Electrical Utilities Safety Association*, including provisions related to entry, not working alone, soil types, precautions concerning services, protection of adjacent structures, general requirements and support

systems. The Contractor shall provide for review by the Service Contact Person, an excavation plan showing proposed excavations or trenching on-site indicating depths, safety measures to be taken and potential obstacles. The Contractor shall coordinate and monitor the work of all trades involved in trench-related work.

### **10.3 Traffic Control**

Any Contractor working on a highway must comply with O. Reg. 213/91, Construction Projects, regardless of whether the Service being performed is maintenance or construction. Under the Construction regulations, "Highway" means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles. The Contractor is responsible for developing and implementing a traffic control plan in accordance with the Ontario Traffic Manual, Book 7. Under the OHSA, Contractors are also required to develop a traffic protection plan, and have such plan readily available at each work site. A checklist for developing a traffic protection plan is attached as Appendix D.

### **10.4 Overhead Powerlines**

O. Reg. 628/05 of the OHSA, amends O. Reg. 213/91 (the "Construction Regulations",) and is now into force. It concerns minimum separation distances from electrical hazards. Attached as **Appendix "D"**, is a copy of Section 188 of O. Reg. 213/91, as amended, which is a traffic protection plan form. All Contractors and subcontractors must implement safe work procedures in accordance with Section 188(4) of the Construction Regulations and all Contractors and subcontractors must provide the written measures and procedures to workers before starting any work.

## **11.0 STAFF and PUBLIC PROTECTION**

The Contractor shall ensure that appropriate measures are taken to protect City staff and the general public throughout the course of the work. The Contractor shall consult with the Service Contact Person, or the appropriate building manager, to develop the particular measures required to protect City staff and/or the public. Attached as **Appendix “F”** is an example of a Maintenance Work Procedure from City Hall.

## **12.0 ENERGY CONTROL AND LOCKOUT**

### **12.1 Contractor Responsibility**

Lockout procedures are intended to ensure that all control devices are locked in the inoperative position so that all electrical circuits connected to the equipment are de-energized when:

- a. Equipment is shut down for maintenance or repairs; and
- b. The nature of the work may expose any worker to a potential hazard from inadvertent start-up or release of energy.

A Contractor performing work for the City, is solely responsible for ensuring that their workers, and all subcontractor personnel:

- a. Are trained in and follow site-specific lockout procedures;
- b. Thoroughly understand the importance of lockout and lockout procedures;
- c. Ensure compliance with all lockout procedures or placards when maintenance, repairs, new construction or other work on or about a machine, process or system has the potential to create a hazard.

Lockout requirements apply to all personnel on site (including Contractors and subcontractors) in circumstances where the unexpected energization, start-up or the release of stored energy could result in injury. Inadvertent energization could take the form of electrical power, mechanical power, pneumatic force or hydraulic pressure.

Contractors shall ensure that all the necessary employees (including sub-trades) understand the purpose of each lockout procedure, how to perform each lockout procedure and that his employees have ready access to enough personal locks to implement the lockout procedure.

Each worker shall be responsible for following the appropriate lockout procedures. If a worker is in doubt about the appropriate lockout procedure, he or she must obtain the assistance of their supervisor and or the Service Contact Person.

### **12.2 Personnel Overlap**

Where the work of a Contractor and City staff overlap, and a lockout is anticipated, a pre-lockout meeting must be held to discuss the specific responsibilities of both parties. City staff will be the first to install and the last to remove their locks. Accordingly, the person who removes his lock last shall ensure that the equipment or machinery can be operated safely and that all personnel are clear of the equipment.

### **12.3 Low Voltage and Arc Flash**

Ontario Regulations 851/90 (Industrial Establishments) and 213/91 (Construction Projects) enacted under the OHSA shall be followed for all work where workers may come into contact with low voltage, live equipment, or arc flash. Also see Section 13.8 below.

### **12.4 High Voltage and Arc Flash**

On City property, only electricians fully trained and qualified to work with high voltage systems are permitted to do so. All work shall be performed in accordance with the most recent edition of the Electrical Utilities Safety Rule Book (including PPE requirements), published by the Electrical and Utilities Safety Association of Ontario. In addition to the foregoing, Ontario Regulations 851/90 (Industrial Establishments) and 213/91 (Construction Projects) enacted under the OHSA shall be followed for all work where workers may come into contact with high voltage, live equipment, or arc flash. Also see Section 13.8 below.

## **13.0 PERSONAL PROTECTIVE EQUIPMENT & CLOTHING (“PPE”)**

The City shall not provide PPE for Contractors.

