

## Appendix A

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## **Safe Working Procedures for Contractors when working at a AAFC Laboratory**

*All work in the Facility is to be carried out in a safe and responsible manner as outlined in the following documentation and all work practices shall follow both the Canada Labour Code Part II and the Provincial Occupational Health and Safety Code.*

*\* note: The more stringent code shall prevail and be adhered to.*

### **CONTRACTORS CREWS ARE NOT ALLOWED OUT OF THE DESIGNATED WORK AREA OR INSIDE ANY OF THE BUILDINGS WITHOUT PRIOR APPROVAL OF P.A.R.C.; SUMMERLAND STAFF.**

#### **1. Laboratory Safety:**

- < *The contractor is obliged to obey all of the Laboratories safety rules (site specific and industry standard). At no time shall the activities of the contractor compromise the safety of the building occupants or the physical contents of the building. It is the contractors responsibility to post sufficient signage warning others of potential hazards from work they may be performing. Maintain all means of egress and fire exits at all times.*
- < *Site specific safety rules include the wearing of approved footwear, safety glasses, personal protective equipment, wearing of lab coats when working in laboratory area's and familiarising yourself with biological and chemical hazards that may be present in the work area.*
- < *Identify the location of the nearest eyewash / shower unit, if working in a room with one in it, for your personal protection.*

#### **2. Contractors Responsibility:**

- < *It is the contractor's responsibility to provide their employees adequate training for the duties they are performing and that they are properly supervised during such duties while on our site. If your contract and work involves subcontracting any part of the Scope of Work, a representative from the contractors' firm must accompany any sub-trades and be responsible for their actions at all times while onsite.*

#### **3. Emergency Response / Fire:**

- < *If fire occurs as a result of the work you are performing immediately activate the nearest fire alarm pull station, call for help, notify the Fire Dept. (Call, 9- 911), tell them you are at the Agriculture and Agri-Food Canada, 4200, Highway 97, Summerland, B.C. then exit the building.*
- < *If the fire can be put out safely without endangering the safety of yourself or the safety of others, attempt to extinguish the fire using the nearest fire extinguisher. Report all fires.*
- < ***FIRE ALARMS;** If you hear the fire alarm, please proceed to the nearest available exit and proceed to the south parking lot where you will wait until clearance is given to enter the facility. In the case of fire drills, you will be notified that there is one scheduled and you will follow the same rules as above.*

- < *Observe the location of the nearest fire exit, if you are not sure of the location please ask for assistance.*
- < *If working with flammable materials please ensure you are aware of the nearest fire extinguisher and fire alarm pull station.*
- < *24 hours advance notice is required for taking fire alarm / sprinklers system off line.*
- 4. **First Aid:**
  - < *Is the responsibility of the contractor.*
- 5. **Laboratories Operations:**
  - < *Do not enter the laboratories unless you have been given authorization to do so from the Facility Manager or the person in charge of the Laboratory,( indicated on each room door).*
  - < *All "utility" shutdowns (hydro / gas / water / steam / heating / cooling / air / lighting / etc) must be previously arranged for and agreed to by the Facility Manager. Any valves, switches, etc that must be closed or opened from their normal position must be clearly tagged stating (position / source / contact person / date) A minimum of 72 hours written notice is required for utility shutdowns that will effect operations unless mutually agreed upon previously.*
  - < *Do not shut off any services that may effect these labs, unless you have received the proper authorization to do so. There are many different tests and projects being carried out in this Laboratory which could be affected by unscheduled power outages, waters shut offs, etc. please be careful when conducting work in or outside of the Facility, if you are not sure if something will be affected by your work, please double check with the Facility Manager*
  - < *Gas cylinders, solvents, corrosives etc. are occasionally transported in the corridors by the Laboratory staff, please be careful when transporting items in the corridors.*
- 6. **Welding / Soldering / Open flames / Fumes / Impact tools / X-Ray:**
  - < *Advise the responsible site authority when any of the above will be done so that necessary safety precautions may be taken. If inconvenience to programs are expected the work will have to be scheduled for after hours.*
  - < *When welding in the Facility please ensure there are no embers simmering in the area before you leave, the area must be watched for a minimum of 30 minutes after welding or torching is completed. A fire extinguisher is to be near by the area where welding or torching is taking place.*
  - < *No welding is to be done after 2pm on any day without prior approval from Facility Manager.*
  - < *Proper protection from welding rays must be maintained during all welding procedures.*
  - < *Gas cylinders are to transported inside the facility in a safe and secure manner.*
  - < *Hot work permit must be issued by the maintenance department prior to any welding or torching in the building.*
- 7. **Hours of Work and Facility Security:**
  - < *Locked keyed doors will be opened on request by the Facility Manager or his staff if necessary. The hours of work will be from 8:00 am to 16:00 hrs. Monday to Friday, unless specified otherwise. For the work being done on the roof, the hours will be approved by the Facility Manager.*
  - < *Submit the full name, address, Social Insurance Number (SIN) and birth date of all persons to be working on the site. Follow the "Sign-in / Sign-out" procedures daily.*
  - < *No person shall be permitted on site who has not received security clearance and has been signed "in".*

