

**Correctional Service Canada
Technical Services Branch
Electronics Systems**

**Issue 1
October 24, 2014**

**STATEMENT
OF
TECHNICAL REQUIREMENTS

UPGRADE

of

INTERNAL (SIDS) CCTV SYSTEMS

at

MILLHAVEN INSTITUTION**

Appendix B

**Safety Regulations for Security Electronics
Contractors Working at CSC Institutions**

This Statement of Technical Requirements is approved by the Correctional Service of Canada for the upgrade of the existing Hybrid CCTV System at Millhaven Institution.

**SAFETY REGULATIONS FOR SECURITY ELECTRONICS CONTRACTORS
WORKING AT CSC INSTITUTIONS**

1. Acts and Regulations

- a. The contractor must, at all times, be in full compliance with the latest issue of the following Acts and Regulations:
 - 1. The Occupational Health and Safety Act of the province where the work is being carried out,
 - 2. The Canada Labour Code Part II,
 - 3. The National Building Code Part VIII,
 - 4. The Workers' Compensation Board regulations of the province where the work is being carried out,
 - 5. Safety regulations and procedures prepared by the Institution where the work is being carried out,
 - 6. All other safety regulations in effect at the work site.
- b. In the event of conflict between any provisions of the above authorities the most stringent shall apply.

2. Safety Plan

- a. The contractor is responsible to ensure that a site specific Safety Plan has been completed and maintained on site. The contractor must provide the Safety Plan, when requested, to Institution Staff and the Safety Officers and Inspectors authorized by the Acts and Regulations listed in Paragraph 1.a. above. The Safety Plan shall include a hazard assessment, controls, an emergency plan and a communications strategy.
- b. The contractor shall complete a hazard assessment. All critical tasks and the associated hazards shall be identified.
- c. Once hazards are identified, controls shall be put in place to minimize the risks. The controls shall include but not be limited to Safe Work Practices, Standard Operating Procedures and safety inspections.
- d. An emergency plan shall be prepared that takes into consideration all of the identified hazards and the potential problems that could arise during the project. The emergency plan shall outline the emergency procedures to be taken in the event of an accident and shall include the contact names and telephone numbers of emergency response persons and services. The list of emergency response persons and services should include but not be limited to the following:
 - Ambulance,
 - Fire Department,
 - Police Department,
 - Institutional Safety Officer.

SAFETY REGULATIONS FOR SECURITY ELECTRONICS CONTRACTORS
WORKING AT CSC INSTITUTIONS CONT.

- e. A communications strategy shall be put in place that will ensure that information concerning hazards, controls and the emergency plan is communicated to all of the contractor's staff, sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution.
- f. The Safety Plan shall address and conform to the Acts and Regulations identified in Paragraph 1.a. above.
- g. The submission of the Safety Plan to Correctional Service Canada shall not relieve the Contractor of any legal obligations as specified by the Acts and Regulations listed in Paragraph 1.a. above.

3.Safety Training

All of the contractor's staff , sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution shall have received the required safety training as mandated in the Acts and Regulations listed in Paragraph 1.a. above.