



# **Health and Safety Preparedness Plan**

**180 Wellington Street,  
Wellington Building Renovation**

**Revised: November 2013**

<b>Table of Contents:</b>	<b>Page</b>
Health and Safety Policy	3
Personnel Protective Equipment	4
Inspections and Investigations	4
Disciplinary Actions	4
General Requirements	5
Emergency Response Plan	17

<b>Appendix:</b>	
EllisDon WSIB Clearance Certificate	i
EllisDon Form 1000	ii
EllisDon Canadian Safety Manual	iii
EllisDon Safe Work Practices & Procedures Manual	iv
Designated Substance Report	v
EllisDon Site Safety Plan	vi
EllisDon Site Logistics Plan	vii
Hot Work Permit	viii
FC 301 Standard for Construction Operations	ix
FC 302 Standard for Welding and Cutting	x

## **SAFETY POLICY STATEMENT**

### **Zero Tolerance**

EllisDon is dedicated to ensuring that the safest possible conditions exist on our projects. We have implemented a program of Zero Tolerance; that is, EllisDon will not tolerate any unsafe acts or conditions. If such unsafe acts or conditions exist, they may result in removal from site and/or termination.

### **Internal Responsibility System**

The Occupational Health and Safety Act supports every workers right to a safe and healthy workplace. The duty and responsibility for creating and maintaining a safe and healthy workplace falls on every person in the workplace. Whether you are a senior officer or the newest worker hired, everyone has a personal and shared responsibility for working together, cooperatively to prevent occupational injuries and illnesses. The ultimate objective of the IRS (Internal Responsibility System) is to ensure everyone integrates health and safety into all aspects of their work.

It is EllisDon's policy to work in the spirit of consultation and cooperation with our employees and subtrades for the purpose of ensuring the Provincial Acts and Regulations, and EllisDon Safety Program, are complied with to meet the highest possible standards. We will create the safest possible work environment. Safety and production are not mutually exclusive. Safe production is the cornerstone of EllisDon's safety culture.

### **Alcohol and Drug Policy**

Non-prescription drugs or alcohol will not be permitted on the jobsite. Any employee reporting for work in the possession of, or under the influence of, drugs or alcohol will be refused work and is liable to be terminated.

### **The Verbal, Written & Gone Policy**

EllisDon has a progressive warning policy for offenders of the Occupational Health and Safety Act and Regulations and/or the EllisDon Safety Policy.

1. The first warning is verbal, but is recorded as to date and infraction.
2. The second warning is in writing, a copy of which will be sent to your supervisor and kept on file.
3. A third infraction may result in immediate dismissal from site.

EllisDon reserves the right to remove any worker or subtrade who is in contravention of the Occupational Health and Safety Act and Regulations and/or EllisDon Safety Program.

### **Hazard Policy**

EllisDon's belief is that through proper planning hazards can be identified and eliminated/controlled. Pre-Job Safety Assessments (PSA) are a required element of an effective safety program.

### **Personal Protective Equipment Policy**

Personal Protective Equipment is intended to be used as a last resort for worker protection. Where PPE is the planned hazard control method, the employer shall ensure that its workers are properly equipped and trained.

EllisDon is firmly committed to eliminating/controlling all hazards to promote a safe and healthy work place. If, for some reason, hazards on this project are not being addressed by your project management team, you are invited to contact EllisDon's Vice President Health and Safety, Kari Lynn Harris in the London Office (519) 670-4853, or if necessary, the President, at our Toronto Office (905) 896-8900.

**AT ELLISDON, ZERO TOLERANCE MEANS ZERO ACCIDENTS**



Geoff Smith, President & C.E.O.

Jan, 2013

## PERSONAL PROTECTIVE EQUIPMENT

**All workers are to wear the personal protective equipment that is required to protect them from the hazards to which they may be exposed.**

***On this site the minimum requirement is;***

Green stamp boots at least 6 inches high;  
Approved hard hat and;  
Eye protection

*Hearing protection is required for work over 85 Db.*

*Double protection required over 105Db.*

*Reflective vests are to be worn during all exterior work or at times on a site in which there is hoisting, lifting, or any other operation involving a crane, lifting or excavation equipment, other heavy equipment, or any reversing vehicles.*

*Note: A hood may be worn under a hardhat but must be worn in a manner in which does not impair a workers peripheral vision.*

## INSPECTIONS AND INVESTIGATIONS

**The Site Supervisor and Site Safety Coordinator are to provide a written inspection report weekly to the EllisDon Safety Office.**

The Joint Health and Safety Committee shall have a worker designate inspect the site each month and present findings to the JHSC.

**All accidents and incidents shall be investigated by the sub-trade supervisor and worker safety representative and a full written report shall be submitted to the EllisDon Safety Office within 24 hours.**

The Area Safety Director shall inspect the site on a monthly basis and investigate all accidents and incidents to assist in preventing a reoccurrence.

## DISCIPLINARY ACTIONS:

***EllisDon has a progressive discipline policy:***

1. The first warning is verbal but a record is kept
2. The second infraction is written and a copy is given to the worker's supervisor
3. If a worker commits a third infraction they may be suspended from the site permanently

Some offences such as a disregard for fall protection or failure to replace guardrailing may result in immediate suspension from the site.

It is the workers supervisor responsibility to discipline their workers. If EllisDon finds that it is necessary to do so it reflects on the competency of the workers supervisor.

EllisDon reserves the right to remove any person or sub-contractor, who is in violation of any Provincial Legislation, or EllisDon Safety Policy.

**Drug and Alcohol use are strictly forbidden on EllisDon projects. Employees found to be intoxicated or under the influence of drugs will be expelled from site permanently.**



180 Wellington Street, Wellington Building Renovation

## GENERAL REQUIREMENTS:

### Acknowledgement:

EllisDon shall enforce all applicable legislation as prescribed by the Occupational Health and Safety Act and Regulations for Construction Projects, EllisDon Safety Policy and Program, and all contract related documentation provided to EllisDon by the Owner/Client.

### Applicable Legislation and Documentation:

1. Occupation Health and safety Act
2. Canada Labour Code Part II
3. The Regulations for Construction Projects
4. TSSA Regulations (Technical Standards and Safety Authority)
5. WHMIS
6. WSIB Reg. 1101, First Aid Requirements
7. Workers Compensation Act
8. National Building Code
9. National Codes for Fire Safety in Construction
10. CSA S269.1, False work
11. CSA S269.2, Scaffolding
12. EllisDon Canadian Safety Manual
13. EllisDon Safework Practices and Procedures Manual
14. EllisDon Environmental Procedures Manual

The following are a list of general yet mandatory requirements that must be abided by to work on the job listed above.

