

**New Marginal Wharf****Newellton****Shelburne County, N.S.****Project No. R.064747.001**

## General Instructions

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1. Documents Required .1 Maintain at job site, one copy each of following:
- .1 Contract drawings
  - .2 Specifications
  - .3 Addenda
  - .4 Reviewed shop drawings/submissions
  - .5 Change orders
  - .6 Other modifications to Contract
  - .7 Field test reports
  - .8 Copy of approved work schedule
  - .9 Manufacturer's installation and application instructions
2. Site Conditions .1 Records of existing structures and geotechnical reports may be available for inspection at the offices of Public Works And Government Services Canada, 1713 Bedford Row, Halifax, N.S. This material is not necessarily up to date and is for information purposes only. It should be complemented by site visits and consultation with appropriate expertise.
3. Work Schedule And Completion Dates .1 Prepare and submit to the *Departmental representative* within [5] days of notification of Contract award, [one] copy of the construction schedule [in the form of a bar chart] showing the dates for commencement and completion of each major activity of the work, including the work of subcontractors; dates for submissions, review and return of shop drawings, etc.; the dates of Substantial and Final Completion; and intended man hours of labour and equipment for each major item of work. If the schedule as submitted is unacceptable in any way, submit without delay a revised schedule satisfactory to the *Departmental representative*.
- .2 The *Departmental representative* is to notify the Contractor in writing of acceptance of the Construction Schedule. Comply with the Construction Schedule at all times. If, for any reason, the Construction Schedule is not followed, immediately notify the *Departmental representative* of the change and

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submit a revised schedule for acceptance. Upon written acceptance by the *Departmental representative*, this schedule will become the Construction Schedule.

- .3 Whenever required, give further written particulars concerning this schedule. The submission to and acceptance by the *Departmental representative* of the Contractor's Construction Schedule or the furnishing of details and particulars thereto will not relieve the Contractor of any duties and responsibilities under the Contract.

4. Measurement  
Responsibilities

- .1 Notify *Departmental representative* sufficiently in advance of operations to permit required measurements for payment purposes.

5. Contractor's Use  
of Site

- .1 Co-operate with users of existing facilities.
- .2 Should interference's occur, take directions from *Departmental representative*.
- .3 Do not unreasonably encumber site with materials or equipment.
- .4 Move stored products or equipment which interfere with operations of *Departmental representative* or other Contractors.
- .5 Obtain and pay for use of additional storage or work areas needed for operations.
- .6 Comply with all regulations and authorities having jurisdiction over the work, whether on land or on water.
- .7 Ensure no damage occurs to existing structures as a result of operations. Any said damage will be repaired at Contractor's expense.
- .8 Provide temporary barriers and warning signs in location where work is adjacent to areas used by public.

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6. Codes and Standards
- .1 Perform work in accordance with National Building Code of Canada (NBC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will apply.
  - .2 Meet or exceed requirements of specified standards, codes and referenced documents. When a standard or code is outdated, the latest edition will supersede the referenced date.
  - .3 Observe and enforce construction safety measures by Canadian Construction Safety Code and Construction Safety Code of Nova Scotia. In the event of conflict between any provisions of above authorities the most stringent provision will apply.
7. Project Meetings
- .1 *Departmental representative* will arrange project meetings and assume responsibility for setting times and recording and distributing minutes.
8. Setting Out of Work
- .1 Do all detail surveys necessary for the work, including locating and maintaining working points, and establishing lines and elevations. Perform all layout work, and carefully preserve benchmarks, reference points and stakes.
  - .2 Provide such masts, scaffolds, batter boards, lines, straight edges, templates and other devices as may be necessary to facilitate layout, construction and inspection of the work. Whenever necessary, suspend work for such reasonable time as may be necessary to permit the *Departmental representative* to check or inspect any portion of the Work. The Contractor will not be allowed any extra compensation or time for completion because of this suspension of work.

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- .3 Elevations for the various grades and features of the specified works to be referenced and properly related to a benchmark, which will be approved by the *Departmental representative*.
- .4 Verify all grades, lines, levels, and dimensions shown on the drawings and report any errors or inconsistencies to the *Departmental representative* before commencing work. Provide and maintain well built batterboards at all points to facilitate the progress of the work. Establish all other grades, lines, levels required to facilitate the work.
9. Existing Services
- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to pedestrian and vehicular traffic.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify *Departmental representative* of findings.
- .3 Submit schedule to and obtain acceptance from *Departmental representative* for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .4 Where unknown services are encountered, immediately advise *Departmental representative* and confirm findings in writing.
10. Contract Documents
- .1 Contract Drawings:
- .1 The drawings for the Work consist of all drawings listed in these "Plans And Specifications" and any additional drawings issued at a later date by the *Departmental representative*.
- .2 *Departmental representative* may furnish additional drawings to assist in proper execution of work. These drawings will

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be issued for clarification only. Such drawings will have same meaning and intent as if they were included with plans referred to in Contract Documents.

.3 The drawings indicate the extent and general dimensions of the work. Make all necessary measurements to ensure that the result of the work is in accordance with the intent.

.4 Verify all existing conditions in field prior to proceeding with work.

.2 Contract Specifications:

.1 The general requirements and technical specifications are written solely for the General Contractor. They are organized into the NMS format of separate divisions and sections.

.2 Specification language is of the 'Short Form type' for example, where the word "provide" occurs, interpret it to mean "the Contractor shall furnish all labour, material and equipment necessary to complete the work".

.3 This Specification and accompanying drawings are intended to describe and provide for a finished project. They are intended to be complementary, and what is called for by either will be as binding as if called for by both. The Contractor shall understand that the work herein described will be complete in every detail, notwithstanding that every item necessarily involved is not particularly mentioned, and Contractor will be held to provide all labour, materials and equipment necessary for the entire completion of the work and will not avail himself of any errors or omissions.

