
1 General

1.1 WORK BY OTHERS

- .1 Cooperate with other contractors in carrying out their respective works and carry out the Correctional Service of Canada(CSC) Representative's instructions.
- .2 Coordinate work with that of other contractors. If any part of work under this contract depends upon the work of another contractor for its proper execution or result, promptly report, in writing to the CSC Representative, any defects which may interfere with proper execution of work.
- .3 The Contractor may only begin the works upon receiving confirmation from the CSC Representative, must advise the CSC Representative when he leaves the site, and must respect the approved work hours specified in Section 01 35 13 – Special Project Procedures for Correctional Service Canada Security Requirements.

1.2 CONTRACTOR USE OF PREMISES

- .1 During construction, the institution must remain fully operational. In this regard, the CSC Representative or the institution's person in charge of security can request that the Contractor immediately and temporarily stop certain works such that the institution's operations are not compromised.
- .2 Use of the premises is limited to the site limits. Works which are designated as having to be completed outside the site limits must be carried out by a team which will be accompanied by an escort designated by the CSC. Refer to specification Section 01 35 13 – Procedures for Correctional Service Canada Security Requirements.
- .3 Works shall be executed to minimize disturbance to occupants while ensuring, to the extent possible, a normal use of the premises. Coordinate with the CSC Representative to facilitate the execution of the works.
- .4 .Maintain all existing active services within the buildings.
- .5 No vehicles or mobile site vehicles will be permitted inside the institution outside working hours. Site vehicles will be stored in the parking lot located in front of the main entrance. Refer to specification Section 01 35 13 – Procedures for Correctional Service Canada Security requirements.

1.3 CODES, STANDARDS AND OTHER REFERENCE DOCUMENTS

- .1 Work must be carried out in accordance with the requirements of the National Building Code (NBC), including all published amendments up to the bid closing date and other applicable provincial or local codes; In case of discrepancy between the requirements of the various documents, the more rigorous will prevail.
 - .2 The work must meet or exceed the requirements of the documents listed below.
-

- .1 Contract documents.
- .2 Standards, codes and other prescribed reference materials.

1.4 EXISTING UTILITIES SERVICES

- .1 Prior to interruption of utilities, notify Ministry Representative and utilities concerned at least one week in advance and obtain necessary approvals.
- .2 If utility lines are to be tapped or connected to existing utility lines, give the Ministry Representative prior notice of one week prior to the scheduled outage of electrical or mechanical services. Ensure that the duration of interruptions is as short as possible. Carry out work at the times set by the competent local authorities, with the least possible interference with the activities of the establishment.
- .3 Prior work begins, define the extent and location of utility lines in the work area and notify the Ministry Representative.
- .4 Submit to the Ministry Representative for approval a schedule for the shutdown or closure of active facilities or works, including interruption of communications services or power supply. Adhere to the approved timetable and inform parties affected by these disadvantages. Incorporate this information into the Gantt chart required in 01 32 16.07.
- .5 When non-listed utility lines are discovered, immediately notify the Ministry Representative and recorded in writing.
- .6 Protect, move or maintain service lines that are functional. If non-functional piping is discovered during the work, seal it in a manner authorized by the competent authorities.
- .7 Record location of utility lines that are maintained, moved or abandoned.

1.5 REQUIRED DOCUMENTS

- .1 Keep a copy of each of the following documents on site:
 - .1 Contract drawings;
 - .2 Specifications;
 - .3 Addenda;
 - .4 Revised shop drawings;
 - .5 Change orders;
 - .6 Other amendments to the contracts;
 - .7 Field testing reports;
 - .8 Approved work schedule;
 - .9 Installation and implementation instructions supplied by the manufacturers.

1.6 SUBSURFACE CONDITIONS

- .1 A subsurface investigation report is **available** for consultation purposes in **Appendix B**, which is appended to the specifications following Section **31 62 16**.

1.7 SURVEY REQUIREMENTS

- .1 Establish lines and levels, and determine locations with surveying instruments.
- .2 Staking site for leveling, placement of backfill material and topsoil.
- .3 Define pipe invert level.
- .4 Install foundation chairs for foundations.
- .5 Establish the level of foundations. Establish lines and levels for mechanical and electrical systems and installations.

1.8 REGISTERS

- .1 Maintain a detailed and accurate record of land survey and verification work as it progresses.
- .2 Upon completion of the foundations and major site development, prepare a certified topographic survey indicating the dimensions, location, angles and level of the structures.
- .3 Keep record of the location of the services which have been moved, disconnected, or kept in service.

1.9 SOIL TREATMENT

- .1 The land deposition location plan is available for consultation purpose in **Appendix A**, which is appended to the specifications following Section **31 62 16**.
- .2 At the request of the Ministry Representative, soil and material to be excavated should be piled for sampling since the environmental quality of these soils and materials is unknown.
- .3 Soils and materials stored for characterization will be sampled by the ministry representative. The Contractor will coordinate the stacking activities according to the waiting times for the analytical results (delays of 2 to 3 working days).
- .4 Upon receipt of the results and as directed by the Ministry Representative, the Contractor shall recharge the soil for re-use or off-site disposal at a site authorized by MDDELCC
- .5 The access road to the landfill site shall be cleaned in order to obtain a condition equivalent to or greater than the condition it presented before the beginning of works.

- .6 Provide leveling at the site of the land deposition of the soil being transported.
- .7 Provide dust shields at the landfill site where the dust-generating activities are carried out.
- .8 Keep these screens and move them as necessary until these activities are completed.

1.10 SITE ACCESS PATH

- .1 Provide a site access road that is resistant to the various weather conditions throughout the construction, such as a lean concrete covering.
- .2 Provide demolition of the access road at the end of the work and cleaning.
- .3 The condition of the land must be in a equivalent to or greater than the condition it presented before the beginning of works.

1.11 CONTAINER FOR DISPLACEMENT

- .1 Provide for the movement of one (1) 20-foot-long dry-type marine container prior the beginning of works.
- .2 Provide for the movement of one (1) 20-foot-long dry-type marine container after completion of works.
- .3 The condition of the land must be in a equivalent to or greater than the condition it presented before the works began.

2 Products

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 PRECONSTRUCTION MEETING

- .1 Within ten (10) days after award of contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
 - .2 The Representative of the Ministry and the Contractor will be in attendance.
 - .3 The Departmental Representative will determine time and location of meeting and notify parties concerned at least five (5) days before meeting.
 - .4 The following items will be on the agenda:
 - .1 General information
 - 1. Presentation of the project and the speakers
 - 2. Communications
 - 3. Construction office and parking
 - .2 Contract Administration and documents required
 - 1. Contractual documents
 - 2. Plans for construction
 - 3. Schedule of work
 - 4. List of suppliers and subcontractors
 - 5. Laws and regulations
 - .3 Mobilization and Implementation
 - 1. Special procedure in prisons
 - 2. Signaling
 - 3. Traffic and bearing capacity
 - 4. Team and work schedule
 - 5. Waste container and disposal of materials
 - 6. Protection of surrounding areas
 - 7. Vibration management
 - 8. Cutting, drilling and repairs
 - 9. Cleaning and maintenance
 - 10. Interruption of service
 - .4 Occupational Health and Safety
 - .5 Environment
 - 1. Environmental protection plan
 - 2. Waste recovery report
 - .6 Product sheets, shop drawings, compliance, QRT
 - .7 Timing and Scheduling of Work
 - .8 Designation of inspection and testing firms
 - .9 Payment requests
-

- .10 Managing change
- .11 Varia
- .5 Comply with Representative of the Ministry's instructions for site mobilization areas; Office and hangars on site, access to traffic and parking.
- .6 During construction of site facilities and temporary utilities, use the communication procedures established for the project by the Representative of the Ministry: Documents and samples to be submitted for approval, reports and records, schedules, coordination of plans, recommendations and resolution of ambiguities and conflicts.