### **13.1 Contractor Responsibility**

The Contractor is responsible for supplying, and for ensuring all workers wear, the required PPE and that such PPE is kept in good condition. In addition, the Contractor is responsible for ensuring that each of his workers has been successfully trained in the use and care of all required PPE. PPE is not to be used as the first and only means of preventing an injury or illness, eliminating the hazard is the preferred option. However, where the use of PPE or other safety equipment is required, it must be used. No PPE that is inoperable or damaged shall be used.

### **13.2 Safety Headgear**

Workers must wear hard hats that meet the current CSA standards in work areas where there are, or may be, hazards created by falling, flying or suspended objects. All workers must wear CSA approved headgear while visiting, or working at, an outside work site. Workers must keep their hard hat clean, and inspect it regularly. Solvents must not be used to clean hard hats. Headgear with components from different manufacturers shall not be permitted at any City worksite.

### **13.3 Respiratory Protection**

The Contractor must provide appropriate respiratory PPE to:

- a. All workers who are, or may be, exposed to concentrations of an air contaminant in excess of an applicable exposure or excursion limit; and
- b. All workers who are, or may enter, an oxygen deficient atmosphere.

### **13.4 Eye and Face Protection**

The Contractor shall ensure all workers wear properly fitting eye and/or face protection appropriate to meet any hazard they may be exposed to.

### **13.5 Hearing Protection**

The Contractor shall provide the correct type of CSA approved hearing protection, to workers are, or may be, exposed to excessive noise levels.

### **13.6 Hand Protection**

Where required, the Contractor shall supply appropriate type, shape and size of hand protection for his workers. The Contractor shall ensure that the hand protection being used is the right one to provide protection against the contaminant(s) which are present in the workplace. Using the wrong type of hand protection may add to the potential hazard by trapping a contaminant rather than repelling it.

### **13.7 Foot Protection**

Appropriate foot protection shall be worn at all times by all workers on City Property. The Contractor shall assess each worker's exposure to the hazards and ensure that the worker's footwear is of a size, type and construction which minimizes, as far as is practicable, the risk of injury. CSA approved footwear shall be worn at all times when there is a danger of injury to the toes or the top or soles of the foot. For work where CSA approved footwear is not required, well-constructed footwear of appropriate material that will provide secure footing, shall be worn. Athletic footwear is not permitted unless CSA approved. Where there is a danger of injury to the ankle, footwear must provide ankle support. The Contractor shall ensure that every worker wears CSA approved footwear that satisfies the requirements of the OHSA.

### **13.8 Arc Flash Protection**

The Contractor shall provide Arc Flash PPE in accordance with, the stricter of, the requirements of the applicable OHSA regulations or the National Fire Protection Association (NFPA) Standard 70E. Also see Sections 12.3 and 12.4 above.

### **13.9 Safety Lines, Lanyards and Harnesses**

The Contractor shall supply, in good working condition, the required fall protection equipment.

## **14.0 WHMIS AND CHEMICAL SAFETY**

### **14.1 Contractor Responsibility**

The Contractor shall ensure all his workers who will, or may, have contact with a product, controlled under WHMIS, are trained according to the OHSA. All controlled products, transported to or from the work site shall be properly labelled. Material Safety Data Sheets (“MSDS”) for all controlled products, in use or brought on to City property by the Contractor, must be available and all workers shall be informed of the location of each MSDS at the work site. If requested, the Contractor shall supply copies of the MSDS to the Service Contact Person and/or the appropriate City manager.

### **14.2 Transportation of Dangerous Goods (“TDG”)**

The Contractor shall ensure that all dangerous goods and regulated waste is transported in compliance with the ***Dangerous Goods Transportation Act*** and its regulations. The Contractor shall also remove any and all waste, produced as a result of performing the Services, in accordance with applicable law.

## **15.0 CONTRACTOR PRE-QUALIFICATION**

### **15.1 Pre-qualified List**

An important element of the Service Contractor Safety Program is the pre-qualification of Contractors. This involves taking steps before a Contractor is hired to ensure that the Contractor and his employees shall comply with the OHSA. This is also an important step in the City's due diligence process, allowing the City to assess the occupational health & safety programs and practices of the Contractor it intends to hire, or place on the pre-qualified contractor list. Placement on the pre-qualified list depends on the successful completion of the Contractor Pre-qualification Form (**Appendix "G"**), and the recommendation of the Contractor Pre-qualification Review Panel. The City reserves the right to remove any Contractor from the pre-qualified list.