11. Permits and

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| <u>Regulations</u>                       | .1 | Apply for, obtain and pay for all necessary permits, approvals and other authorizations required for the work.   |
|  | .2 | Comply with all by-laws, ordinances and regulations of all authorities having jurisdiction.  |
|  | .3 | Pay for any Municipal permits.   |
| 12. <u>Cutting, Fitting and Patching</u> | .1 | Execute cutting (including excavation), fitting and patching required to make work fit properly.   |
|  | .2 | Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.  |
|  | .3 | Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.   |
|  | .3 | Obtain <i>Departmental representative's</i> approval before cutting, boring or sleeving, or excavating adjacent to load-bearing members.   |
| 13. <u>Record of Construction</u>        | .1 | As work progresses, maintain accurate records to show all deviations from the contract drawings, with particular reference to work which will be concealed. Prior to the inspection of the work for the issuance of the Final Certificate of Completion, provide the <i>Departmental representative</i> with one set of white prints of the drawings with all deviations shown neatly thereon. |
|  | .2 | Provide "as built" cross sections of any excavation, dredging or fill work.  |
| 14. <u>Payment</u>                       | .1 | Payment for all work under this contract to be according to the "Articles of Agreement".   |
|  | .2 | No separate payment will be made for work specified under General Conditions, Supplementary Conditions or any sections of Specification under Division 01. The cost of this work is to be considered as overhead and to be included in the unit prices of the  |
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- Contract. [Exceptions are *Departmental representative's* Site Office and Mobilization/Demobilization if shown separately in Unit Price Table.]
- .3 Dimensional changes as directed by the *Departmental representative* to suit existing conditions, but not resulting in additional work or materials, will not be considered as extra to the Contract.
15. Site Examination .1 All parties tendering must visit the site of the work prior to submission of tenders and make themselves thoroughly acquainted with site conditions, conditions of existing objects to be removed, tides, degree of exposure and all information necessary for the proper carrying out of the work covered by the drawings and this Specification. Submission of Tender will be deemed that Contractor is conversant with site conditions.
- .2 The *Departmental representative* will give no consideration whatsoever to any claim by the Contractor resulting from failure to have made all the necessary investigations prior to tendering.
16. Maintenance of Shipping .1 Liaise with the local port officials to coordinate activities such that any interference is minimized.
17. Cooperation & Assistance to Departmental Representative .1 Co-operate with *Departmental representative* on inspection of work.
- .2 Provide assistance when requested.
- .3 Provide small motor boat with operator and sounding chain for *Departmental representative's* use when requested.
18. Datum .1 The datum referred to in this Specification is Chart Datum. Chart Datum is, by

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International Agreement a plane below which the tide will seldom fall. The Canadian Hydrographic Service has adopted the plane of the lowest normal tide (L.N.T.) as Chart Datum. As the rise, fall, and range of tides varies daily, the Canadian Tide and Current Tables, as issued by the Canadian Hydrographic Service, should be consulted for tidal predictions and other tidal information relating to the work.

19. Contractor's  
Representative .1 Continuously maintain on the site an authorized representative to whom communication may be addressed and who will be competent to speak for the Contractor in discussing work methods.
20. Workers  
Compensation .1 Contractor and all sub-contractors must be registered under the Workers Compensation Act and provide evidence of good standing.
- .2 At completion of Contract and before final payment is made, the Contractor will present to the *Departmental representative* a Letter of Certification from the Workers Compensation Board, showing that all required assessments are paid in connection with all trades.
21. Laws, Standards  
Taxes and Fees .1 Comply with all laws and standards governing all or any part of the work, pay all applicable taxes and pay for all permits and certificates required in respect of the execution of the work. Where variances exist between the requirements of agencies governing all or any part of the work, the most restrictive will govern, but in no instance will the standards established by the drawings and this Specification, which exceed such requirements, be reduced.
22. Protection and  
Repair .1 Repair any damage resulting from operations under this contract.
23. Location of



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| <u>Equipment and<br/>Fixtures</u>        | .1 | Location of equipment, fixtures or any appurtenances indicated are to be considered approximate.  |
| <br>                                     |    |   |
| 24. <u>Inspection and<br/>Testing</u>    | .1 | The <i>Departmental representative</i> may employ an Inspector and/or Testing Company to ensure work conforms with contract.  |
| <br>                                     |    |   |
| 25. <u>Disposal of<br/>Debris</u>        | .1 | Debris, including construction materials not incorporated in the work, oil products and containers, and other materials of this nature will be disposed of in suitable locations off the site. Disposal is the responsibility of the Contractor.  |
|  | .2 | Material from the work will not be permitted to go adrift or otherwise become a menace to navigation.   |
| <br>                                     |    |   |
| 26. <u>Existing Soils<br/>Conditions</u> | .1 | Any information pertaining to soils and all boreholes logs are furnished by the Departmental representative as a matter of general information only and borehole descriptions or logs are not to be interpreted as descriptive of conditions at locations other than those described by the boreholes themselves. |
| <br>                                     |    |   |
| 27. <u>Relics And<br/>Antiquities</u>    | .1 | Protect relics, antiquities, items of historical or scientific interest such as cornerstones and contents, commemorative plaques, inscribed tablets, and similar objects found during course of work.   |
|  | .2 | Give immediate notice to Departmental representative and await written instructions before proceeding with work in this area.   |
|  | .3 | Relics, antiquities and items of historical or scientific interest remain her Majesty's property.   |
| <br>                                     |    |   |
| 28. <u>Temporary<br/>Navigational</u>    |    |   |
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Buoys

- .1 The Contractor is to maintain temporary bouy's to mark the position of the outer end of the structure as construction proceeds. All bouy's are to meet the requirements of Canadian Coast Guard Standard TP968-1984 and be equipped with radar reflectors.
- .2 The Contractor shall coordinate the bouy installation with the local harbour authority.
- .3 The Contractor is responsible for all costs associated with the supply, installation and removal of all temporary navigational bouy's.

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## Weigh Scales

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1. Requirements of Regulatory Agencies
    - .1 Prior to use, have weigh scales certified as meeting requirements of Statutes of Canada, Chapter 36, Weights and Measures Act, 1971 and subsequent amendments. Display certificate in a prominent position. No payment will be made for materials weighed on non-certified scales.
  2. Measurement for Payment
    - .1 Supply, installation, inspection, certification, maintenance and removal of scales to be considered incidental to the work.
  3. Equipment
    - .1 Weigh Scales: of sufficient capacity to weigh loaded vehicles in a single operation.
    - .2 Scale House:
      - .1 To enclose mass indicator and in which *Departmental Representative's* representative can perform work and maintain records.
      - .2 To be weatherproof and have minimum 750 lx of illumination, one sliding window facing scale platform, one other window for cross ventilation, shelf desk at least 0.6 x 1.8 m, and heat to maintain inside temperature at 20°C. Entrance door not to face onto scale platform.
    - .3 Provide sufficient number of approved weigh tickets, in triplicate, with consecutive serial numbers.
  4. Installation
    - .1 Provide, install and maintain scales and scale house convenient to project site at location approved by *Departmental Representative*. Ramps to be level for one truck length each side of scale.
    - .2 Remove ramps, scales and scale house when no longer required.
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## Weigh Scales

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- .3 The use of an existing certified scale within an approved aggregate source will be considered acceptable. Re-certification of the scales may be required by the Departmental Representative.

5. Operation

- .1 *Departmental Representative's* representative at scales will weigh materials.

6. Maintenance

- .1 Maintain scale platform and scale mechanism clean and free from gravel, asphalt, snow, ice, and debris.
- .2 Maintain approach ramps in good condition free from sags and ruts.
- .3 Have scales re-tested and re-certified if requested by *Departmental Representative*.

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Project Particulars And Measurement

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PROJECT PARTICULARS1. Description  
of Work

- .1 The work under this contract involves the harbour development at Newellton, Shelburne County, Nova Scotia.
- .2 The work includes but is not limited to:
  - West Head
  - .1 Dredging, Excavation and preparation of mattress for new cribwork wharf.
  - .2 Construction of a new timber cribwork wharf complete with a reinforced concrete deck.
  - .3 Sitework including the construction of a new service area and approach road using both salvaged material and new materials.

