
 Agence spatiale canadienne	Canadian Space Agency	Doc. #	Version: 01	Effective Date
		<b>Document valid on the date of printing only</b> <b>Date of printing: 17 October 2013</b>		March 30, 2012
<b>Contractor Qualification Rules</b>				

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## 1) PURPOSE

The Canadian Space Agency intends to make every effort to provide a safe and healthy workplace for all of its employees. These Contractor Qualification Rules have been adopted to ensure that all contractors and their employees abide by the same occupational health and safety values as the Agency.

## 2) AREA OF APPLICATION

These Rules concern all contractors, as well as their subcontractors, if any, carrying out work in Canadian Space Agency facilities.

## 3) SCOPE

These Rules apply to all maintenance, servicing, repair, construction, setting up/dismantling, installation and adjustment work carried out for the Canadian Space Agency by external firms.


## 4) QUALIFICATIONS

In order to qualify for work with the Canadian Space Agency, contractors must meet the following requirements:

- i) Submit an accident prevention program to the Agency's project authority;
  - (1) This program must meet the following requirements:
    - (a) Be specific to the work to be carried out;
    - (b) Identify hazards associated with the work to be carried out;
    - (c) Take into account hazardous situations identified in the Contractor's Checklist; and
    - (d) Outline methods that the contractor plans to implement to control the said hazards.
- ii) Guarantee that all subcontractors that the Contractor may use comply with the Agency's safety requirements as well as with all safety measures set out in the accident prevention program specific to the work to be carried out;

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- iii) Ensure that all of its workers, as well as any of its subcontractors' workers that it may use, have the required competency cards to perform work in their occupations (welders, pipefitters, electricians, etc). For that purpose,
  - (1) The contractor must submit copies of these competency cards when expressly requested to do so by the Agency's project authority;
  - (2) The contractor's workers and, as the case may be, the subcontractors' workers that the contractor may use, must have their competency cards with them at all times when performing the work;
- iv) Fill out the Occupational Health and Safety Commitment form and submit it to the Agency's project authority;
- v) Fill out the Contractor Identification Sheet and submit it to the Agency's project authority.

## 5) REVIEW

These Rules and associated documents must be reviewed and updated in accordance with Canadian Space Agency policies so as to be consistent with changes in CSA activities.

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## Contractor's Checklist


When carrying out the work for which the Contractor was selected, the Contractor promises to ensure that its employees and subcontractors comply with the *Regulation respecting occupational health and safety* and the Safety Code for the Construction Industry. **Without restricting the scope of various occupational health and safety regulations**, you are asked to pay particular attention to the following.

**When carrying out the project assigned to you, will you be required to perform any of the following?**

Check appropriate box	
<input type="checkbox"/>	<b>SETTING UP A WORK SITE</b> <ul style="list-style-type: none"> <li>• Mark off the boundaries of the areas where the work will be carried out in order to protect anyone likely to be exposed to danger;</li> <li>• Isolate the danger zone of a machine in operation and protect workers who are nearby.</li> </ul>
<input type="checkbox"/>	<b>CARRYING OUT WORK IN ACCESS ROUTES OR CORRIDORS</b> <ul style="list-style-type: none"> <li>• Ensure that access routes and corridors are in good condition, free of obstacles and slip-resistant; and</li> <li>• Are protected from possible falling objects or materials; and</li> <li>• Have proper lighting.</li> </ul>
<input type="checkbox"/>	<b>MAKING A HORIZONTAL OPENING OR WORKING IN PROXIMITY TO ONE</b> <ul style="list-style-type: none"> <li>• Install a cover securely over the opening;</li> <li>• Install guardrails around all exposed sides.</li> </ul>
<input type="checkbox"/>	<b>USING POWER TOOLS</b> <ul style="list-style-type: none"> <li>• Power tools must be connected to a ground conductor or have a double layer of insulation;</li> <li>• The tools' electrical wires and air hoses are protected if they are on the ground, or else they are suspended at a sufficient height.</li> </ul>
<input type="checkbox"/>	<b>STACKING OF MATERIAL</b> <ul style="list-style-type: none"> <li>• Ensure that none of the following is blocked:               <ul style="list-style-type: none"> <li>○ Traffic routes, stairways, elevators and doors;</li> <li>○ Access to electrical panels;</li> <li>○ Efficient operation of extinguisher systems and access to firefighting equipment;</li> </ul> </li> <li>• Ensure that walls are solid;</li> <li>• Ensure that piles of stacked material are stable.</li> </ul>

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<input type="checkbox"/>	<b>LOCKING OUT AND TAGGING OUT OF ENERGY SOURCES</b> <ul style="list-style-type: none"> <li>Your employees must meet with Canadian Space Agency authorities;</li> <li>They must follow the Canadian Space Agency procedure or have and follow a lockout procedure previously approved by the Canadian Space Agency.</li> </ul>
<input type="checkbox"/>	<b>USE OF CONTROLLED MATERIALS SUBJECT TO WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) REQUIREMENTS OR USE OF OTHER HAZARDOUS MATERIALS</b> <ul style="list-style-type: none"> <li>Prior to carrying out the work, list the hazardous materials that will be used;</li> <li>Provide material safety data sheets for each product used;</li> <li>Use the personal protective equipment recommended in the material safety data sheets.</li> </ul>
<input type="checkbox"/>	<b>WORKING IN CONFINED SPACES</b> <ul style="list-style-type: none"> <li>Submit your procedure for working in confined spaces and obtain a permit;</li> <li>Submit proof that all employees who will be working in confined spaces have appropriate training;</li> <li>When carrying out the work, have with you all specific safety equipment required for working in confined spaces:               <ul style="list-style-type: none"> <li>Safety harnesses;</li> <li>Rescue tripod;</li> <li>Ventilation equipment;</li> <li>Other necessary equipment.</li> </ul> </li> <li>Your procedures for working in confined spaces must comply with Canadian Space Agency standards and procedures for working in confined spaces.</li> </ul>