1.2 PROGRESS MEETINGS

- .1 During course of work a schedule of progress meetings, which will be bi-monthly, will be established by the Representative of the Ministry.
- .2 Contractor and Representative of the Ministry are to be in attendance.
- .3 The official report will be written by the Ministry Representative and transmitted to the participants and to the parties concerned within three (3) days of each meeting.
- .4 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Field observations, problems, conflicts.
 - .3 Problems which impede construction schedule.
 - .4 Revision of construction schedule.
 - .5 Progress schedule, during succeeding work period.
 - .6 Review submittal schedules of documents and the required samples: expedite as required.
 - .7 Maintenance of quality standards.
 - .8 Review proposed changes for effect on construction schedule and on completion date.
 - .9 Other business.

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 DEFINITIONS

- .1 Activity: element of Work performed during course of Project. Activity normally has expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart): graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally Bar Chart should be derived from commercially available computerized project management system.
- .3 Baseline: original approved plan (for project, work package, or activity), plus or minus approved scope changes.
- .4 Construction Work Week: Monday to Friday, inclusive, will provide five day work week and define schedule calendar working days as part of Bar (GANTT) Chart submission.
- .5 Duration: number of work periods (not including holidays or other nonworking periods) required to complete activity or other project element. Usually expressed as workdays or workweeks.
- .6 Master Plan: summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: significant event in project, usually completion of major deliverable.
- .8 Project Schedule: planned dates for performing activities and the planned dates for meeting milestones. Dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle.
- .9 Project Planning, Monitoring and Control System: overall system operated by the Representative of the Ministry.

1.2 REQUIREMENTS

- .1 Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
 - .2 Plan to complete Work in accordance with prescribed milestones and time frame.
 - .3 Limit activity durations to maximum of approximately five (5) working days, to allow for progress reporting.
-

- .4 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

1.3 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to the Representative of the Ministry within seven (7) working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .3 Submit Project Schedule to Representative of the Ministry within five (5) working days of receipt of acceptance of Master Plan.

1.4 PROJECT MILESTONES

- .1 Project milestones form interim targets for Project Schedule.

1.5 MASTER PLAN

- .1 Structure schedule to allow orderly planning, organizing and execution of Work in accordance with the Bar Chart (GANTT).
- .2 The Representative of the Ministry will review and return revised schedules to the Contractor within five (5) working days.
- .3 Revise impractical schedule and resubmit within (5) five working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

1.6 PROJECT SCHEDULE

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
 - .1 Award of contract.
 - .2 Workshop drawings, samples.
 - .3 Permits.
 - .4 Mobilization.
 - .5 Excavation.
 - .6 Backfilling.
 - .7 Foundations.
 - .8 Structural steel.

- .9 Wall covering and cover.
- .10 Doors and Hardware.
- .11 Lighting.
- .12 Electricity.
- .13 Piping.
- .14 Control and regulation.
- .15 Testing and Commissioning.
- .16 Hardware supplied with a long lead time.
- .17 Delivery dates requested for materials provided by the Departmental Representative.
- .18 Service shutdowns and their duration for connection to existing facilities.

1.7 PROJECT SCHEDULE REPORTING

- .1 Update Project Schedule bi-monthly (to be submitted to each site meeting) to reflect activity changes and completion, as well as activities in progress and at each demand of payment.
- .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.

1.8 PROJECT MEETINGS

- .1 Discuss the timetable for the periodic meetings held at the site; Identify activities that are behind schedule and plan ways to address these delays. Late activities are considered to have a start date or end date that exceeds the respective approved dates in the reference calendar.

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 ADMINISTRATIVE

- .1 Submit to Representative of the Ministry submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Review submittals and samples prior to submission to Representative of the Ministry. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .5 Notify Representative of the Ministry, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .6 Verify field measurements and affected adjacent Work are coordinated.
- .7 Contractor's responsibility for errors and omissions in submission is not relieved by Representative of the Ministry's review of submittals.
- .8 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Representative of the Ministry review.
- .9 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
 - .2 Submit drawings stamped and signed by a professional engineer registered or licensed in a Province of Canada.
 - .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
 - .4 Allow five (5) days for Representative of the Ministry's review of each submission.
-

- .5 Adjustments made on shop drawings by Representative of the Ministry are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Representative of the Ministry prior to proceeding with Work.
 - .6 Make changes in shop drawings as Representative of the Ministry] may require, consistent with Contract Documents. When resubmitting, notify Representative of the Ministry in writing of revisions other than those requested.
 - .7 Accompany submissions with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
 - .8 Submissions include:
 - .1 Preparation date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .9 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .10 Details of appropriate portions of Work as applicable:
 - .1 The materials and the fabrication details.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .1 Performance characteristics.
 - .2 Standards of reference.
 - .3 Relationship to adjacent work.
 - .11 After Representative of the Ministry's review, distribute copies.
 - .12 If no shop drawing is required due to the use of a product with standard manufacturing, submit one electronic copy of shop drawings for each requirement requested in specification Sections and as Representative of the Ministry may reasonably request.
-

- .13 Submit 1 electronic copy of manufacturer's instructions for requirements requested in specification Sections and as requested by Representative of the Ministry.
- .14 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .16 Delete information not applicable to project.
- .17 Supplement standard information to provide details applicable to project.
- .18 If upon review by Representative of the Ministry, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .19 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
 - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

1.3 SAMPLES

- .1 Samples: example of materials, material, quality, finish or method of execution.
- .2 If color, pattern or texture is to be used as selection criteria, submit the full range of product samples.
- .3 Once verified and approved, product samples will serve as a quality standard for the purposes of this work.

1.4 MOCK-UPS

- .1 Samples: on-site works using prescribed materials and method of execution.
 - .2 Realize work samples at locations acceptable to the Representative of the Ministry.
-

- .3 Notify Representative of the Ministry in writing, when submitting product samples, of deviations from the requirements of contract documents.
- .4 Where color, pattern or texture is prescribed, submit the entire range of samples required.
- .5 Once verified and approved, samples of the works will serve as a quality standard for the purposes of this work.

1.5 « AS-BUILT » DRAWINGS

- .1 The Contractor must include in his fees the costs to prepare “as-built” drawings for the project. As the work progresses, the Contractor will be required to submit one (1) hardcopy of the red line drawings to the Representative of the Ministry that will clearly and legibly identify in red ink the changes that were made relative to the drawings and specifications issued for construction. A special holdback will be retained by the Ministry to ensure that this requirement is met.