PROJECT MEASUREMENT1. General

- .1 This section details the measurement method to be used for payment purposes. Incidental items covered in the various sections of the Specification are to be allowed for in the pricing of each pay item.
- .2 Items designated for payment by the lump sum basis are to be submitted in the tender documents as a accumulated total for all lump sum work. The contractor will be requested to provide a breakdown of the lump sum items for payment purposes following award of the contract.

2. Measurement  
For Payment**Division 01**

Departmental representative's Site Office:  
All work associated with the supply,

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Project Particulars And Measurement

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maintenance , and removal from site of the Departmental representative's site office per Section 01 51 00 of the Specification will constitute a lump sum for measurement purposes.

**Division 03**

Concrete: Cast-in-place reinforced concrete for deck guard and haunch beams will be measured for payment by the cubic metre place measure based on neat drawing dimensions. Additional concrete required for haunch beams due to variation in crib setting height will be the contractors responsibility.

**Division 06**

Dimension Timber: Treated dimension timber (excluding the cribwork timber components) will be measured for payment by the cubic metre. Dimension timber to include timber fenders. Calculations will be based on the timber dimensions indicated on the drawings. Installation of bolts and hardware will not be measured but considered incidental to the work.

**Division 31**

Sitework, Demolition, and Removals: Sitework, demolition, and removals will be measured for payment by the lump sum. Sitework to include: The construction of the service area and approach road using both salvaged material and new materials. The relocation of existing dredge material at the Newellton harbour site and the handling of salvage filter and armourstone to be incorporated within the new work limits.

Timber Cribwork: Supply and installation of treated timber cribwork including timber, hardware, rock ballast, treated plywood, electrical sleeves, filter fabric, rock mattress, and scour protection, will be measured for payment by the lump sum.

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Project Particulars And Measurement

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Rock Fill: Rock fill will be measured for payment by the tonne.

**Division 32**

Granular Base: Supply and installation of granular base, including compaction, will be measured for payment by the tonne.

**Division 35**

Mooring Cleats: Supply and installation of mooring cleats will be measured for payment by the per each basis.

Ladders: Supply and installation of treated timber ladders will be measured for payment by the per each basis. Bolts and hardware will not be measured but considered incidental to the work.

Dredging and site preparation: will be measured for payment by the Lump sum basis.

Filterstone: Supply and installation of new filterstone will be measured for payment by the tonne. Salvage and reinstatement of existing filterstone will be measured for payment by the lump sum basis.

Armourstone: Salvage and reinstatement of existing armourstone will be measured for payment by the lump sum basis.

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Submissions / Shop Drawings

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1. General
  - .1 Submit to *Departmental representative*, for review, shop drawings, product data, samples and other information specified.
  - .2 Until submission is reviewed, work involving relevant product may not proceed.
2. Shop Drawings
  - .1 Drawings to be originals prepared by Contractor, Subcontractor, Supplier or Distributor, which illustrate appropriate portion of work; showing fabrication, layout, setting or erection details as specified in appropriate Sections.
  - .2 Identify details by reference to sheet and detail numbers shown on Contract Drawings.
  - .3 Maximum sheet size 860 X 1120 mm.
  - .4 Reproductions for submissions: opaque diazo prints.
3. Product Data
  - .1 Certain Specification Sections specify that manufacturer's standard schematic drawings, catalogue sheets, diagrams schedules, performance charts, illustrations and other standard descriptive data will be accepted in lieu of shop drawings.
4. Samples
  - .1 Submit samples in sizes and quantities specified.
  - .2 Construct field samples and mock-ups at locations acceptable to *Departmental representative*.
  - .3 Accepted samples will become standards of workmanship and material against which, installed work will be checked on project.
5. Miscellaneous Data
  - .1 Provide certificates, methodologies, designs and test results as required.
6. Coordination of Submissions
  - .1 Review shop drawings, product data, samples and miscellaneous data prior to submission.



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- .2 Verify:
    - .1 Field Measurements.
    - .2 Field Construction Criteria.
    - .3 Catalogue numbers and similar data.
  - .3 Coordinate each submission with requirements of work and Contract documents. Individual submissions will not be reviewed until all related information is available.
  - .4 Contractor's responsibility for errors and omissions in submission is not relieved by *Departmental representative's* review of submissions.
  - .5 Contractor's responsibility for deviations in submission from requirements in Contract documents is not relieved by *Departmental representative's* review of submission, unless *Departmental representative* gives written acceptance of specified deviations.
  - .6 Notify *Departmental representative*, in writing at time of submission, of deviations from requirements of Contract documents stating reasons for deviations.
  - .7 After *Departmental representative's* review, distribute copies.
7. Submission Requirements
- .1 Schedule submissions at least [14] days before dates reviewed submissions will be needed.
  - .2 Submit number of opaque diazo copies of shop drawings, product data which Contractor requires for distribution, plus [2] copies which will be retained by *Departmental representative*.
  - .3 Accompany submissions with transmittal letter, in duplicate, containing:
    - .1 Date
    - .2 Project title and number.
    - .3 Contractor's name and address.

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## Submissions / Shop Drawings

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- .4 Identification and quantity of each shop drawing, product data and sample submitted.
  - .5 Other pertinent data.
  - .4 Submissions shall include:
    - .1 Date and revision dates.
    - .2 Project title and number.
    - .3 Name and address of:
      - .1 Contractor
      - .2 Sub-Contractor
      - .3 Supplier
      - .4 Manufacturer
      - .5 Separate detailer when pertinent
    - .4 Identification of product or material.
    - .5 Relation to adjacent structure or materials.
    - .6 Field dimensions, clearly identified as such.
    - .7 Specification Section Number.
    - .8 Applicable standards, such as CSA or CGSB numbers.
    - .9 Contractor's stamp, initialled or signed, certifying review of submission, verification of field measurements and compliance with Contract documents.
8. Shop Drawings Review
- .1 The review of shop drawings by Public Works and Government Services Canada or its authorized consultant is for the sole purpose of ascertaining conformance with the general concept. This review shall not mean that Public Works and Government Services Canada approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and contract documents. Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for coordination of the work of all sub-trades.

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Submissions / Shop Drawings

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9.    Other Reviews                      .1    As for shop drawings above, other reviews are  
for the sole purpose of ascertaining  
conformance with the general concept.

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Health and Safety

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PART 1 - GENERAL1.1 Submittals

- .1 Submit to Departmental representative copies of the following documents, including updates issued:
  - .1 Site Specific Health and Safety Plan.
  - .2 Building Permit, compliance certificates and other permits obtained
  - .3 Reports or directions issued by Federal, Provincial inspectors or other Authority having jurisdiction.
  - .4 Formal Safety Inspection Reports
  - .5 Accident or Incident Reports
  - .6 MSDS data sheets.
  - .7 Name of person(s) designated to perform full time health and safety site supervision.
- .2 Medical Surveillance: Where prescribed by federal or provincial legislation and regulations, and upon request by Departmental representative, obtain and submit certification of medical surveillance for site personnel prior to commencement of work.
- .3 Submit other data, information and documentation upon request as stipulated elsewhere in this section.
- .4 Submit above documents in accordance with the submittal - general requirements specified in Section 01 33 00.