### **15.2 Temporary Working Group List**

The purpose of the temporary working group list is to permit Contractors, who are not pre-qualified, to obtain City contracts while they upgrade their safety program to meet the requirements of the Service Contractor Safety Program. If, after reviewing a Contractor's pre-qualification form, and the Contractor's safety practices, programs, policies, procedures, and/or supervision practices are insufficient, but the City wishes to continue to use the Contractor, the Contractor Pre-qualification Review Panel (the "Review Panel") may exempt a Contractor from meeting the requirements of the Service Contractor Safety Program, provided the Contractor undertakes to meet the criteria for Pre-qualification. When considering hiring a Contractor from the Temporary Working Group List, the Review Panel shall determine, after considering the known risks, whether the City can direct the Contractor to sources of information and training, and/or provide the required monitoring, to ensure compliance with the OHSA and any other applicable safety regulation. If the Review Panel agrees the City can provide such direction, the Contractor may be placed on the temporary working group list. Placement on the temporary working group list is only available for Contractors who have a satisfactory history of providing services to the City. Prospective Contractors are required to correct the deficiencies identified by the Review Panel prior to being placed on the Pre-qualified list. When using a Contractor from the temporary working group list, the Service Contact Person must ensure that all City policies, procedures, supervision and monitoring are complied with. The City has the right to remove any Contractor from the temporary working group list.

### **15.3 Emergencies**

Emergencies arise when the delivery of an essential public service has been interrupted, or where any delay in providing an essential public service may cause significant injury to a person, or damage to a place or thing.

In an emergency, where Services are needed, but cannot be provided by Contractors from the pre-qualified list or the temporary working group list, other



Contractors may need to be retained. The manager, or designate, with overall authority for the particular workplace, must approve retaining such a Contractor. The Service Contact Person must develop a plan to ensure that any Contractor retained under this exception is closely monitored and supervised, and that all reasonable precautions are taken to protect the workers and the general public. In an emergency, the Field Safety Specialist must be notified as soon as possible, and certainly before the end of the next scheduled work day.

## 16.0 AUDITS

Audits are an important tool for monitoring each Contractor's ongoing compliance with the Service Contractor Safety Program. The frequency and type of audit will depend upon the level of risk associated with the Service being performed.

### 16.1 Audit Methods

#### Informal Workplace Review

This is a walk-through health & safety audit performed by a non-union supervisor, or designate, of the City. This audit would simply be documented that a walkthrough was performed with the Contractor on a specific date. Provided that no contraventions of the Service Contractor Safety Program are identified, completing the audit form should be straightforward. If any contraventions are identified, a formal health and safety inspection must occur.

#### Formal Health & Safety Inspection

These inspections should be conducted and documented by a non-union supervisor, or designate, who shall monitor the Contractor's health & safety performance. In the event any contraventions of the Service Contractor Safety Program are identified, such contraventions must be corrected immediately. Serious issues of non-compliance must be documented and corrected immediately. An example of an audit form is shown in **Appendix "H"**

**APPENDIX A – SERVICE CONTRACTOR SAFETY PROGRAM**

**Safety Orientation**

**Orientation Date:** \_\_\_\_\_ **Project Leader:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Work Description:** \_\_\_\_\_

\_\_\_\_\_

| <u>Documentation:</u>  | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|--|------------|-----------|------------|
| 1. Has the contractor been provided with and reviewed a copy of the Service Contractor Safety Program?                                   | 0          | 0         | 0          |
| 2. Has a current copy of the Contractor's Health & Safety Policy Statement been provided? (Must be current within 12 months)             | 0          | 0         | 0          |
| 3. Has a current copy of the WSIB Certificate of Clearance been provided? (Must be current within 45 days)                               | 0          | 0         | 0          |
| 4. Has a current copy of the \$2,000,000 Insurance Liability Certificate been provided?  | 0          | 0         | 0          |
| 5. Have current MSDS's been provided for all controlled substances to be brought on site, are all controlled substances properly labeled | 0          | 0         | 0          |
| 6. Has proof of all required training been provided  | 0          | 0         | 0          |

Potential Hazards

| Identify and describe any special instructions or procedures. A copy of any procedures supplied by contractors or subcontractors must accompany this form. Specific hazards and controls related to the work must be discussed. |   | <u>Discussed</u> | <u>N/A</u> |
|---|---|------------------|------------|
| <b>1.</b>   | <b>Lockout</b> <ul style="list-style-type: none"> <li>• City procedures, placards, specific hazards &amp; precautions</li> <li>• If the work involves deviation from a city procedure (i.e. troubleshooting), review with contact person procedure to be used.</li> <li>• Proof of trade qualification if applicable (i.e. electrician's license).</li> </ul> | 0                | 0          |
| <b>2.</b>   | <b>Hot Work</b> (welding, grinding, cutting, torch work, etc) <ul style="list-style-type: none"> <li>• Specific precautions &amp; PPE</li> <li>• Proof of trade qualification (i.e. welder's certificate)</li> </ul>  | 0                | 0          |