### Required Documentation:

EllisDon has the right to refuse entry to site if subcontractor is unable to provide all required documentation as stipulated within the Schedule C portion of the subcontractor agreement.

*In the absence of contract, the acceptance of work by a subcontractor on an EllisDon Project is deemed to be an acknowledgement and acceptance of the EllisDon Safety Program and all provisions therein. Therefore all documents must be submitted regardless of contract.*

The following documents are required prior to the commencement of work:

WSIB Clearance Certificate

MOL Form 1000

Safety Policy and Program

Site Specific Task Hazard Analysis specific to the site and subcontractors scope of work.

A written Fall Protection and Rescue Plan specific to the site and subcontractors scope of work.

All MSDS for products that are to be used on site.

A signed copy of ED's Declaration of Competent Supervisor form.

A signed copy of ED's Subcontractor Acknowledgement form.

Records of Training for all on site employees including but not limited to Fall Protection & WHMIS

The following documents are required to be submitted at least weekly throughout the duration of the contract:

1. **Subcontractor Weekly Toolbox Talk** (Topics should relate to safety concerns on the site or as identified by the Joint Health and Safety Committee, Site Safety Personnel, and/or Safety Consultant).
2. **Subcontractor Weekly Site Inspection** (specific to subcontractor work area).
3. **Daily Pre-Job Safety Assessment** (Identify daily task(s)/ identify hazards associated with task/implement controls to protect worker).
4. **Subcontractor Daily Summary Report.**
5. **Safe Operating Procedures** (when applicable/ requested).

### Mandatory Training and Orientation:

No person (including inspectors, architects, owners, etc.) shall be permitted access/entry to this site without attending a review of the site specific and emergency response plan as developed for this project.

All persons (including inspectors, architects, owners, etc.) shall be obliged to provide proof of all mandatory legislative training (WHMIS/Fall Protection), all Certificates of Qualifications and all other required training including that is pertinent to the scope of work.

***Those who do not attend or successfully complete this mandatory training, or fail to provide proof of training may be refused access to the site.***

### Visitors

Visitors on site for short duration must report to the Site Office before accessing the site. All visitors must be briefed on current construction activity and areas that may not be accessible due to these activities. This briefing shall be conducted by a member of the EllisDon project management team. All visitors/short duration workers will sign in and sign out at the project office.

All visitors must be accompanied by an EllisDon employee or designate who has completed the full orientation. This guide must be present at all times and assume responsibility for visitor.

### Harassment:

EllisDon is committed to providing a work environment free of personal and sexual harassment and will make every reasonable effort to ensure that no employee is subjected to personal or sexual harassment. EllisDon will take such disciplinary measures, as it deems appropriate against any person under its direction who subjects any employee to sexual or personal harassment.

*(Refer to pages 11-14 within Appendix iii -EllisDon Canadian Safety Manual 2012/2013)*



## 180 Wellington Street, Wellington Building Renovation - General Requirements (continued):

### Communications/Noise/Media:

#### Media

Due to the location and public sensitivity of this project no EllisDon employees, subcontractors, and/or workers are to engage in communications with media.

**All media correspondence shall be managed through PWGSC:**

***(Michel Sabourin – 819-775-7337)***

#### Communication and Signage

All subcontractors shall be responsible for the assembly and dismantling of warning barricades and/or applicable signage that pertains to their scope of work (e.g. welding, overhead work, electrical hazards, opens excavation, temporary removal of guardrails, etc.). At a minimum, the following signs will be located around the project site:

- PPE requirements;
- No trespassing;
- Hazard warning signs;
- Entry identification signs;
- Emergency contact information;
- Visitors to report; and
- Any additional signage identified by the Project Management Team

***All signage shall be in both official languages.***

#### Noise

Texting and web browsing are strictly prohibited on the project with exception to designated areas.

The use of radios/ipods is forbidden on site.

Noise levels during construction and demolition are not to exceed those specified under the Occupational Health and Safety Act, and proper safety equipment is to be used while carrying out project activities.

Exterior work exceeding specified noise levels shall be scheduled to a time that is determined to be of least impact to its neighboring businesses/building tenants.

Machinery shall be turned off if not in use, except where extreme temperatures prohibit shutting machinery down.



## 180 Wellington Street, Wellington Building Renovation - General Requirements (continued):

### Designated and Suspicious Substances/Hazardous Materials:

Workers shall report immediately to the supervisor the discovery of any designated or suspicious substance (i.e. asbestos, lead paint) found on the job site. Found substances must be identified before work is allowed to continue. (see *Appendix v DESIGNATED SUBSTANCES REPORT*)

- Work at site will involve contact with:
- Asbestos.
- Lead
- PCB's
- Silica
- Ozone Depleting Substances (OSD)
- Mercury
- Coal tar

Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and the provision of Material Safety Data Sheets (MSDS).

### Alcohol/Drugs:

No alcoholic beverages or non-prescriptive drugs shall be brought or consumed on site. The use of prescription drugs that may diminish a workers ability to operate machinery or equipment in an unsafe or haphazard manner is prohibited.

### Smoking:

Smoking is not permitted on the work-site.

### Standard of Dress and Cleanliness/Fit for Work:

Workers must wear shirts and long pants. Workers must also display a high standard of personal hygiene.

All workers must be fit for work at all times. The Owner, the Consultant, and EllisDon Site Management retain the right to request individuals to leave site if unfit for any reasons including, without limitations, inebriated, taking drugs, injured, tired, rude or any other reason that may affect the quality of the work or represents a breach of these rules.

### Housekeeping/ Material Storage/ Protection of Existing Conditions/Access and Egress:

#### Housekeeping

All persons are responsible for maintaining a high degree of site cleanliness. Trash and construction debris shall be contained at all times and be removed from site daily or more frequently as to maintain this standard.

All food garbage must be cleaned immediately and stored in a garbage container and removed from building daily.

Snow and ice shall be removed from loading dock ramp, staging area, roof, and all access points to building, and removed from site.





## **180 Wellington Street, Wellington Building Renovation - General Requirements (continued):**

All volatile waste shall be stored in covered metal containers, and remove from premises at end of each working day.

All garbage/debris shall be collected in garbage bins located at the loading dock and the man/material hoist locations. Garbage/debris shall be sorted and recycled off site.

### **Material Storage**

Storage shall be in designated areas only.

Material storage shall be permitted in established and assigned lay-down areas as the project progresses.

Materials shall not be stored in areas (i.e. stairwells, exits, fire lanes) in which may encumber emergency response or evacuation from the project.

### **Protection of Existing Conditions**

All existing and new building elements and finishes in the work or storage areas shall be protected.

The existing exterior masonry is deemed heritage and shall be protected from any adjacent work or material storage.

Vibration monitors have been installed in all heritage sensitive areas. Detection of excessive vibration in these areas shall result in an immediate work stoppage.