1.2 Compliance Requirements

- .1 Comply with the Occupational Health and Safety Act for the Province of Nova Scotia, and the Regulations made pursuant to the Act.
- .2 Comply with Canada Labour Code Part II, and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.

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- .3 Observe and enforce construction safety measures required by:
  - .1 1995 National Building Code of Canada, Part 8;
  - .2 Provincial Worker's Compensation Board;
  - .3 Municipal statutes and ordinances.
- .4 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental representative will advise on the course of action to be followed.
- .5 A copy of the Canada Labour Code Part II may be obtained by contacting:

Canadian Government Publishing  
Public Works & Government Services Canada  
Ottawa, Ontario, K1A 0S9  
Tel: (819) 956-4800 (1-800-635-7943)  
Publication No. L31-85/2000 E or F)

- .6 Maintain Workers Compensation Coverage for duration of Contract. Submit Letter of Good Standing to Departmental representative upon request.

### 1.3 Responsibility

- .1 Be responsible for safety of persons and property on work site and for protection of building employees and general public circulating adjacent to work operations to extent that they may be affected by conduct of Work.
- .2 Enforce compliance by workers and other persons granted access to work site with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

### 1.4 Site Control

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and Access

- .1 Control work site and entry points. Grant and allow entry to only workers and other persons so authorized. Immediately stop non-authorized persons from circulating within construction areas and remove from site.
- .2 Implement procedures for granting permission to enter onto work site to all persons who require access. Procedures to include the provision of a site safety orientation session.
- .3 Delineate and isolate construction areas from other areas of site by use of appropriate means. Erect barricades, fences, hoarding and temporary lighting as required. [See Section [01 51 00] for minimum type of barriers acceptable].
- .4 Erect signage at entry points and at other strategic locations around site, clearly identifying construction area(s) as being "off-limits" to non-authorized persons. Signage must be professionally made in both official languages or by use of well understood graphic symbols.
- .5 Secure site at night time [or provide security guard] as deemed necessary to protect site against entry.
- .6 Ensure persons granted access are fitted and wear appropriate personal protective equipment (PPE). Be responsible for the provision of such PPE to persons who require access to conduct work or perform inspections.

1.5 Protection

- .1 Provide temporary facilities for protection and safe passage of building occupants, public pedestrians and vehicular traffic around and adjacent to work site.

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- .2 Provide safety barricades, lights and signage on work site as required to provide a safe working environment for workers.
- .3 Carry out work placing emphasis on health and safety of public, building employees, site personnel and protection of the environment.
- .4 Should unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise Departmental representative verbally and in writing.

1.6 Filing of Notice

- .1 File Notice of Project and other Notices with Provincial authorities prior to commencement of Work.
- .2 Upon request, Departmental representative will provide name and mailing address of provincial department to whom the Notice of Project must be sent.

1.7 Permits

- .1 Obtain building permit related to project prior to commencement of Work.
- .2 Obtain permits, licenses and compliance certificates, at appropriate times and frequency as stipulated by authorities having jurisdiction.
- .3 Where particular permit or compliance certificate cannot be obtained at the required stage of work, notify Departmental representative in writing and obtain Departmental representative's approval to proceed prior to carrying out that portion of work.
- .4 Post all permits on site. Submit copies to Departmental representative.

## 1.8 Hazard

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## Health and Safety

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Assessments

- .1 Implement and carry out a health and safety hazard assessment program as part of the work. Program to include:
  - .1 Initial hazard assessment carried out immediately upon notification of contract award and prior to commencement of work.
  - .2 On-going hazard assessments performed during the progress of work identifying new or potential health risks and safety hazards not previously known. As a minimum hazard assessments shall be carried out when:
    - .1 New subtrade work, new subcontractor(s) or new workers arrive at the site to commence another portion of the work.
    - .2 The scope of work has been changed by Change Order.
    - .3 Potential hazard or weakness in current health and safety practices are identified by Departmental representative or by an authorized safety representative.
  - .3 Hazard assessments to be project and site specific, based on review of contract documents, site and weather conditions.
  - .4 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of work. Upon request, make available to Departmental representative for inspection.

1.9 Project/Site Conditions

- .1 The following are known hazardous substances, contaminated materials or contaminated conditions at site which shall be considered as health or environmental hazards and be properly managed should they be encountered as part of the work:

None identified.



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- .2 The following are known or potential project related safety hazards at site:

Overhead Electrical lines adjacent the work site.

- .3 Obtain from Departmental representative, copy of MSDS Data sheets of existing hazardous materials stored on site or being used by Facility and Tenant personnel in the course of their operations.

- .4 Above lists shall not be construed as being complete and inclusive of safety and health hazards encountered as a result of Contractor's operations during the course of work. Include above items into the hazard assessment program specified herein.

1.10 Safety Meetings

- .1 Prior to commencement of work attend health and safety meeting conducted by Departmental representative. Have Contractor's Site Superintendent in attendance. Departmental representative will advise of time and location.
- .2 Provide site safety orientation session to all workers and other authorized persons prior to granting them access to work site. Brief persons on site conditions and on the minimum site safety rules in force at site.
- .3 Conduct site specific occupational health and safety meetings during the entire work as follows:
- .1 Formal meetings on a minimum monthly basis
  - .2 Informal tool box meetings on a regular basis from a predetermined schedule.
- .4 Keep workers informed of anticipated hazards, on safety practices and procedures to be followed and of other pertinent safety information related to:
- .1 Progress of Work;

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1.11 Health and  
Safety Plan

- .2 New sub-trades arriving on site and;
  - .3 Changes in site and project conditions.
- .5 Record and post minutes of meetings. Make copies available to Departmental representative upon request.
- .1 Develop written site-specific Project Health and Safety Plan, based on hazard assessments, prior to commencement of work. Submit plan to Departmental representative within 7 calendar days of Contract Award date.
- .2 Health and Safety Plan shall contain the following three (3) parts:
  - .1 Part 1: List of individual health risks and safety hazards identified by hazard assessment(s).
  - .2 Part 2: List of specific measures to control or mitigate each hazard and risk identified in part one of Plan. Describe the departmental representativeing controls, personal protective equipment and safe work practices to be implemented and followed when performing work related to each identified hazard or risk.
  - .3 Part 3: Emergency Measures and Communications Procedures as follows:
    - .1 Emergency Measures: on-site operating procedures, evacuation measures and emergency response to be implemented in the occurrence of an accident or incident. Procedures to be specific and relevant to identified hazards. Measures to complement and be integrated with the Facility and The Emergency Response Plans in place at site. Obtain information

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on existing emergency and evacuation plans from Departmental representative and incorporate appropriate data.