Specific Hazards

|    |  |   |   |
|----|--|---|---|
| 3. | <b>Confined Space Entry</b> <ul style="list-style-type: none"> <li>• Permit procedure</li> <li>• Specific Plans</li> <li>• Hot work permit and written authorization from project leader required if work involves hot work inside the confined space</li> <li>• Coordination Document (if multiple employer entry)</li> <li>• Rescue Plans</li> </ul>   | θ | θ |
| 4. | <b>Work at Heights (Fall Protection and Overhead Hazards)</b> <ul style="list-style-type: none"> <li>• Fall arrest (full body harness) with appropriate lanyard, mandatory at all times during elevated work as required by the OHSA</li> <li>• Overhead hazards</li> <li>• Guardrails</li> <li>• Bump Lines</li> <li>• Warning signs, area isolation</li> <li>• Asbestos awareness</li> <li>• Scaffold requirements</li> <li>• Ladders (no aluminum), must be tied off over 10 feet</li> <li>• Proof of training to operate aerial equipment</li> </ul>   | θ | θ |
| 5. | <b>Protection from Chemical Exposure</b> <ul style="list-style-type: none"> <li>• Proof of WHMIS training</li> <li>• List controlled products being brought on site and obtain MSDS's</li> <li>• PPE (eye, skin, respiratory)</li> <li>• Designated substances control program</li> <li>• All chemical containers must have WHMIS label.</li> <li>• No explosives or designated substances without prior written approval from the project leader.</li> <li>• Advance authorization required for storage and use of all chemicals and hazardous substances on site.</li> <li>• Procedures for working with flammable substances</li> <li>• Awareness of specific workplace hazards, including incompatible products</li> </ul> | θ | θ |
| 6. | <b>Excavations, Floor or Ground Openings, Roof Openings</b> <ul style="list-style-type: none"> <li>• Proper barriers, railings or covers required for all excavations, floor and roof openings, manholes, platforms, floor obstructions and overhead dangers from equipment / facility installations.</li> <li>• Outside excavations must be marked with red or flashing lanterns during darkness.</li> <li>• Adequate shoring required in all excavations as required by the most recent edition of Ontario Regulations for Construction Projects</li> <li>• Heavy equipment must be kept back from edges of excavations.</li> <li>• Traffic Control</li> </ul>   | θ | θ |

**The following instructions must be discussed with the contractor:**

**Access to the site:**

- Access the premises through security or reception (if applicable) and sign in on contractors/visitors log if applicable.
- If required by location, visitor's passes must be obtained at the beginning of each work shift and displayed at all times. Passes must be returned to issuing person upon exiting the premises at the end of the shift.
- CSA Approved reflective clothing and/or safety vests must be worn at all times by contractors when performing outside work in proximity to moving vehicles
- Smoking, eating and drinking in designated areas only.
- No wandering – must remain in work areas.

**Emergency Procedures**

- In case of fire (Division Specific)
- General Evacuation Procedure (Division Specific)
- Reporting Area (Division Specific)
- All serious accidents, illnesses or communicable diseases that occur while on site or resulting from work on site must be reported to the project leader. The contractor will provide a report and a copy of any completed WSIB Forms to the project leader.

**The following Environmental / Health & Safety Rules apply to all contract work and must be communicated during the orientation.**

1. The contractor is responsible to obtain, become familiar with and maintain on the site copies of applicable legislation that apply to the work, including OHS and regulations (a.k.a. "The Green Book"). Applicable CSA standards are to be complied with.
2. All tools and equipment brought on site must be in safe operating condition and must be guarded to protect the user and those in the vicinity. All equipment must meet applicable regulations.
3. Personal Protective Equipment is a requirement specific to each city location. Any PPE that is required will be the responsibility of the contractor or contract worker to provide at his or her own expense. Hearing protection is mandatory in designated areas. Hard hats are to be worn if the work has potential for head injury. Additional PPE may be required for the work, as applicable (i.e. respirators, welding helmets, fall arrest, gloves, etc.)
4. Warning signs, barriers, caution tape, etc., are to be used where work may pose hazard to others.