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**Contractor's Checklist**

**PERFORMING HOT WORK (WELDING, OXYGEN CUTTING, ETC.)**


- 
- Follow the Canadian Space Agency procedure;
  - Hot work permit required;
  - Use of face shields required;
  - Check valves required on welding torches;
  - Equipment must be inspected and in good condition;
  - Remove debris from the work area;
  - Remove all combustible material within a 10-metre radius or cover it with a fire-resistant tarpaulin;
  - A worker with a fire extinguisher must monitor the work;
  - A worker must monitor the work for a 30-minute period to prevent risk of fire;
  - To ensure that no one comes in contact with contaminated air,
    - Shut off the ventilation system;
    - Install a source capture vacuum system;
    - Shut off pedestal fans located in proximity;
    - Use a self-contained breathing apparatus;
    - Other protective measure.

**WORKING IN AREAS WHERE THERE IS A RISK OF FALLING MORE THAN 2.4 METRES**

- 
- Follow the Canadian Space Agency procedure;
  - Your workers must have appropriate training for working at height;
  - Erect a safety perimeter;
  - Your employees must report to the work site with their safety equipment;
  - Work-at-height equipment (ladder, stepladder, etc.) must be appropriate and must comply with standards.

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<b>USING CRANES OR OTHER LIFTING DEVICES</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Cranes and other lifting devices must be used, maintained and repaired so as not to pose a health risk;</li> <li>• Operators and flag persons must be trained;</li> <li>• A safety perimeter must be erected;</li> <li>• The crane or lifting device must have been inspected;</li> <li>• Know and comply with the rated load of the equipment;</li> <li>• If necessary, have a hoisting plan.</li> </ul>
<b>USING RESPIRATORY PROTECTION EQUIPMENT</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Employees must have received training in the use of respirators;</li> <li>• Equipment must be inspected prior to use.</li> </ul>
<b>USING CANADIAN SPACE AGENCY EQUIPMENT</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Obtain necessary authorizations to use this equipment;</li> <li>• Comply with Canadian Space Agency standards and procedures.</li> </ul>
<b>PERFORMING WORK IN TRENCHES</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Follow the Canadian Space Agency procedure for working in trenches;</li> <li>• Comply with the rules for sloping the walls of trenches, depending on the soil type, or bench, shore and shield walls to prevent any risk of collapse;</li> <li>• Take measures to keep all excavations reasonably dry.</li> </ul>
<b>PERSONAL PROTECTIVE METHODS AND EQUIPMENT (PPME)</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Wear required personal protective equipment in accordance with the hazards associated with the work and the tasks to be performed;</li> <li>• Use required collective protective equipment in accordance with the hazards associated with the work and the tasks to be performed;</li> <li>• Personal protective methods and equipment must be appropriate and in good condition.</li> </ul>

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**The following is required of all contractors' workers employed on Canadian Space Agency premises:**

- 
- Become familiar with the prevention program applicable to them;
  - Take necessary measures to ensure their health, safety or physical well-being;
  - Report all accidents, with or without time lost, that occur at the Canadian Space Agency;
  - Ensure that they do not endanger the health, safety or physical well-being of other persons in or near their workplace;
  - Help identify and eliminate risks of work accidents or occupational diseases in their workplace;
  - Co-operate with the occupational health and safety committee and, where such is the case, with the job-site committee and with any person responsible for implementing federal, provincial and/or territorial occupational health and safety acts and regulations and Part II of the *Canada Labour Code and Regulations*.

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<b>Occupational Health and Safety Commitment</b>			

As the authorized representative of , I undertake as follows:  
 (Contractor Company Name)

- To comply with and to have my employees and subcontractors comply with all occupational health and safety regulations enacted by Parliament and/or adopted by the Canadian Space Agency;
- To assign only capable and qualified employees to Canadian Space Agency worksites;
- To ensure, prior to the start of work, that all of my employees and those of my subcontractors have been informed of specific hazards and of safety requirements associated with the work to be carried out;
- To ensure that all equipment used on the worksites meets government requirements, has been inspected and is kept in good working order throughout the work;
- To make the worksites safe and prevent any contact between Agency employees and hazards associated with the work to be carried out;
- To ensure that all of my employees and subcontractors are familiar with the accident prevention program specific to the work to be carried out;
- To ensure that all accidents, with or without time lost, that occur in Canadian Space Agency facilities are reported;
- To actively help to identify and eliminate risks of the occurrence of work accidents or occupational diseases in the workplace;
- To co-operate fully with any person responsible for implementing occupational health and safety measures on behalf of the Canadian Space Agency.

I understand and concur, without further notice, that employees who fail to comply with the safety regulations enacted by Parliament and/or adopted by the Canadian Space Agency may be prohibited access to the Agency's facilities.

Signature: \_\_\_\_\_

Date:

First name and surname:   
 (Please Print)

Position title:

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## Contractor Identification Sheet

### Contractor Identification Sheet

<i>General Information</i>
<b>PROJECT:</b>
<b>Contractor's name:</b>
<b>Project manager:</b>
Address: _____
Telephone: _____
Fax: _____
Cell phone: _____
Email: _____
<b>Work supervisor:</b>
Telephone: _____
Fax: _____
Cell phone: _____
Email: _____
<b>Occupational health and safety resource person:</b>
Telephone: _____
Fax: _____
Cell phone: _____
Email: _____
<b>Number of workers on the site:</b>
<b>Names of subcontractors</b> (use another sheet, if necessary, or append a list):

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