1.6 CERTIFICATES

- .1 Immediately after award of the contract, submit the documentation required by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).
- .2 Submit copies of the insurance certificates immediately after award of contract.

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 OBJET

- .1 To ensure that both the construction project and the institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.

1.2 DEFINITION

- .1 « Contraband » means:
 - .1 an intoxicant, including alcoholic beverages, drugs and narcotics,
 - .2 a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
 - .3 an explosive or a bomb or a component thereof,
 - .4 currency over any applicable prescribed limit 25.00\$, and
 - .5 any item not described in paragraphs 1 to 4 that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization
 - .2 "Unauthorized Smoking Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters.
 - .3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction project.
 - .4 "CSC" means Correctional Service Canada.
 - .5 "Director" means Director or Warden of the Institution as applicable or their representative.
 - .6 "Construction employees" means persons working for the general contractor, the sub- contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
 - .7 "Representative of the Ministry" means the Public Works and Government Services Canada (PWGSC) or the Correctional Service Canada (CSC) project manager depending on project.
 - .8 "Perimeter" means the fenced or walled area of the institution that restrains the movement of the inmates.
-

- .9 "Construction zone" means the area as shown on the contract drawings where the contractor will be allowed to work. This area may or may not be isolated from the security area of the institution.

1.3 PRELIMINARY PROCEEDINGS

- .1 Prior to the commencement of work, the contractor shall meet with the Director to:
 - .1 Discuss the nature and extent of all activities involved in the Project.
 - .2 Establish mutually acceptable security procedures in accordance with this instruction and the institution's particular requirements.
- .2 The contractor will:
 - .1 Ensure that all construction employees are aware of the CSC security requirements.
 - .2 Ensure that a copy of the CSC security requirements is always prominently on display at the job site.
 - .3 Co-operate with institutional personnel in ensuring that security requirements are observed by all construction employees.

1.4 CONSTRUCTION EMPLOYEES

- .1 Submit to the Director a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee. The form "Institutional access CIPC clearance request" is presented in part 4 - Appendices of this section.
- .2 Allow two (2) weeks for processing of security clearances. Employees will not be admitted to the Institution without a valid security clearance in place and a recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC institutions are not valid at the institution where the project is taking place.
- .3 The Director may require that facial photographs may be taken of construction employees and these photographs may be displayed at appropriate locations in the institution or in an electronic database for identification purposes. The Director may require that Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked upon arrival at the institution and shall be displayed prominently on the construction employees clothing at all time while employees are at the institution.
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
 - .1 appear to be under the influence of alcohol, drugs or narcotics.
 - .2 behave in an unusual or disorderly manner.

.3 are in possession of contraband.

1.5 VEHICLES

- .1 All unattended vehicles on CSC property shall have windows closed; doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle.
- .2 The director may limit at any time the number and type of vehicles allowed within the Institution.
- .3 Drivers of delivery vehicles for material required by the project shall not require security clearances but must remain with their vehicle the entire time that the vehicle is in the Institution. The director may require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.
- .4 If the Director permits trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. All trailer windows shall be covered with expanded metal mesh. All storage trailers inside and outside the perimeter must be locked when not in use.

1.6 PARKING CONSTRUCTION

- .1 The parking area(s) to be used by employees will be designated by the Director. Parking in other locations will be prohibited and vehicles may be subject to removal.

1.7 SHIPMENTS

- .1 All shipments of project material, equipment and tools shall be addressed in the Contractor's name to avoid confusion with the institution's own shipments. The contractor must have his own employees on site to receive any deliveries or shipments. CSC staff will not accept receipt of deliveries or shipments of any material equipment or tools for the contractor.

1.8 TELEPHONES

- .1 There will be no installation of telephones, facsimile machines and computers with Internet connections permitted within the perimeter of the institution unless prior approval of the Director is received.
- .2 The Director will ensure that approved telephones, Facsimile machine and computers with Internet connections are located where they are not accessible to inmates. All computers will have an approved password protection that will stop an Internet connection to unauthorized personnel.
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, BlackBerries, telephone used as 2-way radios, are not permitted within the perimeter of the Institution unless approved by the Director.

If wireless cellular telephones are permitted, the user will not permit their use by any inmate.

- .4 The Director may approve but limit the use of two way radios.

1.9 WORK HOURS

- .1 Work hours within the Institution are: Monday to Friday 8h00 AM to 3h30 PM
- .2 Work will not be permitted during weekends and statutory holidays without the permission of the Director. A minimum of four (4) days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waived by the Director.

1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Director. Give a minimum 48 hours advance notice when overtime work on the construction project is necessary and approved. If overtime work is required because of an emergency such the completion of a concrete pour or work to make the construction safe and secure, the contractor shall advise the Director as soon as this condition is known and follow the directions given by the Director. Costs to Canada for such events may be attributed to the contractor.
- .2 When overtime work, weekend statutory holiday work is required and approved by the Director, extra staff members may be posted by the Director or his designate, to maintain the security surveillance. The actual cost of this extra staff may be attributed to the contractor.

1.11 TOOLS AND EQUIPMENT

- .1 Maintain on site a complete list of all tools and equipment to be used during the construction project. The form "Tool register" is presented in part 4 - Appendices of this section. Make this inventory available for inspection when required.
- .2 Throughout the construction project maintain an up-to-date list of tools and equipment specified above.
- .3 Keep all tools and equipment under constant supervision, particularly power-driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations.
- .5 Lock all tool boxes when not in use. Keys to remain in the possession of the employees of the contractor.
- .6 Scaffolding shall be secured and locked when not erected and when erected, shall be secured in a manner agreed upon with the director.

- .7 All missing or lost tools or equipment shall be reported immediately to the Director and prepare the report for that purpose. The form "Missing tool report" is presented in part 4 - Appendices of this section.
- .8 The Director will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
 - .1 At the beginning and conclusion of every construction project.
 - .2 Weekly, when the construction project extends longer than a one week period.
- .9 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the Director's representative at the end of each day.
- .10 If propane or natural gas is used for heating the construction, the institution will require that an employee of the contractor supervise the construction site during non-working hours.

1.12 SECURITY HARDWARE KEYS

- .1 The Contractor shall arrange with the security hardware supplier/installer to have the keys for the security hardware to be delivered directly to Institution, specifically the Security Maintenance Officer (SMO).
- .2 The SMO will provide a receipt to the Contractor for security hardware keys.
- .3 The contractor will provide a copy of the above-mentioned receipt to the Representative of the Ministry.

1.13 OTHER KEYS

- .1 The contractor will use standard construction cylinders for locks for his use during the construction period.
- .2 The contractor will issue instructions to his employees and sub-trades, as necessary, to ensure safe custody of the construction set of keys.
- .3 Upon completion of each phase of the construction, the CSC representative will, in conjunction with the lock manufacturer:
 - .1 Prepare an operational keying schedule;
 - .2 Accept the operational keys and cylinders directly from the lock manufacturer;
 - .3 Arrange for removal and return of the construction cores and install the operational core in all locks.
- .4 Upon putting operational security keys into use, the CSC construction escort shall obtain these keys as they are required from the SMO and open doors as required

by the Contractor. The Contractor shall issue instructions to his employees advising them that all security keys shall always remain with the CSC construction escort.