### **Access and Egress**

Entry into the project shall be controlled by minimizing and designating existing access and egress points into the building. The main access point for entry to the site will be the Sparks Street entrance. Adequate signage will be posted at this location and around the perimeter of the project to direct site personnel to the entry point. Persons without appropriate safety or security clearance will not be allowed on site and will be directed to EllisDon's site office.

All access and egress areas are to be kept free from debris or build up of any material that may pose a tripping hazard to workers.

Access and egress to the work areas shall be identified, updated, and communicated as information becomes available.

All future "access to" and "egress" from ramps, stairs, runways or ladders shall be constructed and maintained in accordance with the Regulations for Construction Projects and other applicable regulations.

All ladders must be secured in accordance with the Regulations for construction Projects and EllisDon Safety Policy.

### **Ladder Use**

According to the guidelines for ladder use in construction, the use of a scaffold is required where work cannot be done on or from the ground or from a building or other permanent structure without hazard to the worker(s). Where it is determined that there is no hazard to the worker (i.e. through a ladder risk assessment) or that any likely hazard has been mitigated (through measures, procedures, PPE,



## 180 Wellington Street, Wellington Building Renovation - General Requirements (continued):

or other controls), a ladder may be used by workers for performing work. The employer's risk assessment will determine if there is any hazard(s) posed by use of ladders and whether any identified hazards have been mitigated. If there is no hazard or any identified hazard has been mitigated to protect the health and safety of the worker, a ladder may be used.

### **Hoarding**

Fencing and/or barricades complete with adequate signage shall be utilized where required to identify and secure the work areas. Careful consideration for public safety is planned into all activities of the project. EllisDon shall ensure that the site is secured at all times. All hoarding, fencing, gates, and/or barricades shall be constructed and maintained in a manner that does not pose a threat to workers and/or the general public.

### **Lighting**

No person shall work, pass through, or be present in an area in which there is inadequate lighting. All areas in the workplace, including areas of access and egress, must be adequately lit. Areas of insufficient lighting shall not be entered without the assistance of portable lighting.

No worker shall tamper/move temporary stringers, bulbs, spotlights, wobble lights or similar lighting equipment that would in effect render an areas lighting inadequate.

If a higher level of temporary lighting is required, each subcontractor is required to supply their own task lighting.

### **Toilets:**

Workers shall only utilize washrooms or other facilities on the Site that have been designated by the Owner and/or Ellis Don.

Only washrooms identified in this document shall be used.

Washroom locations are subject to change. EllisDon shall communicate changes as necessary.

### **Theft:**

Workers who steal from tenant, the Owner or Ellis Don shall be immediately terminated from the site.

### **Traffic Control/ Parking/ Deliveries/ Use of Site and Facilities:**

On-site parking shall not be available for the entirety of the project. All persons are to make their own provisions for parking away from site or utilize public transit.

All construction traffic shall adhere to the established Site Logistics plan **(see Appendix vii)**

The loading dock shall be maintained operational at all times.

There shall be no unnecessary idling of vehicles at the loading dock.

EllisDon shall provide a qualified traffic control/ signal person at the loading dock location on a full time basis to control all traffic and ensure safety of all users. In the event of an evacuation, the traffic



## 180 Wellington Street, Wellington Building Renovation - General Requirements (continued):

control person shall also aid employees from the Booth and National Press Buildings, should they seek refuge at the National Press doors on Wellington Street during an evacuation.

In the event that a delivery requires multiple lanes of traffic to be controlled, the subcontractor accepting that delivery shall provide additional qualified personal, as needed, to assist in this procedure.

Deliveries to the Sparks Street stores from the loading ramp and delivery area are prohibited. Visible signs in both languages indicating all deliveries for the Sparks Street stores shall be from Sparks Street shall be installed.

**All deliveries, MUST be scheduled, coordinated, and approved by the Superintendent (Ted Kucharski 613-227-1461) 48 hours in advance of that delivery. Any unscheduled deliveries may be refused access.**

All delivery and mobile/ vehicular services must review the established traffic control plan. Contractors must complete and submit to EllisDon acknowledgement of delivery/ access requirements, including proof of communication to the drivers/operators.

Daily deliveries will use the existing loading dock (off Wellington), the man and material lift loading area (on Wellington) or the Sparks Street entrance (as permitted).

The existing loading dock ramp serves both the Wellington Building and the National Press building. It is also used as a fire evacuation route from the National Press Building and from the three (3) Sparks Street stores to Wellington Street.

EllisDon shall maintain the loading dock operational at all times allowing for daily deliveries and waste removal to and from the National Press Building.

All deliveries to the Sparks Street stores from the loading ramp and delivery area shall not be permitted during the entirety of this project. EllisDon shall install visible signs in both languages indicating all deliveries for the Sparks Street stores shall be from Sparks Street.

### Security:

Workers shall be responsible for adhering to the security requirements of the Place of Work.

All personnel employed on this project will be subject to security check. Only personnel with valid 'Site Access' Security clearance will be permitted on the construction site.

All personnel shall enter/exit the site via Sparks Street entrance and report to the security desk (sign in/ sign out).

### Dust/ Exhaust/Containment Mitigation/Control:

Provide dust tight screens or partitions to localize dust-generating activities, for protection of workers and heritage areas.

Maintain and relocate protection until such work is complete.

**Indoor Air Quality (IAQ)**

EllisDon shall implement the following measures in the effort to optimize the quality of air on the project.

- Gasoline or solvents shall be properly stored according to applicable standards.
- Subcontractors shall take reasonable precautions as to minimize/eliminate the spillage of lubricants (i.e. pipe threading oil) within the building.
- Promptly clean all spills (fuels, lubricants, paints, adhesives, etc.) (*See Spill Response section*).
- Outdoor vehicular/equipment traffic and operation where emissions can be drawn into building shall be restricted.
- When possible, substitute diesel/gasoline burning equipment with propane/natural gas equipment or electrically powered equipment.
- Where available use local ventilation to exhaust pollution sources directly to the outside.
- Where exhaust is not feasible and ventilation is required, locally re-circulate air through a portable air cleaner.
- Collect and bag sawdust from woodworking tools.
- Cover and/or seal all indoor sources of odour and dust.
- Use painting techniques that minimize odour (roller instead of spraying)
- Use cleaning practices that minimize dust (vacuum instead of sweeping).
- Use cleaning products that minimize pollution, fumes, VOC's, chemicals.

**IAQ testing shall be performed and recorded regularly throughout the entirety of the project.**

**Equipment:**

All vehicles, machines, tools and equipment shall be used in accordance with any operating manuals issued by the manufacturer. For vehicles, machines, tools and equipment rated at greater than 10 horsepower, copies of any operating manuals issued by the manufacturers shall be kept readily available at the project.