5. Diesel equipment is not permitted inside any city building, unless approved prior to use but only in a garage area. If approved, the contractor is to provide exhaust hose of appropriate length and style to exhaust fumes from building.
6. No gasoline-powered equipment is permitted to be operated inside a building. (Exemptions may be granted if authorized by the City's contact person.
7. All canvas tarpaulins used for any purpose in close proximity to any hot work area shall be chemically treated to render them fire resistant.
8. Compressed gas bottles are to be handled in safe manner (in accordance with the most current edition of Ontario regulation 851), stored in an upright position, and when empty, promptly removed from the site by the contractor.
9. Strict compliance with good housekeeping is required – any clean up costs incurred by City of Peterborough personnel that were not previously agreed to will be back charged to the contractor responsible.
10. Asbestos containing material is present in building material at some City locations. Asbestos containing material is not to be disturbed (except in removal operations by qualified personnel). This may include some floor and ceiling tiles, some locations may have asbestos containing ingredients in drywall joint compound, stucco etc, as well as the possibility of pipe insulation in mechanical systems and boiler room areas, as referenced in Ontario Regulation 278. Always review the Asbestos Record/Survey for the particular area involved before commencing work.
11. Electrical work must be done in compliance with the most recent Canadian and/or Ontario Electrical Code, and requirements of the Electrical Safety Authority (ESA), as any requirements under the Occupational Health & Safety Act
12. All environmental rules must be strictly adhered to. No dumping into sewers. Spills must be reported immediately. Do not attempt to clean a spill yourself. No equipment is to be placed or stored outside the building unless the specific locations project leader has approved it. All contractors are responsible to remove all non-hazardous wastes, left over chemicals and/or supplies generated. Any work that may generate hazardous waste must be pre-approved by the Project leader to ensure proper disposal methods. If you are unclear about any of these rules contact the Project leader.

**Review Corporate Safety Policy  
(Attached)**

Acknowledgement

**I acknowledge that I have received instruction and understand my responsibilities in the above areas. I will apply this knowledge to the work that I will be performing.**

| Print Name | Signature |
|------------|-----------|
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |

City of Peterborough, Signed by City staff person who completed safety orientation:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

**APPENDIX B – SERVICE CONTRACTOR SAFETY PROGRAM**

**Sample Confined Space Entry Permit**

General information:

Location and Description (of confined space) \_\_\_\_\_

Description of Work: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Expiration: \_\_\_\_\_

Department: \_\_\_\_\_

Personal:

|             | <u>Time-in</u> |  | <u>Time-out</u> |  |
|-------------|----------------|--|-----------------|--|
| Entrant(s)  |                |  |                 |  |
| Attendant   |                |  |                 |  |
| Rescue Team |                |  |                 |  |
|             |                |  |                 |  |

Rescue Phone# \_\_\_\_\_

Supervisor: \_\_\_\_\_

First Aid CRR ENT. \_\_\_\_\_ ATT. \_\_\_\_\_

C.S.Training ENT. \_\_\_\_\_ ATT. \_\_\_\_\_

**Sample Confined Space Entry Permit (Continued)**

| Monitoring:       |           |         |          |
|-------------------|-----------|---------|----------|
| Prior to Opening  | Date/Time | Results | Initials |
| H2S: _____        |           |         |          |
| CO: _____         |           |         |          |
| LEL: _____        |           |         |          |
| O2:- _____        |           |         |          |
| Prior to Entering |           |         |          |
| H2O: _____        |           |         |          |
| CO: _____         |           |         |          |
| LEL: _____        |           |         |          |
| O2: _____         |           |         |          |
| Upon Exit         |           |         |          |
| H2S _____         |           |         |          |
| CO: _____         |           |         |          |
| LEL: _____        |           |         |          |
| O2: _____         |           |         |          |

Monitor:  
Mfg \_\_\_\_\_  
Date Cal \_\_\_\_\_  
Monitor by: \_\_\_\_\_  
B.T. \_\_\_\_\_