1.14 SECURITY HARDWARE

- .1 Turn over all removed security hardware to the Director of the Institution for disposal or for safekeeping until required for re- installation.

1.15 PRESCRIPTION DRUGS

- .1 Employees of the contractor who are required to take prescription drugs during the workday shall obtain approval of the Director to bring a one day supply only into the Institution.

1.16 SMOKING RESTRICTIONS

- .1 Contractors and construction employees are not permitted to smoke inside correctional facilities or outdoors within the perimeter of a correctional facility and must not possess unauthorized smoking items within the perimeter of a correctional facility.
- .2 Contractors and construction employees who are in violation of this policy will be requested to immediately cease smoking or dispose of any unauthorized smoking items and, if they persist, will be directed to leave the institution.
- .3 Smoking is only permitted outside the perimeter of a correctional facility in an area to be designated by the Director.

1.17 CONTRABAND

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institutional property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Director.
- .3 Contractors should be vigilant with both their staff and the staff of their sub-contractors and suppliers that the discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.
- .4 Presence of arms and ammunition in vehicles of contractors, sub-contractors and suppliers or employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

1.18 SEARCHES

- .1 All vehicles and persons entering institutional property may be subject to search.
- .2 When the Director suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband or unauthorized items, he may order that person to be searched.
- .3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

1.19 ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY

- .1 Construction personnel and commercial vehicles will not be admitted to the institution after normal working hours, unless approved by the Director.

1.20 MOVEMENT OF VEHICLES

- .1 Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate during the following hours:
 - .1 8h00 AM to 3h30 PM
 - .2 Construction vehicles shall not leave the Institution until an inmate count is completed.
- .2 The contractor shall advise the Director twenty four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .3 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search, must be under continuous supervision by CSC staff or Commissionaires working under the authority of the Director.
- .4 Commercial vehicles will only be allowed access to institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction project.
- .5 Vehicles shall be refused access to institutional property if, in the opinion of the Director, they contain any article which may jeopardize the security of the institution.
- .6 Private vehicles of construction employees will not be allowed within the security perimeter of medium or maximum security institutions without the authorization of the Director.
- .7 With prior approval of the Director, a vehicle may be used in the morning and evening to transport a group of employees to the work site. This vehicle will not remain within the Institution the remainder of the day.
- .8 With the approval of the Director, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be

securely locked, with the battery removed. The Director may require that the equipment be secured with a chain and padlock to another fixed object.

1.21 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

- .1 Subject to the requirements of good security, the Director will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the Director may:
 - .1 Prohibit or restrict access to any part of the institution.
 - .2 Require that in certain areas of the institution, either during the entire construction project or at certain intervals, construction employees only be allowed access when escorted by a member of the CSC security staff or a commissionaire.
- .3 During the lunch and coffee/health breaks, all construction employees will remain within the construction site. Construction employees are not permitted to eat in the officer's lounge or the dining room of the institution.

1.22 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the construction project.

1.23 WORK STOPPAGE

- .1 The director may order at any time that the contractor, his employees, sub-contractors and their employees to not enter or to leave the work site immediately due to a security situation occurring within the Institution. The contractor's site supervisor shall note the name of the CSC staff member giving this instruction, the time of the request and obey the order as quickly as possible.
- .2 The contractor shall advise the Representative of the Ministry of this interruption of the work within 24 hours.

1.24 CONTACT WITH INMATES

- .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any construction employee doing any of the above will be removed from the site and his security clearance revoked.
- .2 It is to be noted that cameras are not allowed on CSC property.

- .3 Notwithstanding the above paragraph, if the director approves of the usage of cameras, it is strictly forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

1.25 COMPLETION OF CONSTRUCTION PROJECT

- .1 Upon completion of the construction project or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and equipment that are not specified to remain in the Institution as part of the construction contract.

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

4 Appendices

[illegible]



Correctional Service Canada
Service correctionnel Canada

PUT AWAY ON FILE - CLASSER AU DOSSIER

MISSING TOOL REPORT

RAPPORT SUR LES OUTILS DISPARUS

NOTE: Reference document C.D. #573

NOTA: Document de référence D.C. #573

Date	Y-A	M	D-J	Time - Heure
Institution - Etablissement 341 - Archambault Médium				

TO A Supervisor (industries, training, etc.) - Surveillant (ateliers industriels, Formation etc.)

FROM DE Shop/Dept. - Service des ateliers

PART I - PARTIE I

At _____ hrs. on _____ the following tools or items were found missing:
À _____ h , _____ 20 _____ on a constaté la disparition des outils ou articles suivants:

A)	_____	Last used/Seen by Utilisé ou vu pour la dernière fois par _____
B)	_____	Last used/Seen by Utilisé ou vu pour la dernière fois par _____
C)	_____	Last used/Seen by Utilisé ou vu pour la dernière fois par _____

Colour coding of above
Code de couleur de ces
outils ou articles

Shop coding of above
Code d'atelier de ces
outils ou articles

Other identifying marks
Autres marques permettant de
reconnaître ces outils ou articles

Entrepreneur chantie #342-3556 - Murs de détention

I took the following action to recover
above

J'ai pris les mesures suivantes afin de
récupérer ces outils ou articles

I notified _____ in Correctional Supervisor' Office at _____ hrs and was informed to
J'ai avisé _____ du bureau du Surveillant Correctionnel à _____ h, qui m'a dit de prendre
take the following action
les mesures suivantes

Signature of staff member
Signature de l'employé(e)



PART II - PARTIE II

Above report noted. Form was passed by hand to CCO, at
J'ai pris note du rapport ci-dessus. Formule transmise en personne au COC le _____ 20 _____.

Supervisor's signature
Signature du surveillant



PART III - PARTIE III

Above report noted. Form was passed to preventive security
J'ai pris note du rapport ci-dessus. Formule transmise à la sécurité préventive

Signature (CCO) - Signature du COC

PART IV - PARTIE IV

Missing tool search notices sent to all departments on
Des avis de recherche d'outils disparus ont été envoyés à toutes les sections le _____ 20 _____.

Signature of Preventive Security Officer
Signature de l'agent de sécurité préventive



PART V - PARTIE V

Above tool(s) located on
Outils susmentionnés retrouvés le _____ 20 _____.

Circumstances
Circonstances

Shop instructor & Supervisor notified
Instructeur et surveillant d'atelier prévenus le _____ 20 _____.

Signature of Preventive Security Officer
Signature de l'agent de sécurité préventive



CSC/SCC 0766 Page 1 (R-03-07) (Word Version)

DISTRIBUTION

See instructions on reverse / Voir instructions au verso

INSTRUCTIONS

Original copy flows from staff member first discovering the loss of the tool to the institutional officer designated for reporting of tool shortages to the Chief, Correctional Operations to Institutional Preventive Security Officer who circulates copies to all departments, and maintains the original on file.

L'employé qui a constaté la disparition d'un outil transmet l'exemplaire original de son rapport à l'agent de l'établissement chargé des rapports sur les outils disparus. Celui-ci transmet ce rapport au Coordonnateur(trice), Opérations correctionnelles, qui transmet l'original à l'agent de sécurité préventive de l'établissement. Ce dernier conserve l'original au dossier et en fait circuler des copies dans toutes les sections.