**Confined Space:**

All confined space work shall be performed in accordance with current legislation. Subcontractors performing the work shall be required to submit a written plan to EllisDon along with proof of worker training for review prior to work commencing.

**Lock Out/Tag Out:**

Subcontractor to coordinate with EllisDon a lock out tag out procedure complete with a written Safe Operating Procedure for all work (removal/installation/maintenance) involving electrical or steam.

**Hot Work:****Definitions**

The following terms have been interpreted for the purpose of this Site Specific Safety Plan whereas:

**“Hot Work”** shall refer to any work involving cutting, soldering, welding, grinding, brazing, or any other flame/spark generating activity.

**“Hot Work Permit”** shall refer to the written description of the type of “Hot Work” to be performed and shall specify the work to occur, the location of the work, and a fire watch plan. The “Hot Work Permit” is intended to act as a reminder to contractors of their fire prevention responsibilities before, during, and after any hot work is conducted. Hot work permits shall be administered by EllisDon.

**“Work Site”** shall refer to the direct area in which the “Hot Work” is being performed.

#### **Hot Work Permit Submission Process:**

At least 1 business days prior to commencing welding, soldering, grinding, cutting work and coring procedure, subcontractor shall provide to EllisDon:

- Notice of intent, indicating fire protection devices affected, time and duration of isolation or bypass requested.
- A completed “Hot Work Permit” as approved by Departmental Representative (**see Appendix viii**).
- The permit will be provided on location. Work is not to start until the permit has been granted.
- Keep records of all “Hot Work Permits” on location immediately upon completion of procedures for which permit was issued

A fire watcher as described in FC 302 (**see Appendix x**) shall be assigned when welding or cutting operations are carried out in areas where combustible materials within 10 m may be ignited by conduction or radiation.

Where work requires interruption of fire alarms or fire suppression, extinguishing or protection systems:

- Provide watchman service as described in FC 301 (**see Appendix ix**); In general, watchman service is defined as an individual conversant with Fire Emergency Procedures, performing fire picket duty within an unprotected and unoccupied (no workers) area in reasonable time intervals.
- Retain services for fire protection systems on daily basis to isolate and protect all devices relating to:
- Modification of fire alarms, fire suppression, extinguishing or protection systems; and/or cutting, welding, soldering or other construction activities, which might activate fire protection systems.

- Immediately upon completion of work, restore fire protection systems to normal operation and verify that all devices are fully operational.

### **Blasting:**

Blasting or other use of explosives is not permitted.

### **Fire Safety:**

#### **Fire Department Access**

- Access for fire fighting to the Wellington Building, and all adjacent buildings shall be maintained throughout the demolition and construction operations.
- The primary response point for the building is the site office - Sparks Street entrance. Access to the building shall be maintained through this entrance throughout the demolition and construction operations. Any alterations to the response point shall be discussed and approved by the Departmental representative.
- Sparks Street is the main fire access route for the retail units located along Sparks. St on both sides of the thoroughfare. This access shall be maintained at all times throughout the demolition and construction process.

### **Exiting and Egress Strategy**

#### **Wellington Building**

- Safe and unobstructed access to egress from the Wellington building shall be maintained.
- The Sparks St. entrance shall be used as the primary exit point; all other exits from the building are secondary routes and shall only be used if the exit via Sparks St. is unsafe.

During demolition and construction a minimum of 1 stair shall be maintained clear and accessible. ***(Such logistics shall be communicated as changes are required)***.

- All points of the building shall have access to an exit stair. If the number of stairs being maintained is reduced, access to the remaining stairs from all parts of the floor area shall be preserved.

#### **Adjacent Buildings**

- All required exits from adjacent buildings shall be maintained throughout demolition and construction operations.

- Ensure fire exits from the National Press Building (NPB) and the three (3) Sparks Street stores are maintained and protected from construction site to Wellington Street. These fire exits discharge into the shared loading dock area on the east side of the Wellington Building. Occupants from NPB and Sparks Streets stores, utilizing these exits shall be provided with safe evacuation via the loading dock area north to Wellington Street in accordance with health and safety rules and regulations. The evacuation efforts will then be coordinated with the EllisDon project at the Bank of Montreal (BMO) to ensure a safe evacuation. The following approach shall be utilized:
  1. Occupants of these buildings follow the evacuation instructions posted in their buildings. Once outside, the people walk to the front of the National Press Building and gather on the sidewalk in the designated refuge area.
  2. During work hours (7am – 4pm), Monday to Friday, ADT fire alarm monitoring will contact Bob Seiler (EllisDon, 613-913-8479) who will respond to the front of the NPB. Depending on the extent of the emergency, Bob will call EllisDon flag persons from the BMO site to control traffic and escort evacuees along Wellington Street East to O'Connor Street sidewalk.
  3. During after hours (4pm – 7am) Monday to Friday, weekends and holidays, ADT alarm monitoring contacts Ottawa Fire Services who will respond to the emergency at the NPB or the three (3) Sparks Street stores.

### **Fire Watch and Building Take Over**

During construction operations the Construction Manager will provide a 24/7 fire watch from building take-over to Substantial Performance.

Horns will be installed and used for general evacuation.

### **Shutdown of Fire Protection Systems**

A temporary fire protection system shall be maintained throughout the duration of the project.

The existing Siamese connections on Sparks (1 No), Bank (2 No) and Wellington (1 No) Streets shall be maintained 24/7 as well, and either connected into the new distribution pipework or the existing pipework is to be retained. In addition the test header in the loading dock is to be maintained throughout the project. Connections that are online shall be identified by signage.

### **Demolition:**

Demolition and abatement work shall be done in a carefully sequenced and planned manner to mitigate hazards for workers, and the potential for damage to sensitive areas and systems that are to remain intact and functional.

The Wellington Building provides integral functions pertaining to mechanical and electrical services to its adjoining buildings/businesses. It is essential that careful and thoughtful methodology be applied in the execution of this work.



**Orientations, Coordination Meetings, Weekly Foreman Meetings, Pre Job Safety Assessments, Hazard Analysis, and Weekly Toolbox Talks are to be utilized as required for ensuring that the necessary safety measures are implemented.**

All mechanical and electrical services to be modified or removed must be communicated to EllisDon prior to the execution of that work to allow for proper coordination with other activities on site.

Similarly, any activities that could potentially create excessive dust, potentially expose workers to hazardous substance or disrupt services must be reviewed with EllisDon prior to work commencing so that a proper hazard assessment can be made.

Work in heritage areas is to be done with extreme caution. Hoardings and protective barriers shall be installed and maintained to protect these areas. Any work requiring the temporary removal of these barriers must be reviewed and approved by EllisDon prior to the commencement of work.