**APPENDIX C – SERVICE CONTRACTOR SAFETY PROGRAM  
Confined Space – Coordination Document**

|   |                             |                   |                  |
|---|-----------------------------|-------------------|------------------|
| <b>Location of Confined Space</b>                                   |                             |                   |                  |
| <b>Date(s) of entry:</b>  |                             |                   | <b>Duration:</b> |
| <b>Responsibilities:</b>  | <b>City of Peterborough</b> | <b>Contractor</b> | <b>Notes</b>     |
| 1. Confined Space Entry Program<br>(Note: Each party must have own) |                             |                   |                  |
| 2. Hazard assessment  |                             |                   |                  |
| 3. Written procedure/plan   |                             |                   |                  |
| 4. Plan specific training   |                             |                   |                  |
| 5. Confined Space Entry Permit                                      |                             |                   |                  |
| 6. Written on-site rescue procedures and equipment                  |                             |                   |                  |
| 7. Isolation of energy and control of materials movement            |                             |                   |                  |
| 8. Entering and exiting   |                             |                   |                  |
| 9. Unauthorized entry (Prevention)                                  |                             |                   |                  |
| 10. Atmospheric testing   |                             |                   |                  |
| 11. Ventilation and purging of atmospheric hazards                  |                             |                   |                  |
| 12. Other, Traffic control, etc.                                    |                             |                   |                  |

**Service Contractor Section**

Contractor's Firm Name: \_\_\_\_\_ Representative's Signature: \_\_\_\_\_

Representative's Position: \_\_\_\_\_ Date: \_\_\_\_\_

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**City of Peterborough Section**

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attach to Confined Space Entry Permit

Copies to:    Service Contractor  
                   City Division arranging work  
                   Human Resources

## APPENDIX "D" TRAFFIC PROTECTION PLAN

|                        |                                  |
|------------------------|----------------------------------|
| <i>PROJECT</i>         | TYPE:                            |
|                        | LOCATION:                        |
|                        | MUNICIPALITY:                    |
|                        | POSTED (LEGAL) SPEED LIMIT (km): |
| CONSTRUCTOR:           |                                  |
| SUPERVISOR:            |                                  |
| COMPETENT WORKER:      |                                  |
| EMPLOYEE #:            |                                  |
| SINGLE LANE:           | SHORT DURATION:                  |
| TWO-LANE:              | LONG DURATION;                   |
| MULTI-LANE:            | <i>MEASURES</i>                  |
| <i>HAZARDS</i>         | BARRIERS                         |
| VEHICLES               |                                  |
| SPEEDING               | BARRICADES                       |
| VISIBILITY             |                                  |
| OPEN STRETCH           |                                  |
| HILL                   | DELINEATORS                      |
| CURVE                  |                                  |
| DAY WORK               | LANE CONTROL DEVICES             |
| TIME OF DAY            |                                  |
| NIGHT WORK             | WARNING SIGNS                    |
| SURFACES               | LONGITUDINAL BUFFER AREAS        |
| SLIPPERY               | FLASHING LIGHTS                  |
| UNEVEN                 | FLARES                           |
| OPEN EXCAVATION        | TRAFFIC CONTROL DEVICES          |
| ACCESS                 | BLOCKER TRUCKS                   |
| EGRESS                 | CRASH TRUCKS                     |
| FLYING DEBRIS          | SPEED CONTROL DEVICES            |
| DETOUR                 | TRAFFIC CONTROL PLAN             |
| LIVE LANES             | PACE VEHICLE                     |
| RAILWAY LINES          | PILOT VEHICLES                   |
| <i>OTHER (SPECIFY)</i> | <i>OTHER (SPECIFY)</i>           |

**APPENDIX E – SERVICE CONTRACTOR SAFETY PROGRAM**  
**Excerpt From Regulation for Construction Projects**  
(Ontario Regulation 213/91)

- 188(1) This section applies unless the conditions set out in clauses 189(a) and (b) are satisfied. O. Reg. 627/05, s. 7.
- (2) No object shall be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase voltage rating set out in Column 1 of the Table to this subsection than the distance specified opposite to it in Column 2.

TABLE

| <b>Column 1</b>   | <b>Column 2</b>         |
|---|-------------------------|
| <b>Nominal phase-to-phase voltage rating</b>            | <b>Minimum distance</b> |
| 750 or more volts, but no more than 150,000 volts       | 3 metres                |
| more than 150,000 volts, but no more than 250,000 volts | 4.5 metres              |
| more than 250,000 volts                                 | 6 metres                |