Correctional Service Canada
Service correctionnel Canada

PROTECTED B ONCE COMPLETED
PROTÉGÉ B UNE FOIS REMPLI

**INSTITUTIONAL ACCESS
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT
DEMANDE DE VÉRIFICATION
DU DOSSIER AU CIPC**

PUT AWAY ON FILE – CLASSER AU DOSSIER
ADMINISTRATIVE OR OPERATIONAL FILE
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL
► Original = 3170-12

► PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution – Établissement [REDACTED]	Request received Demande reçue le [REDACTED]	Date (YYAA-MM-DJ) [REDACTED]	PUT AWAY ON FILE CLASSER AU DOSSIER ► 3170-12
---	---	---------------------------------	--

A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS

Surname Nom de famille [REDACTED]	Full name (no nicknames or initials) Nom au complet (pas de surnoms ou d'initiales) [REDACTED]	Maiden name (if applicable) Nom de jeune fille (s'il y a lieu) [REDACTED]	
Date of birth Date de naissance (YYAA-MM-DJ) [REDACTED]	Place of birth – Lieu de naissance City/Town – Ville ou municipalité [REDACTED]	Province/State – Province ou état [REDACTED]	Country – Pays [REDACTED]

B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE

<input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	Height – Grandeur [REDACTED]	Weight – Poids [REDACTED]	Eye color – Couleur des yeux [REDACTED]	Hair color Couleur des cheveux [REDACTED]
--	--	---------------------------------	------------------------------	--	---

C. ADDRESS – ADRESSE

Street – Rue [REDACTED]	City/Town – Ville ou municipalité [REDACTED]	Province [REDACTED]	Postal Code - Code postal [REDACTED]	Telephone number – Numéro de téléphone Home – Domicile [REDACTED] Work – Bureau [REDACTED]
Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation) [REDACTED]				

D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
2. Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
4. Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

► [REDACTED]

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.
NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.
NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur
► [REDACTED]

Date (YYAA-MM-DJ)
[REDACTED]

F. FOR OFFICE USE ONLY – RÉSERVE AU SCC

Reason for clearance – Motif justifiant la demande d'accès

Main d'œuvre ouvrière et experts-conseil nécessaire à la réalisation de travaux de construction.

Department making the request (please print) Unité qui soumet la demande (en lettres moulées s.v.p.) Services techniques régionaux	Signature of Division Head Signature du chef de la division [REDACTED]	Date (YYAA-MM-DJ) [REDACTED]
<input type="checkbox"/> No criminal record Aucun casier judiciaire	<input type="checkbox"/> A possible criminal record #: Numéro du casier judiciaire possible : [REDACTED]	Last entry: Dernière entrée : [REDACTED]
<input type="checkbox"/> An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance : [REDACTED]		

SIGNATURES

<input type="checkbox"/> Approved Approuvée	<input type="checkbox"/> Not approved Non approuvée	The individual has been advised. – Le demandeur a été informé de la décision. <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	By: Par : [REDACTED]	
Security Intelligence Officer Agent de renseignements de sécurité [REDACTED]	Date (YYAA-MM-DJ) [REDACTED]	Institutional Head Directeur de l'établissement [REDACTED]	Date (YYAA-MM-DJ) [REDACTED]	Visit Review Board Comité des visites [REDACTED]	Date (YYAA-MM-DJ) [REDACTED]

CSC/SCC 1279 (R-05-12) (Word Version) XP

END OF SECTION

1 General

1.1 GENERAL NOTE

- .1 In this section the term “site” includes all the facilities located at the site where the work is taking place (construction site, buildings, access, infrastructure, parkings, bays, etc.).

1.2 REFERENCES

- .1 Province of Québec
 - .1 Loi sur la santé et la sécurité du travail L.R.Q., c. S-2.1 (Act respecting occupational health and safety).
 - .2 Code de sécurité pour les travaux de construction L.R.Q., c. S-2.1, r.4 (Safety code for the construction industry).

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Representative of the Ministry the site-specific prevention program, as outlined in the article “GENERAL REQUIREMENTS”, at least 10 days prior to the start of work.
- .3 Representative of the Ministry will review Contractor’s site-specific prevention program and provide comments to Contractor within 10 days after receipt of the document. Revise plan as appropriate and resubmit to Representative of the Ministry within 5 days after receipt of comments from Representative of the Ministry. Representative of the Ministry reserves the right not to authorize the start of work on the construction site as long as the content of the prevention program is not satisfactory. The Contractor shall then update his prevention program and resubmit it to the Representative of the Ministry if the scope of work changes or if the working methods of the Contractor differ from his initial plans or for any other applicable new condition.
- .4 Representative of the Ministry’s review of Contractor’s site-specific prevention program should not be construed as approval of the program and does not reduce the Contractor’s overall responsibility for construction Health and Safety during the work.
- .5 Submit copies of Contractor’s authorized representative’s construction site health and safety inspection reports to Representative of the Ministry, once a week.
- .6 Submit to Representative of the Ministry within 24 hours a copy of any inspection report, correction notice or recommendation issued by Federal, Provincial and Territorial health and safety inspectors.
- .7 Submit to Representative of the Ministry within 24 hours an investigation report for any accident involving injury and any incident exposing a potential hazard. The investigation report shall contain at least the following:
 - .1 date, time and place of accident;

- .2 name of sub-contractor involved in the accident;
 - .3 number of persons involved and condition of wounded;
 - .4 witness identification;
 - .5 detailed description of tasks performed at the time of the accident;
 - .6 equipment being used to accomplish the tasks performed at the time of the accident;
 - .7 corrective measures taken immediately after the accident;
 - .8 causes of the accident;
 - .9 preventive measures that have been put in place to prevent a similar accident.
- .8 Submit to Representative of the Ministry MSDS - Material Safety Data Sheets in accordance with Section 01 33 00 - Submittals. Contractor must also keep one copy of these documents on the construction site.
- .9 Medical Surveillance: where prescribed by legislation, regulation or prevention program, submit certification of medical surveillance for construction site personnel prior to commencement of Work, and submit additional certifications for any new construction site personnel to Representative of the Ministry.
- .10 Submit to Representative of the Ministry an on-site Emergency Response Plan at the same time as the prevention program. The Emergency Response plan must contain the elements listed in the article "GENERAL REQUIREMENTS" of this section.
- .11 Submit to Representative of the Ministry copies of all training certificates required for the application of the prevention program, in particular (if applicable) for the following:
- .1 first aid in the workplace and cardiopulmonary resuscitation;
 - .2 work likely to release asbestos dust (mandatory for all work where asbestos is present);
 - .3 work in confined spaces (mandatory for all work in confined spaces);
 - .4 lockout-tagout procedures (mandatory for all work requiring lockout);
 - .5 safely operating forklift trucks (mandatory for all forklift usage);
 - .6 safely operating elevating work platforms (mandatory for the use of all elevating platforms);
 - .7 any other requirement of Regulations or the safety program.
- In addition, the certifications of the Cours de santé et sécurité générale pour les chantiers de construction (General Health and Safety Training for Construction Sites) shall be available on demand on the construction site.
- .12 Engineer's plans and certificates of compliance: Contractor must submit to the Representative of the Ministry and to the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) a copy signed and sealed by engineer of all plans and certificates of compliance required pursuant to the Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the construction industry) or by any other legislation or regulation or by any other

clause in the specifications or in the contract. The Contractor must also submit a certificate of conformity signed by an engineer once the facility for which these plans were prepared has been completed and before a person uses the facility. A copy of these documents must be available on site at all times.