Work areas must be kept organized and clear of obstructions. Debris and material removals must be done regularly to avoid congesting areas, and prevent tripping and egress hazards.

Abandoned or redundant sleeves, and openings must be made safe by trades by covering securely, and flagging/identification as per the applicable legislation to prevent tripping/fall hazards, and to eliminate the possibility of debris or material falling through to areas below.

All shoring and temporary structures are to be designed by a professional engineer. Prior to installation, all stamped details are to be submitted to EllisDon for review. All shoring installations are to be reviewed by a competent person or engineer of record before being exposed to any loads. Demolition sequencing of load bearing elements is to be reviewed with EllisDon prior to beginning work.

See the Designated Substance Report (DSR) and specifications pertaining to the following designated substances identified in the building.

- Asbestos
- Silica
- Lead
- Guano





## **180 Wellington Street, Wellington Building Renovation**

### **Emergency Response Plan**

**Start Date: November 19, 2012**

**Prepared by: Kenny Tuff & Greg Scollan**

**Reviewed by:**

**Construction Manager: Ian McKie**

**Superintendent: Ted Kucharski**

**Project Safety Coordinator: Greg Scollan**

## **EMERGENCY CONTACT LIST:**



180 Wellington Street, Wellington Building Renovation

**Project No. 7293**

<b>IN CASE OF EMERGENCY:</b>			
<b>Dire Emergency</b>	<b>911</b>		<b>Fax:</b>
<b>EllisDon</b> <b>Project Site Office</b>  <b>Ian McKie</b> – Construction Manager <b>Ted Kucharski</b> – Site Superintendent <b>Greg Scollan</b> – Project Health & Safety <b>Kenny Tuff</b> – Regional Safety Director	<b>613-565-2680</b> 613-232-4214  613-913-2869 613-227-1461 613-223-1728 613-913-4604	<a href="mailto:imckie@ellisdon.com">imckie@ellisdon.com</a> <a href="mailto:tkucharski@ellisdon.com">tkucharski@ellisdon.com</a> <a href="mailto:gscollan@ellisdon.com">gscollan@ellisdon.com</a> <a href="mailto:ktuff@ellisdon.com">ktuff@ellisdon.com</a>	
<b>Public Works</b> <b>Michel Sabourin</b>  <b>MHPM</b> <b>Tony Quigley</b>	<b>819-775-7369</b>   <b>819-775-7085</b> <b>613-852-3692</b>	<a href="mailto:michel.sabourin@tpsgc-pwgsc.gc.ca">michel.sabourin@tpsgc-pwgsc.gc.ca</a>   <a href="mailto:tony.quigley@tpsgc-pwgsc.gc.ca">tony.quigley@tpsgc-pwgsc.gc.ca</a>	
<b>Emergency</b>  Ministry of Labour MOL Health & Safety Contact Centre Ministry of Environment	<b>911</b>  Ottawa: (613) 228-8050 1-877-202-0008 Ottawa: (613) 521-3450		
<b>Police</b> Other emergencies Theft etc.	<b>911</b> 613-236-1222 ext. 7300		
<b>Fire Department</b> <b>Station 11</b> 135 Preston Street <b>Station 12</b> 635 O'Connor Street <b>Station 13</b> 530 King Edward Avenue	<b>911</b>		
Ambulance Ottawa Hospital-Civic campus	<b>911</b> 613-722-7000		
Poison Information centre	1-800-268-9017		
Spill Action Center	1-800-268-6060		
Hydro, Gas Hydro One Hydro Ottawa	(800) 267-3616 (800) 434 -1235 (613) 738-6400		

**Emergency Response Procedure:****Know what to do!!!**

In the event of an incident or accident it is important to know the proper procedures that are crucial in the mitigation of most emergencies. Remember that circumstances may change during the course of an emergency and respondents must understand these procedures in order to accommodate the ongoing situation.

**The following list covers basic actions to take in an emergency along with specific actions to this particular job (180 Wellington Street, Wellington Building Renovation - 7293). These steps apply to almost any emergency and should be followed in sequence.**

- Stay calm.
- Assess and mitigate the situation.
- Take command and report.
- Provide protection.
- Aid and manage.
- Maintain contacts.
- Guide emergency services.
- Report to Muster Area.

**1. Stay calm** – Your example can influence others and thereby aid the emergency response.

**2. Assess and mitigate the situation** – Determine what happened and what the emergency is. Look at the big picture. What has happened to whom and what will continue to happen if no action is taken? Try to identify the cause that must be controlled to eliminate immediate, ongoing, or further danger.

**3. Take command and report** – The most senior person / supervisor on the scene should take charge and call, or delegate someone to call, emergency services and explain the situation.

**4. Provide protection** – Eliminate further losses and secure the area. Control or eliminate the energy source causing the emergency. Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards. Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities, and take other necessary measures. Preserve the accident scene; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further losses.

**5. Aid and manage** – Sound the air horn for onsite response. Provide first aid or help those already doing so. Manage personnel at the scene. Organize the workforce for both a headcount and emergency assignments. Direct all workers to a safe location or command post. This makes it easier to identify the missing, control panic, and assign people to emergency duties. Dispatch personnel to guide emergency services on arrival.

**IN THE EVENT OF A SERIOUS EMERGENCY AND YOU ARE NOT DELEGATED RESPONSIBILITY GO TO THE RALLY POINT TO AWAIT FURTHER INSTRUCTIONS. (DO NOT LEAVE RALLY POINT FOR ANY REASON).**

**On this project the following persons (*EllisDon*) have first aid training:**

*Ted Kucharski (Superintendent)*

*Greg Scollan (H&S Coordinator)*

*First Aid kits are located at the EllisDon site office. Each subcontractor shall also be responsible to provide a first aid kit on-site.*

**6. Maintain contact** – Keep emergency services informed of situation. Contact utilities such as gas and hydro where required (see contact list). Alert management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.

**7. Guide emergency services** – Meet services on site. Lead them to emergency scene. Explain ongoing and potential hazards and cause(s), if known.

### **Ambulance Summoning Procedures**

Upon determination that an ambulance is required, the person of authority at the scene shall:

1. Designate an individual to telephone for an ambulance by dialing 911 and stating:
  - We have an industrial accident.
  - We are located at: 180 Wellington
  - Our site phone number is: 613-808-4680 (Site Superintendent)
2. Instruct the person contacting the ambulance services to:
  - State whether first aid is attending, en route, or not available.
  - Provide a description of the accident.
  - Provide a description of the injuries.
  - Report back that an ambulance has been called.
3. Designate an individual to meet the ambulance at either the Sparks Street or Wellington Street entrances.
4. If an incident occurs within the existing hospital, the 911 operator may instruct the caller on alternate procedure or ambulance meeting area depending on location of the incident.