O. Reg. 627/05, s. 7.

- (3) Subsections (4) to (9) apply if a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment is operated near an energized overhead electrical conductor and it is possible for a part of the vehicle or equipment or its load to encroach on the minimum distance permitted under subsection (2). O. Reg. 627/05, s. 7.
- (4) A constructor shall,
- establish and implement written measures and procedures adequate to ensure that no part of a vehicle or equipment or its load encroaches on the minimum distance permitted by subsection (2); and
  - make a copy of the written measures and procedures available to every employer on the project. O. Reg. 627/05, s. 7.
- (5) The written measures and procedures shall include taking the following precautions to protect workers:
- Adequate warning devices, visible to the operator and warning of the electrical hazard, shall be positioned in the vicinity of the hazard.
  - The operator shall be provided with written notification of the electrical hazard before beginning the work.
  - A legible sign, visible to the operator and warning of the potential electrical hazard, shall be posted at the operator's station. O. Reg. 627/05, s. 7.
- (6) Before a worker begins work that includes an activity described in subsection (3), the employer shall provide a copy of the written measures and procedures to the worker and explain them to him or her. O. Reg. 627/05, s. 7.
- (7) The worker shall follow the written measures and procedures. O. Reg. 627/05, s. 7.
- (8) A competent worker, designated as a signaller, shall be stationed so that he or she is in full view of the operator and has a clear view of the electrical conductor and of the vehicle or equipment, and shall warn the operator each time any part of the vehicle or equipment or its load may approach the minimum distance. O. Reg. 627/05, s. 7.
- (9) Section 106 also applies with respect to the signaller designated under subsection (8). O. Reg. 627/05, s. 7.

**Department:** Corporate Services**Approval Level:** Corporate**Division:** Property**Effective Date:** 2007-12-03**Procedure #:** CA07-2450P1

## **1.0 PURPOSE**

- 1.1. Pursuant to the Occupational Health and Safety Policy, this Procedure applies to maintenance or building repair work performed at City Hall to ensure all work is conducted in a safe manner.

**\*\*\* DRAFT \*\*\*  
Version #1**

## **2.0 APPLICATION**

- 2.1 Applies to work at City Hall and persons involved with or impacted by the work.

## **3.0 DEFINITIONS/ACROYNMS (As Required)**

- 3.1. NA

## **4.0 PROCEDURE**

- 4.1 City staff arranging for maintenance or building repairs will notify the manager or person of authority responsible for the area and the people affected by the work.
- 4.2 The equipment, scope of work and MSDS sheets associated with any controlled products shall be reviewed prior to commencing work. Where the work may affect the well being of others or when in doubt, consult Health & Safety Staff.

## MAINTAINENCE OR BUILDING REPAIR WORK DURING OPERATIONAL HOURS

- 4.3 Where the required work will affect city staff or members of the public, a plan will be implemented and agreed upon by the person arranging the work, the manager or person responsible for the area, and health & safety staff if health & safety staff are required. Consider the following options:
- 4.3.1 Must the work be completed during regular business hours?
- If not, schedule work outside of regular hours
  - If yes proceed to next step
- 4.3.2 If workers remain in the area, can sufficient safeguards be put in place such that the work does not pose a hazard to city staff or the general public?
- If this is possible, put safeguards in place before work commences
  - If not proceed to next step
- 4.3.3 Can city staff be relocated to an area that will not be affected by the work, and can the affected area be cordoned off to deny access to the general public?
- If this is possible the manager or person in authority of the affected area will make the necessary arrangements. Once the work is complete the work area should be cleaned and disinfected as required prior to allowing city staff or the general public access to the work area.
  - If relocation is not possible then the work must only be done outside of regular hours
- 4.3.4 The person arranging the work is responsible to provide progress updates to the manager (or person of authority responsible for the workers and/or area affected) for the duration of the work.
- 4.3.5 The person arranging the work will upon completion of said work ensure that the affected area is appropriately cleaned/disinfected, tidied and safe for occupancy.

## 5 APPENDIX, RELATED DOCUMENTS & LINKS

- 5.3 City of Peterborough Health & Safety Policy
- 5.4 NA
- 5.5 NA
- 5.6 Key search words for this procedure:  
Work  
Maintenance  
Health & Safety  
City Hall

## 6 AMENDMENTS/REVIEWS

| <b>Date</b><br>(2007-12-06) | <b>Section #</b><br><b>Amended</b> | <b>Comment</b>   |
|-----------------------------|------------------------------------|--|
| 2010-03-31                  | N/A                                | Service Contractor Safety Program approved by Administrative Staff Committee March 31, 2010. |
|                             |                                    |  |





## 5.0 SUPERVISION

Supervisor(s) Name \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Years in Trade \_\_\_\_\_  
Years as Supervisor \_\_\_\_\_  
Completed Courses in OHSA \_\_\_\_\_  
Construction Regulations \_\_\_\_\_  
Industrial Regulations \_\_\_\_\_  
Other Training \_\_\_\_\_

Does your employer consider you as “competent” as defined in the OHSA  
\_\_\_\_\_

## 6.0 INFRACTIONS

### 6.1

Identify any areas in which your company or employee or staff has been cited or charged for non-compliance within the last five years in the areas of licensing, qualifications, agreements, or under the OHSA and its Regulations.