1.4 FILING OF NOTICE OF CONSTRUCTION SITE OPENING

- .1 Notice of construction site opening shall be submitted to the CNESST before work begins. A copy of such notice and acknowledgment of receipt from the CNESST shall be submitted to Representative of the Ministry.
- .2 At the completion of all the work, a notice of construction site closing shall be submitted to the CNESST, with a copy to Representative of the Ministry.
- .3 The Contractor shall assume the role of being the Principal Contractor in the limits of the construction site and elsewhere where he must execute work within the framework of this project. The Contractor shall recognize the responsibility of being the Principal Contractor of the project and identify himself as such in the notice of the construction site opening he provides to the CNESST.
- .4 The Contractor shall accept to divide and identify the construction site adequately in order to define time and space at all times throughout the course of the project.

1.5 MEETINGS

- .1 Schedule and administer Health and Safety meeting with Representative of the Ministry prior to commencement of Work.
- .2 Contractor's representative with decision power must attend any meetings at which construction site safety and health issues are to be discussed.
- .3 If it is anticipated that there will be 25 workers or more on the construction site at any given time, the Contractor shall set up a worksite committee and hold meetings as required by the Code de sécurité pour les travaux de construction (S-2.1, r. 4) (Safety code for the construction industry). A copy of the minutes of the meetings of the committee shall be provided to the Representative of the Ministry no later than 5 days after the committee meeting.

1.6 REGULATORY REQUIREMENTS

- .1 Comply with all legislation, regulations and standards applicable to the construction site and its related activities.
- .2 Comply with specified standards and regulations to ensure safe operations on a site containing hazardous or toxic materials.
- .3 Always use the most recent version of the standards specified in the Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the construction industry), notwithstanding the date indicated in that Code.

1.7 COMPLIANCE REQUIREMENTS

- .1 *Comply with the Loi sur la santé et la sécurité du travail (L.R.Q., c. S-2.1) (Act Respecting Occupational Health and Safety) and the Code de sécurité pour les*

travaux de construction (S-2.1, r. 4.) (Safety code for the construction industry) in addition to respecting all the requirements of this specification manual.

1.8 RESPONSIBILITIES

- .1 The Contractor must acknowledge and assume all the tasks and obligations which customarily devolve upon a principal Contractor under the terms of the Loi sur la santé et la sécurité du travail (L.R.Q., ch. S-2.1) (Act Respecting Occupational Health and Safety) and the Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the construction industry).
- .2 The Contractor must be responsible for health and safety of persons on construction site, safety of property on construction site and for the protection of persons adjacent to construction site and the environment to the extent that they may be affected by conduct of the work.
- .3 No matter the size or location of the construction site, the Contractor must clearly define the limits of the construction site by physical means and respect all specific regulation requirements applicable in this regard. The means chosen to define the limits of the construction site must be submitted to the Representative of the Ministry.
- .4 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial

1.9 WORK PERFORMED BY EXTERNAL CONTRACTORS

- .1 The Contractor must take the necessary steps to protect the health and safety of external contractors that have no contractual link with the Contractor but have been mandated by the Representative of the Ministry to perform certain work. In return, these external contractors are obligated to submit to the authority of the Contractor (Principal Contractor). A subordination agreement must be signed by the Contractor and by each external contractor to this effect and submitted to the Representative of the Ministry prior to the start of the work of each contractor (see the wording in the article HEALTH AND SAFETY SUBORDINATION AGREEMENT)

1.10 GENERAL REQUIREMENTS

- .1 Before undertaking the work, prepare a site-specific prevention program based on the hazards identified according to the article "HAZARD ASSESSMENT" and the article "RISKS INHERENT TO THE WORKSITE" in this section. Apply this program in its totality from the start of the project until demobilization of all personnel from the construction site. The prevention program shall take into consideration the specific characteristics of the project and cover all the work to be executed on the construction site.
 - .1 The safety program must include at least the following:
 - .1 company safety and health policy;
 - .2 description of the stages of the work;
 - .3 total costs, schedule and projected workforce curves;
 - .4 flow chart of safety and health responsibilities;

- .5 physical and material layout of the construction site;
- .6 risk assessment for each stage of the work, including preventive measures and the procedures for applying them;
- .7 identification of the preventive measures relative to the specific risks inherent to the worksite indicated in the article "RISKS INHERENT TO THE WORKSITE";
- .8 identification of preventive measures for health and safety of employees and / or public works site as indicated in the article "SPECIFIC REQUIREMENTS FOR THE HEALTH AND SAFETY OF OCCUPANTS AND PUBLIC";
- .9 training requirements;
- .10 procedures in case of accident/injury;
- .11 written commitment from all parties to comply with the safety program;
- .12 construction site inspection checklist based on the preventive measures;
- .13 emergency response plan which shall contain at least the following:
 - .1 construction site evacuation procedures;
 - .2 identification of resources (police, firefighters, ambulance services, etc.);
 - .3 identification of persons in charge of the construction site;
 - .4 identification of the first-aid attendants;
 - .5 communication organizational chart (including the person responsible for the site and the Representative of the Ministry);
 - .6 training required for those responsible for applying the plan;
 - .7 any other information needed, in the light of the construction site's characteristics.

If available the Representative of the Ministry will provide the evacuation procedures to the Contractor who shall then coordinate the construction site procedure with that of the site and submit it to the Representative of the Ministry.

- .2 Representative of the Ministry may respond in writing, where deficiencies or concerns are noted in the prevention program and may request resubmission with correction of deficiencies or concerns.
- .3 In addition to the prevention program, during the course of the work the Contractor shall elaborate and submit to the Representative of the Ministry specific written procedures for any work having a high risk factor of accident (for example: demolition procedures, specific installation procedures, hoisting plan, procedures for entering a confined space, procedures for interrupting electric power, etc.) or at the request of the Representative of the Ministry.
- .4 The Contractor shall plan and organize work so as to eliminate the danger at source or ensure collective protection, thereby minimizing the use of personal protective equipment.

- .5 Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed.
- .6 All mechanical equipment (for example, but not limited to: hoisting devices for persons or materials, excavators, concrete pumps, concrete saws) shall be inspected before delivery to the construction site. Before using any mechanical equipment, the Contractor shall obtain a certificate of compliance signed by a qualified mechanic dated less than a week prior to the arrival of each piece of equipment on the construction site; the certificate shall remain on the construction site and transmitted to the Representative of the Ministry on demand.
- .7 Ensure all inspections (daily, periodic, annual, etc.) for the hoisting devices for persons or materials required by the current standards are carried out and be able to provide a copy of the inspection certificates to the Representative of the Ministry on demand.
- .8 The Representative of the Ministry can at all times, if he suspects a malfunction or the risk of an accident, order the immediate stop of any piece of equipment and require an inspection by a specialist of his choice.
- .9 The Representative of the Ministry must be consulted for the location of storing gas cylinders and tanks on the construction site.