.2 Communication Procedures:

- .1 list of names and telephone numbers of designated official(s), to be contacted should an incident or emergency situation occur, including the following:
  - .1 General Contractor and all Subcontractors.
  - .2 Federal and Provincial Departments and local emergency resources organizations, as applicable to the hazards identified and type of accident or incident which might occur, in accordance with applicable laws and regulations.
  - .3 Officials from PWGSC, Facility Management and Tenant Departments, where work is carried out. Departmental representative will provide list of names to be included.
- .2 Procedures implemented at site to communicate and share information between workers, subcontractors, and General Contractor on work activities, and in particular those which might endanger workers and Facility employees.

.3 List of critical construction activities to be communicated with

the Facility Manager and designated tenant representative(s) which could affect facility and tenant operations, or pose a risk to the health and safety of their employees and to the general public. Develop list in consultation with the Departmental representative.

- .3 Prepare Health and Safety Plan in a three column format, addressing the three parts specified above, as follows:

Column 1 Identified Hazard	Column 2 Control Measures Implemented	Column 3 Emergency Measures & Communications Procedures
----------------------------------	--	--

- .4 Develop Health and Safety Plan in collaboration with all subcontractors. Address all work and activities of subcontractors as they arrive on site. Immediately update Plan and submit to Departmental representative.
- .5 Implement, maintain and enforce compliance with requirements of the Health and Safety Plan until final completion of work and demobilization from site.
- .6 As work progresses, review and update Plan addressing additional health risks and safety hazards identified by on-going hazard assessments.
- .7 Submit revised versions of Plan to Departmental representative.
- .8 Post a typed written copy, including all updates, of the Health and Safety Plan in a common visible location at work site.

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- .9 Submission of the Health and Safety Plan, and updates, to the Departmental representative is for review and information purposes only. It's submission shall not be construed to imply approval by Departmental representative, be interpreted as a warranty of being complete, accurate and legislative compliant and shall not relieve Contractor of his legal obligations for the provision Health and Safety on the construction project.

1.12 Safety  
Supervision and  
Inspections

- .1 Designate competent person or persons to be present on site at all times during work, responsible for supervising health and safety and conducting safety inspections of work site.
- .2 Assign responsibility, obligation and authority to such designated person(s) to stop and start work as deemed necessary for reasons of health and safety.
- .3 Provide names of designated individuals to Departmental representative.
- .4 Cooperate with Health and Safety Site Coordinator responsible for the entire site or facility, should one be designated by Departmental representative.
- .5 Conduct regularly scheduled safety inspections of work site as follows:
- .1 Informal Inspections: carry out on a minimum bi-weekly basis. Note deficiencies and remedial action taken in a log book or diary.
- .2 Formal Inspections: carry out on a minimum monthly basis. Use standardized safety checklist forms. Prepare written report for each formal inspection.

Document deficiencies, remedial action needed and assign responsibility for rectification to appropriate subcontractor or worker.

- .6 Distribute monthly reports to subcontractors for their pursuance. Follow-up and ensure appropriate action and corrective measures are taken.
- .7 Maintain safety inspection documentation on site. Submit copies of formal inspection reports to Departmental representative.
- .8 All persons in Contractor's employ responsible for health and safety requirements specified in the Contract Documents to be competent in Occupational Health and Construction Safety as defined in the Provincial Occupational Health And Safety Act.

#### 1.13 Training

- .1 Ensure that workers, subcontractors and other authorized persons granted access to site are trained and have been fully instructed, by a competent instructor, on:
  - .1 Safe operation of tools and equipment.
  - .2 Proper wearing and use of personal protective equipment (PPE) as applicable to the purpose and activities to be conducted on site.
  - .3 Safe work practices and procedures to be followed during the performance of their given work tasks or function on site.
  - .4 Site Conditions and minimum site safety rules provided through site orientation sessions.
- .2 Make training records readily available for review by Departmental representative upon request.

#### 1.14 Minimum Site Safety Rules

- .1 Notwithstanding the requirement to abide by federal and provincial health and safety

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regulations, the following safety rules shall be considered minimum requirements at the work site and obeyed by all persons granted access:

- .1 Wear personal protective equipment (PPE) appropriate to function and task on site; the minimum requirements being hard hat, safety footwear and eye protection.
- .2 Immediately report unsafe activities, conditions, near-miss accidents, injuries and damages.
- .3 Maintain site in tidy condition.
- .4 Obey warning signs and safety tags.

.5 Brief workers on site safety rules, and on the disciplinary measures to be taken for violation or non compliance of such rules. Post such information on site.

1.15 Accident  
Reporting

- .1 Investigate and report incidents and accidents as outlined in Provincial Occupational Safety and Health Act and Regulations.
- .2 Investigate and immediately report to Departmental representative incidents and accidents which results, [or has the potential of resulting] in:
  - .1 Injuries requiring medical aid,
  - .2 Property damage in excess of \$5000.00,
  - .3 Interruption to building operations with potential loss to owner or client in excess of \$5000.00,
  - .4 Required notification to Workers Compensation Board or other regulatory agencies as stipulated by applicable regulations.
- .3 The term "medical aid" as used in above clause shall have the same meaning as defined in the Canadian Dictionary of Safety Terms - 1987 issue, from the Canadian

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Society of Safety Departmental  
representatives (C.S.S.E) as follows:

- .1 Medical Aid: any minor injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the province in which the injury was incurred.

1.16 Tools and  
Equipment Safety

- .1 Implement and follow a scheduled tool and equipment inspection/maintenance program at work site. Regularly check tools, equipment and machinery for safe operation and perform maintenance at pre-established time and frequency intervals as recommended by manufacturer. Include subcontractors equipment as part of the inspection process.
- .2 Use standardized checklists to ensure established safety checks are stringently followed.
- .3 Immediately tag and remove items found faulty or defective off site.
- .4 Maintain written documentation on each inspection. Make available to Departmental representative upon request.

1.17 Hazardous  
Products

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
- .2 Keep MSDS data sheets on site. Provide copies of all data sheets to Departmental representative upon receipt of materials on site.
- .3 Post all MSDS data sheets on site, in a common area, visible to workers.



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- 1.18 Powder Actuated Devices .1 Use powder actuated fastening devices only after receipt of written permission from Departmental representative.
- 1.19 Confined Spaces .1 Carry out work in confined spaces in compliance with:
- .1 Provincial Occupational Safety and Health Regulations and;
  - .2 Part XI of the Regulations Respecting Occupational Safety and Health made under Part II of the Canada Labour Code.
- .2 Include hazard assessment of confined space(s) as part of the hazard assessment program.
- .3 Provide and maintain all equipment as required for the safety and emergency evacuation of persons entering and/or perform work in confined space.
- .4 Provide training to all persons entering and working in confined spaces.
- .5 Safety for Inspectors:
- .1 Upon Departmental representative's request, provide protective equipment and training to Departmental representative or to other person designated by Departmental representative for the purpose of entering the confined space(s) to conduct inspections.
  - .2 Training to be specialized instructions (beyond basic confined space entry training) to suit the specific nature and type of confined space conditions at site.
  - .3 Be responsible for the efficacy of the equipment and for the safety of such persons during their entry and occupancy in the confined space.
-

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- .6 Develop and use "Entry Permits" for each and every entry into the confined space in accordance with Section 11.3 of Part XI of the Regulations Respecting Occupational Safety and Health made under Part II of the Canada Labour Code. Keep all entry permits on site for duration of work. Make permits available for inspection when requested by Departmental representative.