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### 6.2

Identify any areas in which to your knowledge **while sub contracting work** to another company, that company or one of their employees or staff has been cited or charged for non-compliance within the last five years in the areas of licensing, qualifications, agreements, or the OHSA and its Regulations

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## 7.0 REFERENCES

List three (3) employer, owner or General Contractor references for which you have performed work for in the last two (2) years. Include a contact person, name and phone number for each.

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## 8.0 DOCUMENTATION:

| *<br>Indicates that documentation must be included  | <u>Yes</u> | <u>No</u> | Documentation Required |
|---|------------|-----------|------------------------|
| 1. Does your Company have a current signed Health & Safety Policy   | θ          | θ         | *                      |
| 2. Does your Company have a current Certificate of Clearance issued by the Workplace Safety & Insurance Board (WSIB)  | θ          | θ         | *                      |
| 3. Does your Company have proof of a minimum of \$2,000,000 liability insurance   | θ          | θ         | *                      |
| 4. Does your Company have a “person of authority” assigned to look after Health & Safety matters who meets the definition of “competent” as prescribed in the Occupational Health & Safety Act. | θ          | θ         |                        |
| 5. Do supervisors audit monitor and enforce compliance with company policies, procedures, and requirements of Occupational Health & Safety Act and applicable Regulations.                      | θ          | θ         |                        |

## 9.0 INCLUSIONS

| To be considered the following documents must also accompany the completed Contractors Pre-qualification Form |   | <u>Included</u> | <u>N/A</u> |
|---|---|-----------------|------------|
| 1.  | <b>Copies of all employees trade qualifications</b>               | 0               | 0          |
| 2.  | Proof of completion for all Occupational Health & Safety Training | 0               | 0          |
| 3.  | Proof of Supervisor(s) Training                                   | 0               | 0          |
| 4.  | <b>Copy of Contractors signed Health &amp; Safety Policy</b>      | 0               | 0          |
| 5.  | <b>Current WSIB Certificate of Clearance</b>                      | 0               | 0          |
| 6.  | <b>Current copy of NEER or CAD 7 Statement</b>                    | 0               | 0          |
| 7.  | Proof of liability Insurance                                      | 0               | 0          |

## 10.0 ACKNOWLEDGEMENT BY SERVICE CONTRACTOR

I declare that the information provided is true and correct.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**SUBMIT THIS CONTRACTOR PRE-QUALIFICATION FORM TO:**  
**The City of Peterborough**  
**Human Resource Department**  
**500 George Street North**  
**Peterborough, Ontario**  
**K9H 3R9**



# APPENDIX H – SERVICE CONTRACTOR SAFETY PROGRAM

## CORPORATION OF THE CITY OF PETERBOROUGH NOTICE OF SAFETY VIOLATION BY SERVICE CONTRACTOR

|   |
|---|
| <b>NO VIOLATIONS NOTED</b>                |
| Signature of City Representative<br>_____ |
| Date _____                                |

VIOLATION DATE: \_\_\_\_\_

VIOLATION TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

SERVICE CONTRACTOR: \_\_\_\_\_

NAME OF VIOLATING WORKER: \_\_\_\_\_

PROJECT CONTACT PERSON/SUPERVISOR: \_\_\_\_\_

In the opinion of The City of Peterborough's representative, the following indicate areas or methods which do not comply with the agreed upon terms and conditions of the "Service Contractor Safety Program".

| VIOLATION OBSERVED  | EXPLANATION OF VIOLATION | RULE, LAW OR REGULATION VIOLATED |
|---|--------------------------|----------------------------------|
| <input type="checkbox"/> Personal Protective Equipment:           |                          |                                  |
| <input type="checkbox"/> Traffic Control & Public-way Protection: |                          |                                  |
| <input type="checkbox"/> Trenching:                               |                          |                                  |
| <input type="checkbox"/> Use of Fall Protection:                  |                          |                                  |
| <input type="checkbox"/> Confined Space Entry:                    |                          |                                  |
| <input type="checkbox"/> Lock Out Procedure:                      |                          |                                  |
| <input type="checkbox"/> Other: _____                             |                          |                                  |
| <input type="checkbox"/> Other: _____                             |                          |                                  |

Action Taken: \_\_\_\_\_  
\_\_\_\_\_

City Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Copies To: Contractor  
City Contact Person  
Human Resources for Divisional Notification and Record