Make all necessary efforts to ensure that emergency vehicles have optimum access to the site as conditions allow.

The established process for emergency contact at 180 Wellington Street is:

Contractor to call ED Supervisor (Ted Kucharski) 613-227-1461

Contractor to call 911

ED shall notify Site Security.

**IN THE EVENT OF AN EMERGENCY, ELLISDON WILL IMPLEMENT THE FOLLOWING RESPONSE:**

In the event of an emergency contact the EllisDon Site Superintendent (Ted Kucharski) @ 613-227-1461 **immediately**. State the type of emergency and the location, remain on the line to provide further assistance.

The Site Superintendent will assess the emergency situation and determine the level of response required.

Please note that this plan is designed to be implemented during the regular site hours of 7:00am-4:00pm. In the event an emergency situation should arise outside these hours contact 911 and notify security. ValGuard 613-565-6409.

EllisDon senior management will delegate responsibilities in the event of an after hour emergency.

**NOTE: ALL COMMUNICATIONS INVOLVING MEDIA MUST BE REFERRED TO PUBLIC WORKS REPRESENTATIVE: Michel Sabourin @ 819-775-7337.**

Should activation of the evacuation plan become necessary the EllisDon Management Team will coordinate the following procedures:

**EMERGENCY EVACUATION PROCEDURE:**

**Initiate Evacuation:**

In the event an emergency evacuation is required, personnel will be informed by word of mouth or by sounding the alarm and the following procedure shall be followed:

In the event of an emergency during work hours contact EllisDon Immediately.

Ted Kucharski - (613)227-1461, Eric Bedard – (613)913-8478, Pierre Whitty – (613)315-3656  
Justin Keill – (613) 808- 3164, Kevin Brown – (613) 809 -0499, Greg Scollan – (613) 223-1728  
Kenny Tuff – (613) 913-4604

**Evacuation Procedure:**

Wellington Building shall have a temporary fire protection system (including a 24/7 firewatch) in place during the demolition and construction phases of the project. All workers shall be advised to respond to these alarms, should it be activated, and evacuate to the **corner of Sparks Street and Bank Street** (ED established muster point).

- Should the project require evacuation otherwise, designated personnel will initiate the procedure by the sounding of the evacuation horn or air horn, one long blast.
- Please note that most city Fire departments also typically use Air Horn Signals for evacuation. Once Fire Services arrive on site, Air Horns will only be sounded by the Fire Services, if that is the protocol that they use.
- Air Horns are located throughout the project and will only be used by authorized personnel for emergency purposes. Any person found misusing or removing these air horns will be subject to disciplinary action up to permanent removal from the project.
- Upon hearing the emergency evacuation horn, all non response team members will immediately vacate the project through the nearest exit, and proceed to the emergency gathering area (**corner of Sparks Street and Bank Street**).
- Upon arriving at the emergency gathering area, all sub trades will remain in their trade specific groups for attendance.
- All crane, hoist and equipment operators will stand by and await instruction should their assistance be required.

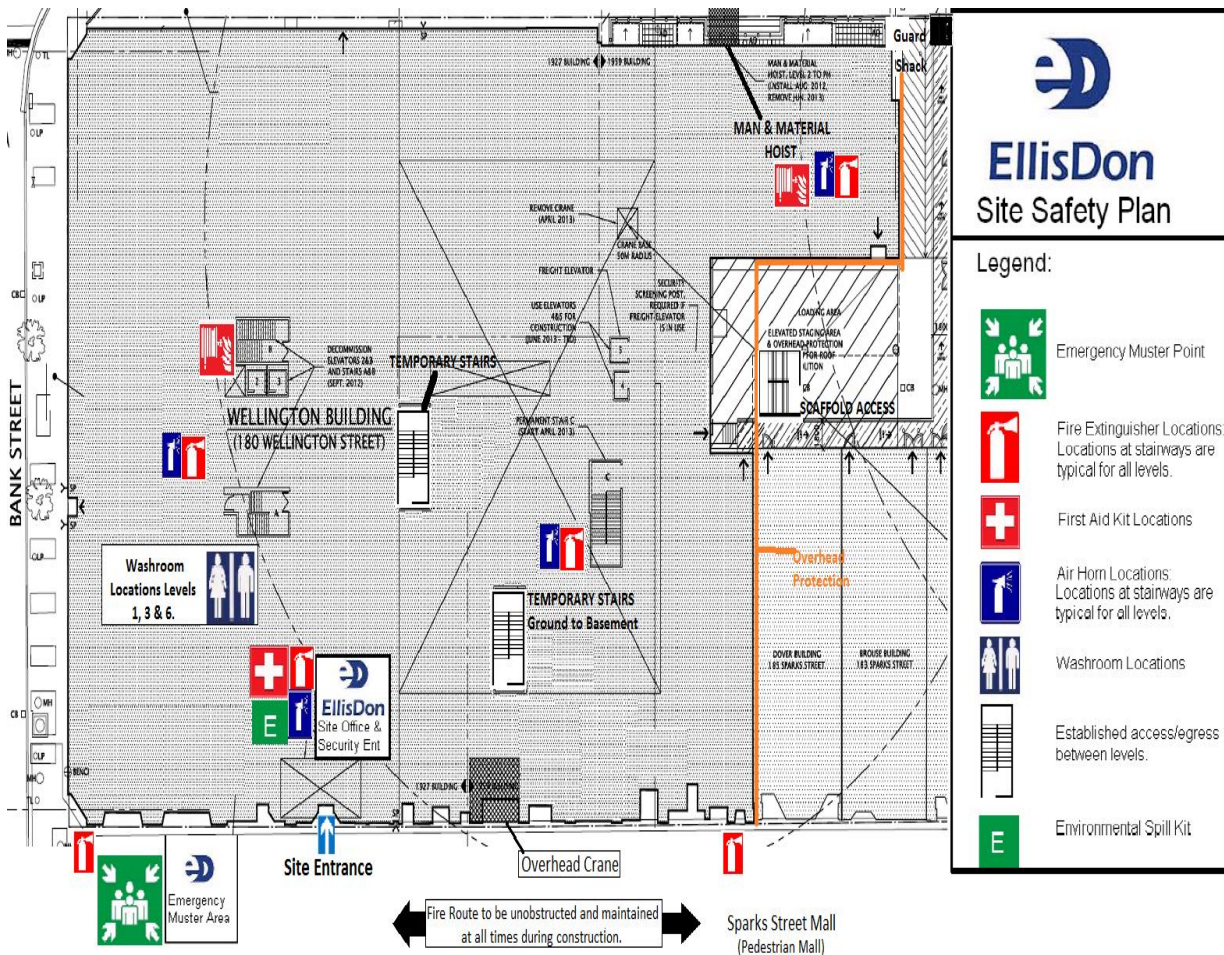
**Evacuation Procedure Personnel Responsibilities:**

- Site office person will contact **911** and advise of the type of emergency and to arrive at **180 Wellington Street** where they will be met by designated personnel. Provide as much detail as possible.
- The following shall also be contacted:  
**PWGSC: Michel Sabourin @ 819-775-7337**
- A competent worker shall be assigned and authorized to sound evacuation signal and direct on site personnel to vacate the site.
- A competent worker shall provide guidance to Emergency Services to affected area. It is imperative that enough personnel accompany the competent worker to the Emergency Area to maintain communication and provide direction to the various emergency services which may arrive at different times.
- ED Superintendent (Ted Kucharski) will lead the overall response and provide assistance and guidance when and where required.
- All designated personnel must ensure that in their absence from the project the site office and site Superintendent are aware, so alternate personnel can be assigned these responsibilities.