1.20 Posting of Documents

- .1 Post documents indicated herein and as required by Authority having jurisdiction.

1.21 Records on Site

- .1 Maintain on site copy of safety documentation as specified in this section and other safety related reports and documents issued to or received from authorities having jurisdiction.
- .2 Make available to Departmental representative, or authorized safety representative, for inspection upon request.

PART 2 - PRODUCTS2.1 Not Used

- .1 Not Used.

PART 3 - EXECUTION3.1 Not Used

- .1 Not Used.

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for Marine Work1.1 REFERENCES

- .1 MBCA: Migratory Birds Convention Act, Environment Canada, 1994.
- .2 Fisheries Act, Department of Fisheries and Oceans Canada.
- .3 Canadian Coast Guard Regulations, Department of Fisheries and Oceans Canada.
- .4 Canadian Shipping Act, Transport Canada, 2001.
- .5 AWWPA: American Wood Preserver Association

1.2 DEFINITIONS

- .1 Wetlands: land where the water table is at, near or above the surface or which is saturated for a long enough period to promote such features as wet-altered soils and water tolerant vegetation. Wetlands include organic wetlands or "peatlands," and mineral wetlands or mineral soil areas that are influenced by excess water but produce little or no peat.
- .2 Surface Watercourse: refers to the bed and shore of a river, stream, lake, creek, pond, marsh, estuary or salt-water body that contains water for at least part of each year.
- .3 Invasive (or alien) species: refers to a species or subspecies introduced outside its normal distribution whose establishment and spread threaten ecosystems, habitats or species with economic or environmental harm.
- .4 Buffer zone: a vegetated land that protects watercourses from adjacent land uses. It refers to the land adjacent to watercourses, such as streams, rivers, lakes, ponds, oceans, and wetlands, including the floodplain and the transitional lands between the watercourse and the drier upland areas.

1.3 TRANSPORTATION

- .1 Do not overload trucks when hauling dredged material. Secure contents against spillage.

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- .2 Maintain trucks clean and free of mud, dirt and other foreign matter.
  - .3 Trucks transporting dredged material will have watertight boxes.
  - .4 Avoid potential release of contents and of any foreign matter onto highways, roads and access routes used for the Work. Immediately clean any spillage and soils.
  - .5 Before commencement of work, advise the Harbour Authority Representative of the existing roads and temporary routes proposed to be used to access work areas and to haul material to and from the site, including roads to the dredged material disposal site.
  - .6 Construction activities must comply with all/any conditions of the Navigable Waters Protection Act (NWPA) permit issued by Transport Canada.

**1.4 DISPOSAL OF  
DREDGED MATERIAL**

- .1 Contractor to dispose of the dredge material on site within the new service area limits. Temporary stockpiling of the dredge material will be required prior to the cribwork and corestone installation to prevent the dredge material from being displaced into the harbour.
- .2 Do not overload trucks when hauling dredged material. Secure contents against spillage. Clean ground spills to extent as directed by authority having jurisdiction.

**1.5 CONCRETE  
PLACEMENT**

- .1 Concrete is to be supplied to the site in a ready-mix form.

**1.6 PETROLEUM, OIL  
AND LUBRICANTS**

- .1 Comply with Federal and Provincial laws, regulations, codes and guidelines for the storage of fuel and petroleum products on site.
- .2 Do not place fuel storage tanks and store fuel or other petroleum products within a 30 meter

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buffer zone of watercourses and wetlands. Do not fuel or lubricate equipment within this 30 meter buffer zone. Obtain approval from Departmental Representative of acceptable location on site for fuel storage and equipment service.

- .3 Do not dump petroleum products or any other deleterious substances on ground or in the water.
- .4 Be diligent and take all necessary precautions to avoid spills and contaminate the soil and water (both surface and subsurface) when handling petroleum products on site and during fueling and servicing of vehicles and equipment.
- .5 Maintain on site appropriate emergency spill response equipment consisting of at least one 250-litre (55 gallon) overpack spill kit for containment and cleanup of spills.
- .6 Maintain vehicles and equipment in good working order to prevent leaks on site.
- .7 In the event of a petroleum spill, immediately notify the Departmental Representative and the Canadian Coast Guard (CCG) at 1-800-565-1633 (24 hour report line). Perform clean-up in accordance with all regulations and procedures stipulated by authority having jurisdiction.

**1.7 DISPOSAL OF  
WASTES**

- .1 Do not bury rubbish, demolition debris and waste materials on site.
- .2 Dispose and recycle demolition debris and waste materials in accordance with Provincial Waste Management Regulations.
- .3 Do not dispose of hazardous waste, volatile materials (such as mineral spirits, paints, thinners etc...) and petroleum products into waterways, storm or sanitary sewers or in waste landfill sites.

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- .4 Concrete waste:
  - .1 Do not discharge residual or rejected concrete on site.
  - .2 Immediately clean any accidental release of concrete on site prior to solidification.
  - .3 Do not wash and clean concrete vehicles on site.
  - .4 Perform dumping of residual material and truck cleaning operations only at the concrete plant. Follow environmental regulations and good practices as approved by the Provincial Department of the Environment and other authorities having jurisdiction.

1.8 WATER QUALITY

- .1 Conduct dredging of a watercourse in such a manner to limit turbidity and reduce sediment suspension in the water to an absolute minimum at all times.
  - .1 Maintain appropriate production speed and momentum of the dredging equipment. Make adjustments as required and as approved by the Departmental Representative.
  - .2 Strategically position dredging equipment and barge and/or haul vehicles to avoid over the water swings of excavated material whenever possible.
- .2 Where work may affect the water quality adjacent to water intake lines used by Lobster Holding Facilities, Fish Processing Facilities and other harbour users, schedule work in cooperation with the Departmental Representative to minimize interference and impact to harbour users.
- .3 Visually monitor the water turbidity of the surrounding areas adjacent to the dredge area on a daily basis during the in-water work periods.
  - .1 Should excessive change occur in the turbidity of the water outside the work area, such as a distinct color difference; the work must stop and the Area Habitat Coordinator Mr. Thomas Wheaton of the Department of Fisheries and Oceans - Habitat Management Division at

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[902-896-3605] will be contacted to determine if additional mitigation measures are required.

- .4 Water contamination by preservative treated wood:
  - .1 Preservative treated lumber and timber, whether plant or site treated, shall be cured for a minimum of 30 days from date of the treatment application before their installation in areas which will be in contact with the water.
  - .2 Do not cut treated wood lumber over the surface of a watercourse or wetland.
  - .3 Do not use liquid applied preservative products over the surface of a watercourse or wetland.
  - .4 Wood treated with Chromate Copper Arsenate (CCA) or Ammoniac Copper Zinc Arsenate (ACZA) must be CSA or AWPA approved.
  - .5 Do not use timber and lumber treated with creosote, petroleum and pentachlorophenol for any part of the Work.
- .5 Do not washdown equipment within a 30 meter buffer zone of a wetland, watercourse or other identified environmentally sensitive area.