1.11 RISKS INHERENT TO THE WORKSITE

- .1 In addition to the risks related to the tasks to be carried out, personnel responsible for the execution of the work on the construction site will be exposed to the following risks, inherent to the area where the work will be executed..

At the worksite there is in particular the presence of the following:

- .1 underground services (electric, gas, vapour, water system, etc.);
- .2 potentially unstable ground;
- .3 barbed wire fences;

The Contractor shall process to a risk assessment of the site to validate this information and see if other risks are present on the site. He must include in its prevention program all risks that have been identified.

1.12 UNFORESEEN HAZARDS

- .1 Whenever a source of danger not defined in the specifications or identified in the preliminary construction site inspection arises as a result of or in the course of the work, the Contractor must immediately suspend work, notify the person responsible for health and safety on the construction site, take appropriate temporary measures to protect the workers and the public and notify Representative of the Ministry, both verbally and in writing. Then the Contractor must do the necessary modifications to the prevention program or apply the security measures required in order to resume work.

1.13 PERSON IN CHARGE OF HEALTH AND SAFETY

- .1 The Contractor shall designate a competent person to supervise and take responsibility for health and safety, no matter the size of the construction site or how many workers are present at the workplace. This person shall be on construction site at all times and be able to take all necessary measures to ensure the health and safety of persons and property at or in the immediate vicinity of the construction site and likely to be affected by any of the work. The Contractor shall submit the name of this person to the Representative of the Ministry before the start of work.

1.14 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on construction site in accordance with Acts and Regulations of the Province, and in consultation with Representative of the Ministry.
- .2 At a minimum, the following information and documents must be posted in a location readily accessible to all workers:
 - .1 notice of construction site opening;
 - .2 identification of principal Contractor;
 - .3 company OSH policy;
 - .4 site-specific prevention program;
 - .5 emergency plan;
 - .6 minutes of worksite committee meetings;
 - .7 names of worksite committee representatives;
 - .8 names of the first-aid attendants;
 - .9 action reports and correction notices issued by the CNESST.

1.15 INSPECTION OF THE CONSTRUCTION SITE AND CORRECTION OF NON-COMPLIANCES

- .1 Inspect the construction site and complete the construction site inspection checklist and submit it to the Representative of the Ministry in accordance with the article "ACTION AND INFORMATIONAL SUBMITTALS" in this section.
- .2 Immediately take all necessary measures to correct any situations deemed non-compliant during the inspections mentioned in the previous paragraph or noticed by the authorities having jurisdiction or the Representative of the Ministry or his agent.
- .3 Submit to Representative of the Ministry written confirmation of all measures taken to correct the situation in case of non-compliance in matters pertaining to health and safety.
- .4 The Contractor shall give the safety officer or, where there is no safety officer, the person assigned to safety and health responsibilities, full authority to order cessation and resuming of work as and when deemed necessary or desirable in the interests of safety and health. This person should always act so that the safety

and health of the public and construction site workers and environmental protection take precedence over cost and scheduling considerations.

- .5 The Representative of the Ministry or his agent may order cessation of work if the Contractor does not make the corrections needed to conditions deemed non-compliant in matters pertaining to health and safety. Without limiting the scope of the preceding articles, the Representative of the Ministry may order cessation of work if, in his view, there is any hazard or threat to the safety or health of construction site personnel or the public or to the environment.

1.16 PREVENTION OF VIOLENCE

- .1 Health and safety management of Public Works and Government Services Canada construction sites includes the implementation of measures designed to protect the psychological health of all persons who access the construction site where the work is taking place. Consequently, in addition to physical violence, verbal abuse, intimidation and harassment are not tolerated on the construction site. Any person who demonstrates such actions or behaviors will receive a warning and/or could be definitely expelled from the construction site by the Representative of the Ministry.

1.17 BLASTING

- .1 Blasting or other use of explosives is prohibited.

1.18 POWDER ACTUATED DEVICE

- .1 Use powder actuated devices only after receipt of written permission from Representative of the Ministry.
- .2 Any person using an explosive actuated tool shall hold a training certificate and meet all requirements of Section 7 of the Code de la sécurité pour les travaux de construction (S- 2.1, r. 4). (Safety code for the construction industry)
- .3 Any other explosive-actuated device shall be used in accordance with the manufacturer's directions and applicable standards and regulations.

1.19 LOCKOUT-TAGOUT

- .1 For all work on electrically or otherwise energized equipment, the Contractor shall draw up and implement a general lockout-tagout procedure and submit it to the Representative of the Ministry.
- .2 Supervisors and all workers concerned by work requiring lockout-tagout must have received training on lockout-tagout procedures by a recognized organization; Contractor shall submit training certificates to the Representative of the Ministry.
- .3 Before starting the lockout-tagout procedure of a piece of equipment on an occupied site, Contractor must coordinate his work with the representative of the site if the interruption of the power sources can have an impact on the operations of the site or on its occupants.
- .4 Contractor must designate a qualified person as responsible for the lockout-tagout and must make sure that that person prepares a lockout-tagout data sheet for each

piece of equipment involved. The lockout-tagout data sheet must be submitted to the Representative of the Ministry at least 48 hours before the beginning of the work. The Representative of the Ministry will review the data sheet with the representative of the site if the work takes place in an existing building. The data sheets for lockout-tagout must contain at least the following information:

- .1 description of work to carry out;
- .2 identification, description and location of the circuit and/or piece of equipment to lockout-tagout;
- .3 identification of energy sources that feeds the piece of equipment;
- .4 identification of each cutout point;
- .5 sequence of lockout-tagout and the release of residual energy as well as the sequence of unlocking;
- .6 list of material needed for the lockout-tagout;
- .7 method of verification of zero energy implementation;
- .8 name and signature of the person who prepared the data sheet.

When required by the Representative of the Ministry, Contractor must record all this information on the site's representative form.

- .5 At the time of lockout-tagout, the person responsible must date the data sheet and ensure that each worker involved in the work on the circuit/piece of equipment to lockout-tagout puts his name on the data sheet and signs it.