## Site Safety Plan:

It is the responsibility of the respective company's superintendent to ensure that all workers are familiar with the layout of the construction site and any potential hazards therein. The Site Safety Plan shall be posted in conspicuous areas as to inform workers of the layout and confines of the site, the locations of all life safety equipment, and locations to all accessible facilities. (See Appendix )



## Emergency Signal:

In the event of an emergency situation workers shall be notified by the sounding of an air horn that shall be placed in conspicuous locations throughout any given construction site.

**One long burst shall indicate that an evacuation of the site has been deemed necessary and all workers will report to the designated meeting place. A second evacuation horn has also been installed on the east and west risers. An ED supervisor is to assess the situation and authorize activation of the alarm which is located at the front security post.**

**Three long bursts shall indicate that an accident has occurred (follow protocol at the front of this document).**



180 Wellington Street, Wellington Building Renovation: Emergency Response Procedure (continued):

### Incident Reporting:

***All incidents/emergencies, NO MATTER HOW MINOR, will be reported immediately to the EllisDon site staff, who will then initiate all required actions. The site superintendent will take command and assign duties to specific personnel.***

### Medical Emergency:

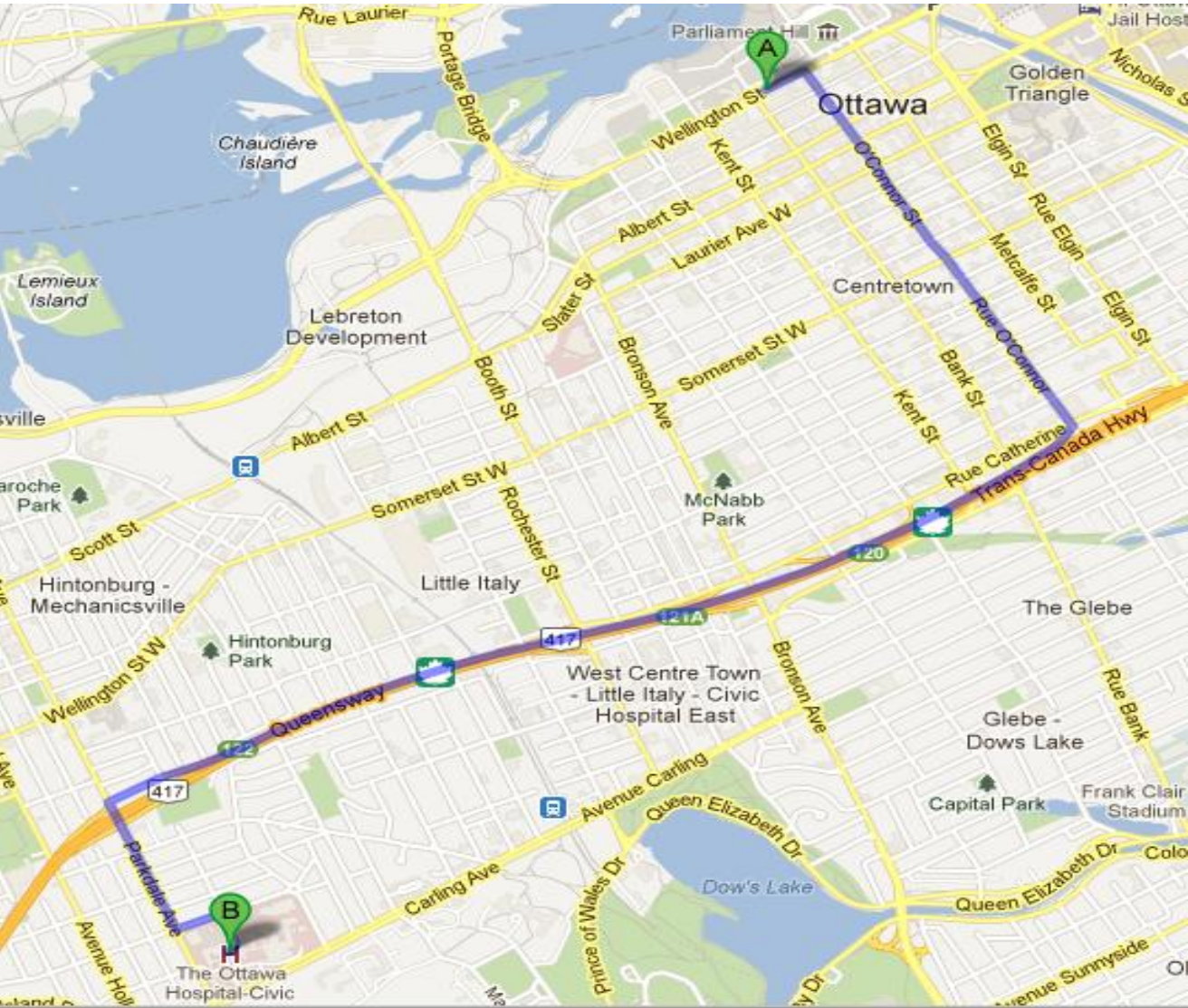
For this project, injured workers will be taken to the [Ottawa Hospital, Civic Campus.](#)

The phone number is [\(613\) 722-7000](#); the address is [1053 Carling Avenue, Ottawa, ON K1Y 1J8](#)

- Inform management in order that they can then contact relatives, notify authorities and start procedures for reporting and investigating the accident.
- Make notes to aid in the accident investigation (i.e. who was supervising workers, witnesses to accident, who administered first aid etc.)
- **FOLLOW PROCEDURE(S) AT THE FRONT OF THIS DOCUMENT**



Written Directions to:



**Ottawa Hospital, Civic Campus**  
 1053 Carling Avenue, Ottawa, ON, K1Y 1J8  
 (613) 722-7000

**From: 180 Wellington Street**

- |  |        |
|--|--------|
| 1. Head <b>northeast</b> on <b>Ottawa Road 34</b> toward <b>O'Connor St/Ottawa Road 87</b> | 140 m  |
| 2. Take the 1st right onto <b>O'Connor St/Ottawa Road 87</b>                               | 1.6 km |
| 3. Turn right to merge onto <b>ON-417 W</b>  | 2.9 km |
| 4. Take exit <b>122</b> for <b>Parkdale Avenue</b>   | 250 m  |

<b>5. Merge onto Westmount Ave</b>	190 m
<b>6. Turn left onto Parkdale Ave/Ottawa Road 71</b>	500 m
<b>7. Turn left onto Ruskin St</b>	150 m
<b>8. Take the 1st right onto MacFarlane Ave</b>	
Destination will be on the left	160 m
The Ottawa Hospital-Civic Campus Ottawa, ON	

## **180 Wellington Building Renovation - FIRE PLAN**

### **Introduction:**

This fire plan is required by the Ontario Fire Code, Section 2.8.