1.9 SOCIOECONOMIC  
RESTRICTIONS

- .1 Abide by municipal and provincial regulations for any restrictions on work performed during the night time and on flood lighting of the site. Obtain applicable permits.
- .2 Place flood lights in opposite direction of adjacent residential and business areas.
- .3 Equip equipment and machinery with purposely designed mufflers to reduce noise on site to lowest possible level. Maintain mufflers in good operating condition at all times.

1.10 BIRD AND  
BIRD HABITAT

- .1 Become knowledgeable with and abide by the *Migratory Birds Convention Act (MBCA)* in regards to the protection of migratory birds,

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their eggs, nests and their young encountered on site and in the vicinity.

- .2 Minimize disturbance to all birds on site and adjacent areas during the entire course of the Work.
- .3 Do not approach concentrations of seabirds, waterfowl and shorebirds when anchoring equipment, accessing wharves or ferrying supplies.
- .4 During night time work, position flood lights in opposite direction of nearby bird nesting habitat.
- .5 Do not use beaches, dunes and other natural previously undisturbed areas of the site to conduct work.
- .6 Should nests of migratory birds in wetlands be encountered during work, immediately notify the Departmental Representative for directives to be followed.
  - .1 Do not disturb nest site and neighbouring vegetation until nesting is completed.
  - .2 Minimize work immediately adjacent to such areas until nesting is completed.
  - .3 Protect these areas by following recommendations of Canadian Wildlife Service.

**1.11 FISH AND  
FISH HABITAT**

- .1 Be aware of the risk for contamination of the fish habitat at the site as a result of alien species being introduced in the water.
- .2 To minimize the possibility of fish habitat contamination, all construction equipment which will be immersed into the water of a watercourse, or has the possibility of coming into contact with such water during the course of the work, must be cleaned and washed to ensure that they are free of marine growth and alien species.
  - .1 Equipment shall include boats, barges, cranes, excavators, haul trucks, pumps,



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pipe lines and other all miscellaneous tools and equipment previously used in a marine environment.

- .3 Cleaning and washing of equipment shall be performed immediately upon their arrival at the site and before use in or over the body of water.
- .4 Conduct cleaning and washing operations as follows:
  - .1 Scrape and remove heavy accumulation of mud and dispose appropriately.
  - .2 Wash all surfaces of equipment by use of a pressurized fresh water supply.
  - .3 Immediately follow with application of a heavy sprayed coating of undiluted vinegar or other environmentally approved cleaning agent to thoroughly remove all plant matter, animals and sediments.
  - .4 Check and remove all plant, animal and sediment matter from the all bilges and filters.
  - .5 Drain standing water from equipment and let fully dry before use.
  - .6 Upon removal from the water, drain standing water from equipment and let fully dry before removal off the site.
- .5 Do not perform cleaning and washdown within a 30 meter buffer zone of a wetland, watercourse or other identified environmentally sensitive area.
- .6 Record of Assurance Logbook:
  - .1 Maintain an on-going log of past and present usage and washdowns of all equipment to illustrate mitigation measures undertaken against fish habitat contamination by alien species.
  - .2 Write data in a hard cover bound logbook,
  - .3 Include the following:
    - .1 Date and location where equipment was previously used in a watercourse or wetland;
    - .2 Type of work performed.

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- .3 Dates of washdown for each piece of equipment;
  - .4 Cleaning method and cleaning agent(s) used.
  - .7 Keep Record of Assurance Logbook updated from project to project. Upon request, submit logbook to *Departmental Representative* review.
  - .8 Abide by requirements and recommendations of the Federal Department of Environment and the Department of Fisheries and Oceans - Habitat Management Division in cleaning and washdown of equipment.
  - .10 Construction activities must comply with all/any conditions of the Fisheries Act Authorization issued by Department of Fisheries and Oceans. A copy of the Fisheries Act Authorization must be kept on site at all times.

1.12 AIR QUALITY

- .1 Keep airborne dust and dirt resulting from the work on site to an absolute minimum.
- .2 Apply dust control measures to roads, parking lots and work areas.
- .3 Spray surfaces with water or other environmentally approved product. Use purposely suited equipment or machinery and apply in sufficient quantity and frequency to provide effective result and continued dust control during the entire course of the work.
- .4 Do not use oil or any other petroleum products for dust control.

1.13 FIRES

- .1 Fires and burning of rubbish on site is not permitted.

1.14 ARCHAEOLOGICAL

- .1 All construction personnel are responsible for reporting any unusual materials unearthed during construction to the construction supervisor. If the find is believed to be an archaeological resource, the construction

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supervisor will immediately stop work in the vicinity of the find and notify his/her immediate supervisor.

- .2 If an archaeological and/or historically significant item is discovered during excavation, work in the area will be stopped and *Departmental representative* will be contacted.

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## Testing Laboratory Services

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1. Related Requirements
    - .1 Particular requirements for inspection and testing to be carried out by testing laboratory designated by *Departmental representative* are specified under various sections.
  2. Appointment and Payment
    - .1 *Departmental representative* will appoint and pay for services of testing laboratory except for the following:
      - .1 Inspection and testing required by laws, ordinances, rules, regulations or orders of public authorities.
      - .2 Inspection and testing performed exclusively for Contractor's convenience.
      - .3 Testing, adjustment and balancing of conveying systems, mechanical and electrical equipment and systems.
      - .4 Mill tests and certificates of compliance.
      - .5 Tests specified to be carried out by Contractor under the supervision of *Departmental representative*.
    - .2 Where tests or inspections by designated testing laboratory reveal work not in accordance with contract requirements, Contractor shall pay costs for additional tests or inspections as *Departmental representative* may require to verify acceptability of corrected work.
  3. Contractor's Responsibilities
    - .1 Furnish labour and facilities to:
      - .1 Provide access to work to be inspected and tested.
      - .2 Facilitate inspections and tests.
      - .3 Make good work disturbed by inspection and test.
      - .4 Provide storage on site for laboratory's exclusive use to store equipment and cure test samples.
    - .2 Notify *Departmental representative* sufficiently in advance of operations to
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allow for assignment of laboratory personal and scheduling of test.

.3 Where materials are specified to be tested, deliver representative samples in required quantity to testing laboratory.

.4 Pay costs for uncovering and making good work that is covered before required inspection or testing is completed and approved by *Departmental representative*.

