

## **PART 1 - GENERAL**

### **1.1 GENERAL REQUIREMENTS**

- .1 Be aware of security regulations pertaining to control and movement of construction personnel which are in force inside the Construction Site, and of the special rules applicable to working in the vicinity of the Coast Guard operations. It is the Contractor's responsibility to become familiar with and abide by such rules and regulations. Obtain such directives through the Departmental Representative.
  - .1 The Departmental Representative will coordinate a pre-construction meeting between Contractor, Facility Management and Security Personnel.
- .2 Brief all workers and sub-contractors in respect of the security regulations and ensure that they abide by all the rules and directives.
- .3 Any infraction of site security on the part of the Contractor, members of work force or any Subcontractor in his employ, could result in:
  - .1 A fine, to a maximum of \$1,000.00, being levied against the General Contractor.
  - .2 Demand immediate removal of offending party from the site.

### **1.2 PERSONNEL**

- .1 The Departmental Representative will obtain and pay for the services of security personnel, employed by the Canadian Corps of Commissionaires to provide security supervision inside the site during the work of this contract.
  - .2 Commissionaire to also provide escort function between approved entrance door and to work area.
  - .3 Commissionaire shall report directly to the Departmental Representative. All workers shall follow security directives given by Commissionaire.
  - .4 The Departmental Representative will have the authority to ensure that a minimum of one commissionaire is present at site, however provide additional commissionaires when required to perform supervision or escort function as may be needed due to Contractor's work operations in order that no worker is left unsupervised on inside building.
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- .5 Commissionaire must stay within the actual construction area for the entire work shift, including time periods before and after while workers are still on the premises, and provide surveillance of all workers ensuring that security rules and requirements are obeyed and to limit movement to approved work areas.
- .6 The contractor is responsible to provide Commissionaire with approved safety hard hat, safety footwear and other personnel protective equipment appropriate to work in accordance with applicable Occupational Health and Safety requirements specified.

### **1.3 SECURITY PASSES**

- .1 Visitor Tags are required for all personnel requiring access inside the site until the dedicated access is operational. Such tags will be made available on application to the Security Personnel. All personnel shall sign in and out at the main lobby each day.
- .2 All persons while on site, must wear the ID tag issued to him regardless of daytime or nighttime work hours.
- .3 The Contractor is responsible to obtain visitor tags before work commences, including those required by his Subcontractors, and to continually control their distribution and use by workers. Submit request for tags as early as possible prior to commencement of work.
- .4 For the duration of this contract, anyone not in possession of the visitor tag will not be allowed access on site.
- .5 At end of project, return to Departmental Representative all tags issued to workers and to subcontractors.
- .6 Immediately report any lost, stolen or destroyed passes through the Departmental Representative to the Security Personnel Manager.

### **1.4 SECURITY CONTROL LIST**

- .1 Provide a list of employee names from workforce and from sub-contractor who will be present at site during the course of work.
  - .2 List to include names, addresses and telephone number of all persons.
  - .3 Ensure commissionaire, employed by Contractor keeps list on site at all times.
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- .4 Submit copy to Departmental Representative and make list available to Building Security.
- .5 Update list as work progresses.
- .6 Ensure that each worker can provide proof of identity upon demand, when requested by Security Personnel or by Facility Management.
- .7 Contractor's security personnel shall not allow access onto site of persons not identified on security control list.

## **1.5 SITE SECURITY**

- .1 Where work of this contract required use of a permanently locked door, it is Contractor's responsibility to ensure that door is unlocked and locked after each use or provide a competent security guard, posted at door, when door must remain open for an elongated period of time during a particular workshift.
- .2 Notify Security when security doors will be used and stringently follow all directives to ensure security is effectively maintained.
- .3 Where work of this contract results in removal of doors or walls (providing security to the exterior or between spaces and suites), erect temporary security hoarding over openings constructed in such a way to provide the same degree of security as doors/walls removed.
- .4 When work must be carried out during "off-hours", notify Departmental Representative a minimum of 48 hours in advance and follow all directives regarding access and the circulation of workers. Provide notice as soon as possible in order to minimize the impact on Security.
- .5 Hours of operation shall be between 0700 and 1900 for each weekday to be approved by the Departmental Representative.

## **PART 2 - PRODUCTS**

Not applicable

## **PART 3 - EXECUTION**

Not applicable