



Canadian Space Agency  
Agence spatiale  
canadienne



# **JOHN H. CHAPMAN SPACE CENTRE**

## **PROPERTY MANAGEMENT**

### **CONTRACTOR QUALIFICATION RULES PROGRAM**

**APRIL 2013**



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

**Table of Contents**

- 1) Purpose**
  - 2) Area of Application**
  - 3) Scope**
  - 4) Qualifications**
  - 5) Emergency Measures in Case of an Accident**
  - 6) Review**
  - 7) Checklist for Contractors**
  - 8) Occupational Health and Safety Commitment**
  - 9) Contractor Identification Record**
  - 10) Canadian Space Agency Identification Record**
- Appendix I – Approval Document**
- Appendix II – Update**



Project:

## **CONTRACTOR QUALIFICATION RULES PROGRAM**

### **1) PURPOSE**

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

### **2) AREA OF APPLICATION**

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

### **3) SCOPE**

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

### **4) QUALIFICATIONS**

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

- (i) Submit an accident prevention program to the Agency's project authority;
  - (1) This program must meet the following requirements:
    - (a) Be specific to the work to be carried out;
    - (b) Identify hazards associated with the work to be carried out;
    - (c) Take into account hazardous situations identified in the Contractor's Checklist; and
    - (d) Outline methods that the contractor plans to implement to control the said hazards.
- (ii) Guarantee that all subcontractors that the Contractor may use comply with the Agency's safety requirements as well as with all safety measures set out in the accident prevention program specific to the work to be carried out;
- (iii) Ensure that all of its workers, as well as any of its subcontractors' workers that it may use, have the required competency certificates to perform work in their trades (welders, pipefitters, electricians, etc).



Project:

## **CONTRACTOR QUALIFICATION RULES PROGRAM**

For that purpose,

- (1) The contractor must submit copies of these competency certificates when expressly requested to do so by the Agency's project authority;
  - (2) The contractor's workers and, as the case may be, the subcontractors' workers that the contractor may use, must have their competency certificates with them at all times when performing the work;
- iv) Fill out the Occupational Health and Safety Commitment form and submit it to the Agency's project authority;
- v) Fill out the Contractor Identification Sheet and submit it to the Agency's project authority.

### **5) EMERGENCY MEASURES IN CASE OF AN ACCIDENT**

Contractors are required to report all accidents, breakage or abnormal situations that may endanger the safety of their employees or occupants of the John H. Chapman Space Centre, pose a threat to the integrity of the facilities or endanger the corporate security of the Space Centre.

Contractors must immediately inform the security guard present on the work site. If no guard is present, they must contact the guard station at **450-926-4993**.

### **6) REVIEW**

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



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

**7) CHECKLIST FOR CONTRACTORS**

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

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

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



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

|                          |   |
|--------------------------|---|
|                          | <p>equipment;</p> <ul style="list-style-type: none"> <li>• Ensure that walls are solid;</li> <li>• Ensure that piles of stacked materials are stable.</li> </ul>  |
| <input type="checkbox"/> | <p><b>LOCK OUT AND TAG OUT ENERGY SOURCES</b></p> <ul style="list-style-type: none"> <li>• Your employees must meet with Canadian Space Agency authorities;</li> <li>• They must follow the Canadian Space Agency lock-out procedure.</li> </ul>  |
| <input type="checkbox"/> | <p><b>USE CONTROLLED MATERIALS SUBJECT TO WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) REQUIREMENTS OR USE OTHER HAZARDOUS MATERIALS</b></p> <ul style="list-style-type: none"> <li>• Prior to carrying out the work, list the hazardous materials that will be used;</li> <li>• Provide material safety data sheets for each product used;</li> <li>• Use the personal protective equipment recommended in the material safety data sheets.</li> </ul> |
| <input type="checkbox"/> | <p><b>WORK IN CONFINED SPACES</b></p> <ul style="list-style-type: none"> <li>• Follow the Canadian Space Agency's Work-in-Confined-Spaces procedure;</li> <li>• Submit proof that all employees who will work in confined spaces have had training.</li> </ul>  |
|                          | <p><b>PERFORM HOT WORK (WELDING, OXYGEN CUTTING, ETC)</b></p>   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Follow the Canadian Space Agency procedure;</li> <li>• Obtain a hot work permit.</li> </ul>  |
|                          | <p><b>WORK IN AREAS WHERE THERE IS A RISK OF FALLING MORE THAN 2.4 METRES</b></p>   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Follow the Canadian Space Agency procedure;</li> <li>• Your workers must have appropriate training for working at height;</li> <li>• Erect a safety perimeter;</li> <li>• Your employees must report to the work site with their safety equipment;</li> <li>• Work-at-height equipment (ladder, stepladder, etc.) must be appropriate and must comply with standards.</li> </ul>   |



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

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



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

|                          | <b>The following is required of all contractors' workers employed on Canadian Space Agency premises:</b>  |
|--------------------------|---|
| <input type="checkbox"/> | <ul style="list-style-type: none"><li>• Become familiar with the prevention program applicable to them;</li><li>• Take necessary measures to ensure their health, safety or physical well-being;</li><li>• Report all accidents, with or without time lost, that occur at the Canadian Space Agency;</li><li>• Ensure that they do not endanger the health, safety or physical well-being of other persons in or near their workplace;</li><li>• Help identify and eliminate risks of work accidents or occupational diseases in their workplace;</li><li>• Co-operate with the occupational health and safety committee and, where such is the case, with the job-site committee and with any person responsible for implementing the legislation and regulations.</li></ul> |





Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

**8) OCCUPATIONAL HEALTH AND SAFETY COMMITMENT**

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

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

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

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

Date:

First name and surname:   
(Please Print)

Position title:



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

**9) Contractor Identification Record**

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



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

**10) CANADIAN SPACE AGENCY IDENTIFICATION RECORD**

General Information

**PROJECT AUTHORITY:**

Position title:

Address: 6767 ROUTE DE L'AÉROPORT  
St. Hubert, QC J3Y 8Y9

Telephone:

Fax:

Email:

**OCCUPATIONAL HEALTH AND SAFETY COORDINATOR: MARTIN BERGERON**

Telephone: 450-926-4769

Fax: 450-926-4885

Email: [Martind.bergeron@asc-csa.gc.ca](mailto:Martin.bergeron@asc-csa.gc.ca)



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

**APPENDIX I**

**APPROVAL DOCUMENT**

**Area of application:** John H. Chapman Space Centre

**Property Manager:** \_\_\_\_\_

Yves Bélanger

mm/dd/yyyy



Project:

**CONTRACTOR QUALIFICATION RULES PROGRAM**

**APPENDIX II**

**UPDATE**

| # | Date         | Update Author  | Comments  |
|---|--------------|----------------|---|
| 1 | May 28, 2014 | Josée Brassard | Addition of Section 5, Emergency Measures in Case of an Accident; addition of Appendices I and II |
| 2 |              |                |   |
| 3 |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |
|   |              |                |   |