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## Temporary Facilities

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- |   |   |
|---|---|
| 1. <u>Access</u>                                    | .1    Provide and maintain adequate access to project site.   |
|   | .2    If authorized to use existing roads or structures for access to project site, maintain such roads for duration of Contract and make good damage resulting from Contractor's use of roads.   |
|   | .3    The contractor is to maintain full access to the work site. Should a court injunction be required ordering a person or group to refrain from impeding access to the site, such as a demonstration, picketing or union action, then obtaining the injunction and any associated costs will be considered incidental to this contract. Any delays associated with such activity will be considered incidental to this contract. |
| 2. <u>Contractor's Site Office</u>                  | .1    Establish on the site of the work and keep open at all times during the execution of the work an office where all letters, orders, notices and other communications may be received or acknowledged either by the Contractor or his authorized agent or representative. Provide a telephone in the office.  |
|   | .2    Keep one up-to-date copy of contract documents, bulletins and other materials as specified under Section 01 11 00.  |
| 3. <u>Departmental Representative's Site Office</u> | .1    Provide temporary office for sole use of <i>Departmental representative</i> , complete with heat and lights. Insulated office required during October to May. Locate on or adjacent to site.  |
|   | .2    Inside dimensions minimum 5 m long x 3 m wide x 2.4 m high, with floor 0.3 m above grade, complete with 4-50% opening windows and one lockable door.  |
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## Temporary Facilities

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|-------------------------------|--|
| .3                            | Arrange and pay for telephone [and fax machine] installation and service in <i>Departmental representative's</i> office for the <i>Departmental representative's</i> exclusive use. Long distance calls placed on this phone by the departmental representative will be paid for by <i>Departmental representative</i> . |
| .4                            | Washroom facilities not required in the office. Provide outside sanitary facilities to approval.   |
| .5                            | Equip office with six chairs, flat 1200 X 2400 X 25 table with writing surface and 4 drawer lockable filing cabinet.   |
| .6                            | Maintain in clean condition.   |
| 4. <u>Storage Sheds</u>       | .1    Provide adequate weather tight sheds with raised floors, for storage of materials, tools and equipment which are subject to damage by weather.   |
|                               | .2    Contractor to make his own arrangements for on-site storage areas.   |
| 5. <u>Sanitary Facilities</u> | .1    Provide sanitary facilities for work force in accordance with governing regulations and ordinances.  |
|                               | .2    Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.  |
| 6. <u>Parking</u>             | .1    Contractor to make own arrangements to provide parking space for work force.   |
| 7. <u>Power</u>               | .1    Arrange, pay for and maintain temporary electrical power supply in accordance with governing regulations and ordinances.   |
|                               | .2    Install temporary facilities for power such as pole lines and cables to approval of local power supply authority.  |

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## Temporary Facilities

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| 8.  | <u>Water Supply</u>                    | .1 | Arrange, pay for and maintain temporary water supply in accordance with governing regulations and ordinances.  |
| 9.  | <u>Barricades</u>                      | .1 | Provide and maintain sufficient barricades, fencing, notices, warning signs, light signals, etc. for the protection of adjoining property and to warn others and workmen engaged on the job of the dangers caused by the work. |
|     |  | .2 | Types and location of barricades, etc. to be in accordance with local regulations and to the satisfaction of Departmental representative.  |
|     |  | .3 | The presence of such barricades, lights, etc. shall not relieve the Contractor of the responsibility for any damages.  |
| 10. | <u>Security</u>                        | .1 | Contractor to make his own arrangements for security of his equipment, materials, damages resulting from fire and theft.   |
| 11. | <u>Site Signs and Notices</u>          | .1 | Only Project Identification and Consultant/ Contractor signboards and notices for safety or instruction are permitted on site.   |
|     |  | .2 | Format, location and quantity of site signs and notices to be accepted by Departmental representative.   |
|     |  | .3 | Signs and notices for safety or instruction to be in English and French languages, or commonly understood graphic symbols.   |
| 12. | <u>Removal of Temporary Facilities</u> | .1 | Remove temporary facilities from site when directed by <i>Departmental representative</i> .  |
|     |  | .2 | When project is closed down for a period of time, keep temporary facilities operational until no longer required by <i>Departmental representative</i> .   |
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## Material and Equipment

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1. General
    - .1 Use new material and equipment unless otherwise specified.
    - .2 Submit following information for any or all materials and products proposed for supply within 7 days of request by *Departmental representative*:
      - .1 name and address of manufacturer
      - .2 trade name, model and catalogue number
      - .3 performance, descriptive and test data
      - .4 manufacturer's installation or application instructions
      - .5 evidence of arrangements to procure.
    - .3 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
    - .4 Use products of one manufacturer for equipment or material of same type or classification unless otherwise specified.
  2. Manufacturers Instructions
    - .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
    - .2 Notify *Departmental representative* in writing of any conflict between these specifications and manufacturers instructions. *Departmental representative* will designate which document is to be followed.
  3. Fastenings-General
    - .1 All fastenings are to be the sizes indicated on the contract plans and are to be hot dipped galvanized to CSA-G164 Latest Edition unless otherwise noted.
  4. Delivery and Storage
    - .1 Deliver, store and maintain packaged material and equipment with manufacturer's seal and labels intact.
    - .2 Prevent damage, adulteration and soiling of material and equipment during delivery,
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## Material and Equipment

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- handling and storage. Immediately remove rejected material and equipment from site.
- .3 Store material and equipment in accordance with supplier's instructions.
5. Conformance .1 When material or equipment is specified by standard or performance specifications, upon request of *Departmental representative*, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.
6. Substitution .1 Proposals for substitution may be submitted only after award of Contract. Such requests must include statements of respective costs of items originally specified and proposed substitutions.
- .2 Proposals will be considered by *Departmental representative* if:
- .1 Products selected by tenderer from those specified, are not available, or
- .2 Delivery date of products from those specified would unduly delay completion of Contract, or
- .3 Alternative products to those specified, which are brought to attention of, and considered by *Departmental representative* as equivalent to those specified and will result in a credit to Contract amount.
- .3 Should proposed substitution be accepted either in part or in whole, assume full responsibility and costs when substitution affects other work on project. Pay for design or drawing changes required as result of substitution.
- .4 Amounts of all credits arising from approval of substitutions will be determined by *Departmental representative* and Contract price will be reduced accordingly. No substitutions will be permitted without prior

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## Material and Equipment

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written approval of *Departmental representative.*

- .5 Owner reserves the right for acceptance or rejection of substitution of materials.

## 7. Construction

Equipment and Plant

- .1 On request, prove to the satisfaction of *Departmental representative* that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
- .2 Maintain construction equipment and plant in good operating order.

## 8. Damaged and

Rejected Materials

- .1 Immediately replace, repair or otherwise make good any material damaged, broken or defaced during construction to the satisfaction of *Departmental representative.*
- .2 Remove rejected materials from site.

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Project Record Documents

Page 1

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1. Record Drawings
- .1 *Departmental representative* will provide two sets of white prints for record drawing purposes.
  - .2 Maintain project record drawings and accurately record deviations from contract documents caused by site conditions and changes ordered by *Departmental representative*.
  - .3 Mark changes in red coloured ink.
  - .4 Record following information:
    - .1 Elevations of various elements in relation to Chart Datum.
    - .2 Field changes in dimensions and details.
    - .3 Changes made by Change Order.
  - .5 At completion of project and prior to final inspection, neatly transfer notations to second set and submit both sets to *Departmental representative*.