- < *At no time shall contractors staff compromise the security of the building or its occupants. Doors shall not be propped open, contractors are prohibited from allowing unauthorized people access to the building. Contractors are required to remain in the immediate "work area" that they are assigned to and are not permitted to wander throughout the facility. Escorted tours can be arranged upon request.*
  
- 8. **Miscellaneous Items:**
  - < *Cafeteria is not for contractors use. Eating and drinking is not permitted in any area of the building except agreed designated areas.*
  - < *WHIMIS, The contractor must have on-site and provide to site authority manufacturers WHIMIS sheets for all materials being used on this site, before they are brought on to the property.*
  - < *Use of telephones, Contractors are not permitted use of any telephones, (local or long distance) with the only exception being emergency use to call 9-911*
  - < *All job site activities must be coordinated with the site authority and all other trades / contractors working on the site.*
  - < *Contractors must clean up after themselves daily, (this includes emptying any garbage cans filled by you) this will not be done by the facility staff. Disposal of flammables, corrosives, hazardous waste, etc. are to be done in strict accordance with local and Federal environmental regulations, if you are unaware of the procedure please contact the Facility Manager. Removal of debris and scrap from the hallways and lab areas needs to be done promptly, material is not to be left in the hallways for any length of time, also access to fire exits, extinguishers and safety equipment is to be kept clear at all times. Please avoid the creation of tripping hazards when working, if unavoidable please mark them so they are clearly visible. Salvage items such as fume hood removal or transportation of lab ducting must be sealed in an airtight manner and promptly relocated to an agreed storage area.*
  - < *Smoking: Agriculture and Agri-Food Canada strictly prohibit's smoking inside any buildings.*
  
  - < *Laboratory Hazardous Substances: Please note that some laboratories may contain the following hazardous substances, follow laboratory protocol specific to the hazard. Wash hands prior to exiting all labs using provided antibacterial hand soap.*
    - *Bio Hazardous Pathogens (Level II organisms)*
    - *Radioactive Substances*
    - *Halogenated and Non Halogenated solvents*
    - *Carcinogens*
    - *Acids*
    - *Compressed gases*
  - < *Contractors parking: Parking is available for contractors in the designated visitors parking area south of main building. There is to be no other parking on site, with the exception of the contractors work area in the east parking lot. Public access and fire routes must be maintained at all times.*

- < **Shipping & Receiving:** *If you have materials / tools to bring on-site notify delivery people on how to get to the contractors work/delivery area. All shipping/receiving for contractors will not be accepted through AAFC Stores.*
- < **Washrooms:** *Washrooms will be available on the 2<sup>nd</sup> level and shall be monitored for tidiness; subject to Facility Managers acceptance.*
- 1. **Labour Code Items:**
  - < Workman's Compensation Board
  - < *Prior to award of contract furnish Agriculture and Agri-Food Canada with a valid copy of your WCB certificate valid for the duration of the contract.*
  - < Permits
  - < *It is the responsibility of the contractor to obtain and pay for all necessary permits in accordance with Federal, Provincial and Municipal bylaws and regulations. \*All permits must be posted on-site prior to starting work and must remain posted until completion.*
  - < Contractor Safety Plan
  - < *Prior to commencing work provide a copy of your companies "safety plan" specific to the work being done on-site for review by PWGSC, and AAFC*
  - < Lockouts
  - < *Provide a copy of procedures to be used by your employees to de-energize any energy sources to a state of zero energy prior to working on that piece of equipment.*
  - < Site Locates
  - < *It is the contractors responsibility to arrange for all necessary "site locates" before excavating.*
  - < Competent Employees's and Subcontractors
  - < *Any workers being assigned to work at this site must be "competent" in respect to their trade discipline, having complete knowledge of health and safety regulations and acceptable industry trade practices.*
- 10. **Site Authority / Facility Manager:**
  - < *For the purposes of this document / contract the owners representative / site authority shall be:*  
*Ed Helfenbein, Facility Manager. If the Facility Manager is unavailable please try his cell / 250-770-0796. Alternate contact person will be Paul Buddingh; cell/ 250- 770-0832.*

**Note:** *It is the General Contractors responsibility to ensure all their employees's that work on this site along with any Sub-Contractors and their employees that work on this site are fully aware of these documents.*

## 11. Confidentiality agreement:

*As a contractor of Agriculture and Agri-Food Canada - Pacific Agri Food Research Centre, Summerland "I agree not to disclose to any person, any confidential information or documentation through my employment or affiliation, except with prior written permission of the Director of AAFC or as required by law"*

12. *I have read and understood the Safe Working Procedures for Contractors document as above for the Pacific Agri-Food Research Centre, Summerland*

Facility Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Company/Affiliation: \_\_\_\_\_