This fire safety plan is designed to provide project personnel safety in the event of a fire, to provide effective utilization of the fire safety features of the project and to minimize the possibility of fires. This describes what project personnel are to do in the event of a fire.

Should an emergency occur the Fire Safety Plan will assist all project personnel to evacuate the involved areas and report to gathering area(s) in a safe and timely fashion.

### **Distribution:**

This Fire Safety Plan will be distributed to and through the following:

- EllisDon personnel
- All Sub trades
- Public Works Representatives

The Fire Safety Plan will be communicated to site personnel through new hire orientations and will also be posted on the Site Safety Bulletin Board.

### Project Procedures in Case of Fire Emergency

In the event of a fire emergency contact the EllisDon Site Superintendent (Joseph Kryger /613-808-4680) state the type of emergency and the location, remain on the line to provide further assistance.

Should a fire be discovered and if reasonable to do so:

- Project Safety Policies that have been implemented state "if you attempt to put out a fire in the first 30 seconds, you stand a good chance of being successful". During the first 30 seconds, emergency assistance procedures should be followed by anyone discovering or anyone being involved in a fire.

Area supervisors shall respond to the following as applicable:

- The fire is to be evaluated in regards to controlling it.
- Necessary evacuation steps are to be taken.
- Permanent elevators are not to be used unless directed.
- Lights are to be left on, doors closed and windows closed but not locked.
- Employees are to stay as low as possible and try to avoid the smoke (possibly toxic).
- Should clothes catch on fire, the best thing to do is stop, drop and roll.

### Fire Extinguisher Use:

- Assess situation to determine fire can be managed with fire fighting equipment available.
- Evacuate non-essential workers from area,
- Check equipment
- Commence extinguishing fire

Use the “**PASS**” system when operating a fire extinguisher,

**P**ull the pin on the extinguisher to unlock the operating lever,

**A**im the nozzle at the base of the fire,

**S**queeze the lever above the handle to discharge the extinguishing agent,

**S**weep the nozzle from side to side at the base of the fire,

- As fire diminishes carefully approach fire, continuing to extinguish
- Once fire has been extinguished, continue to monitor the area for at least 30 minutes.

If at any time the fire becomes unmanageable, activate fire alarm and refer to Evacuation Procedure.



## 180 Wellington Street, Wellington Building Renovation: Emergency Response Procedure (continued):

### After Hours Fire Procedures:

If a fire is discovered after hours by security workers and is unable to be extinguished safely using the directions above, then security shall contact **911** immediately and advise them of the type of emergency and location - **180 Wellington Street** (Entrance off of Sparks St). Once 911 has been contacted, the security worker on site shall notify an EllisDon representative, by following 180 Wellington Contact List that has been provided and posted at the guard locations.

At no time should a security guard or worker put themselves in danger while attempting to extinguish a fire.

### Utility Contact:

In the event of any damage to a utility, contact the office immediately that the utility company can be so advised. Follow general Emergency Response Procedures with the following additional steps

***Hydro - Unless the voltage of the power line or cable is known assume it is high voltage. Rescue should only be attempted after power has been turned off or personnel trained and equipped to use live-line tools are attempting rescue.***

### Spill Response:

**This site shall be equipped with emergency environmental clean-up kits located in the site's designated storage area.**

Upon detection of a release or spill of a hazardous substance take the following steps as soon as possible to prevent risk to people or the environment.

- 1) **Secure the area** – Establish a hazard zone that will keep non-emergency personnel away from danger. If necessary arrange for a worker to patrol the zone to keep observers at a safe distance.
- 2) **Assess the situation** – The following points need to be considered,
  - Is there a fire?
  - Status of spill or leak (is it continuing or has it stopped?)
  - What are the weather conditions?
  - What is the terrain like?
  - What is at risk (i.e. people, property or environment)?
  - What action should be taken (i.e. evacuation, spill containment)?
  - What resources are required (labour, equipment and materials)?
  - What immediate action can be taken?

- 3) **Identify Product(s)** – Refer to the Material Safety Data Sheets for detailed clean-up procedures, health hazards and personal protective equipment to be used. Labels and symbols on containers can be used to identify products involved. Also shipping documents can be used to identify product.
- 4) **Response** – Establish a command post and establish lines of communication. Rescue casualties where possible and evacuate if necessary. Maintain control of the site.
- 5) If additional information is required contact **CANUTEC**, this agency provides an advisory service and is staffed by professionals trained in interpreting information and providing emergency response advice.
  - In an emergency, CANUTEC may be called at: (613) 996-6666 (24 hours)
  - In a non-emergency situation, please call the information line at: (613) 992-4624 (24 hours)
- 6) **Reporting** - The Superintendent will prepare a written report, which will be forwarded to Head Office, documenting:
  - Cause of spill;
  - Location, size and characteristics of area affected;
  - Actions taken in sequence;
  - Time sequence from detection to cleanup;
  - Follow-up monitoring and reclamation needs (if any);
  - Consultant report (if any).Any additional reporting will be coordinated through Head Office.

**Clean-up Contractors** - The following is a list of licensed liquid and solid waste handling contractors, to be used if necessary.

*For Liquid Waste Spills:*

- |  |  |
|--|--|
| a) <b>Drain-All</b><br>Phone: 613-739-1070                     | b) <b>Sewermatic</b><br>Phone: 613- 739-1449 |
| c) <b>Veolia Environmental Services</b><br>Phone: 613-739-1150 |  |

*For Solid Wastes:*

- |   |   |
|---|---|
| a) <b>Goldie Mohr Ltd.</b><br>Phone: 613-838-5042     | b) <b>Greely Sand &amp; Gravel</b><br>Phone: 613-821-3003 |
| c) <b>Delage Environmental</b><br>Phone: 613-842-9295 |   |