1.20 ELECTRICAL WORK

- .1 Contractor shall ensure that all electrical work is executed by qualified employees in accordance with the provincial regulation respecting vocational training and qualification.
- .2 Contractor shall respect all requirements of standard CSA Z462 Workplace Electrical Safety Standard.
- .3 No repairs or alterations shall be carried out on any live equipment except where complete disconnection of the equipment is not feasible.
- .4 Contractor shall respect all requirements prescribed in paragraph "LOCKOUT-TAGOUT" in this section.
- .5 Contractor shall advise in writing the Representative of the Ministry of all the work that cannot be done with de-energized equipment and obtain his authorization. Contractor shall demonstrate to the Representative of the Ministry that it is impossible to do the work with de-energized equipment and provide all the information necessary to request and obtain an energized electrical work permit (indicate working procedures, arc flash hazard analysis, protective perimeter, protective equipment, etc.) before the beginning of the work, excluding for the exceptions indicated in standard CSA Z462 Workplace electrical safety.
- .6 The energized electrical work permit on must contain at least the following elements:

- .1 description of the circuit and equipment and its location;
 - .2 justification for having to do the work in an energized condition;
 - .3 description of safe work practices to apply;
 - .4 results of the shock hazard analysis;
 - .5 limit of the protective perimeter against electric shocks;
 - .6 results of the arc flash hazard analysis;
 - .7 description of the arc flash protection boundary;
 - .8 description of the personal protective equipment required;
 - .9 description of the means to limit access to unqualified persons;
 - .10 proof that an information session has been carried out;
 - .11 approval signature of the energized electrical work (by a person in authority).
- .7 If for the operational requirements of the occupants of the site the representative of the site requires that the Contractor performs work in an energized condition, the Contractor shall obtain all the information required to request and obtain an energized electrical work permit (indicate working procedures, arc flash hazard analysis, protective perimeter, protective equipment, etc.) and have it signed by the representative of the site assigned by the Representative of the Ministry before the beginning of the work.

1.21 ASBESTOS EXPOSURE

- .1 It is not anticipated that the work covered by the present specifications involves the manipulation of materials containing asbestos; however, if the Contractor or the Representative of the Ministry or his agent discover materials which are susceptible of containing asbestos, the Contractor must immediately stop the work and advise the Representative of the Ministry. If more investigation demonstrates that the materials do contain asbestos, the Contractor shall comply with the following requirements.
- .2 Prior to starting any work likely to emit asbestos dust, the Contractor must:
 - .1 Provide a written procedure for the work, identifying the risk level of the work (low, moderate, high), as defined in section 3.23 of the Code de la sécurité pour les travaux de construction S-2.1, r- 4, (Safety code for the construction industry). This procedure must take into account all the requirements of that section 3.23.
 - .2 Submit certificates that demonstrate that all workers involved in the work have received training on asbestos hazards and on the procedure required in the preceding paragraph.
 - .3 Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

1.22 FUNGAL CONTAMINATION

- .1 It is not anticipated that the work covered by the present specifications involves the manipulation of materials contaminated by mould; however, if the Contractor or the Representative of the Ministry or his agent discover materials which are susceptible of being contaminated by mould, the Contractor must immediately stop the work and advise the Representative of the Ministry. If more investigation demonstrates that the materials do contain mould, the Contractor shall comply with the following requirements.
- .1 Prior to starting any work where workers are likely to be in contact with materials contaminated by mould, the Contractor must:
 - .1 Provide a written procedure for the work which respects all the requirements of the Code de sécurité pour les travaux de construction S-2.1, r-4, (Safety code for the construction industry), as well as the requirements indicated in the document "Mould Guidelines for the Canadian Construction Industry" published by the Canadian Construction Association.
 - .2 Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

1.23 EXPOSURE TO SILICA

- .1 For any interior or exterior work generating silica, the Contractor must respect the following requirements, in addition to those in the Code de sécurité pour les travaux de construction S-2.1, r.4 (Safety code for the construction industry).
 - .1 Work in wet environment or use tools with the inflow of water in order to reduce dustiness, if not, collect dust at the source and retain it with a high-efficiency filters not to propagate dust in the environment.
 - .2 Clean surfaces and tools with water, never with compressed air.
 - .3 Sand and pickle surfaces by using an abrasive containing less than 1% of silica (also called amorphous silica).
 - .4 Wear individual respiratory and ocular protection equipment during all the operations that could generate silica dust in accordance with the requirements of the Code de sécurité pour les travaux de construction, S-2.1, r.4 (Safety code for the construction industry).
 - .5 Wear coveralls to prevent contamination outside the construction site.
 - .6 Do not eat, drink, or smoke in a dusty environment.
 - .7 Wash the hands and the face before drinking, eating or smoking.

1.24 SANDBLAST

- .1 Prior to starting any sandblasting work, the Contractor must:
 - .1 Provide a written procedure of the work that meets the requirements of section 3.20. of the Code de sécurité pour les travaux de construction, S-2.1, r.4 (Safety code for the Construction Industry).

- .2 Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.
- .3 All sanding and sandblasting work shall be done by using an abrasive containing less than 1% of silica.

1.25 LEAD-BASE PAINT REMOVAL

- .1 Prior to all work where workers are likely to handle materials containing lead-base paint or other substances containing lead, the Contractor must:
 - .1 Provide a written procedure for the work which respects all the requirements of the Code de sécurité pour les travaux de construction S-2.1, r-4, (Safety code for the construction industry), as well as the requirements indicated in the document "Guideline for Lead on Construction Projects" published by the Ontario Ministry of Labour. If there is a discrepancy between the Québec regulation and the Ontario document, the most stringent requirement shall apply.
 - .2 Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

1.26 EXPOSURE TO ANIMAL'S FECAL DROPPINGS

- .1 Prior to all work where workers are likely to come in contact with materials contaminated by animal's fecal droppings, the Contractor must:
 - .1 Provide a written procedure for the work which respects all the requirements of the Code de sécurité pour les travaux de construction S-2.1, r-4, (Safety code for the construction industry), as well as the requirements indicated in the document "Des fientes de pigeons dans votre lieu de travail: méfiez-vous" (Pigeon droppings in your workplace: Beware" published by the CNESST.
 - .2 Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

1.27 RESPIRATORY PROTECTION

- .1 Contractor must ensure that all workers who must wear a respirator as part of their duties have received training for that purpose as well as fit testing of their respirator, in accordance with CSA Standard Z94.4 Selection, use and care of respirators. Submit the certificates of the fit testings to the Representative of the Ministry on demand.

1.28 FALL PROTECTION

- .1 Plan and organize work so as to eliminate the risk of fall at the source or ensure collective protection, thereby minimizing the use of personal protective equipment. When personal fall protection is required, workers must use a safety harness that complies with CSA standard CAN/CSA Z-259.10 M90. A safety belt must not be used as fall protection.

- .2 Every person using an elevating platform (scissors, telescopic mast, articulated mast, rotative mast, etc.) must have a training regarding this equipment.
- .3 The use of a safety harness is mandatory for all elevating platforms with telescopic, articulate or rotative mast.
- .4 Define the limits of the danger zone around each elevating platform.
- .5 All openings in a floor or roof must be surrounded by a guardrail or provided with a cover fixed to the floor able to withstand the loads to which it could be exposed, regardless of the size of the opening and the height of the fall it represents.
- .6 Everyone who works within two metres from a fall hazard of 2.4 metres or more must use a safety harness in accordance with the requirements of the regulation, unless there is a guardrail or another device offering an equivalent safety.
- .7 Despite the requirements of the regulation, the Representative of the Ministry may require the installation of a guardrail or the use of a safety harness for specific situations presenting a risk of fall less than 2.4 metres.

1.29 SCAFFOLDINGS

- .1 In addition to the requirements of the Code de sécurité pour les travaux de construction (Safety code for the construction industry), the Contractor who uses scaffoldings must respect the following requirements:

FOUNDATION

- .2 Scaffoldings shall be installed on a solid foundation so that it does not slip or rock.
- .3 Contractors wishing to install scaffoldings on a roof, overhang, canopy or awning shall submit their calculations and loads, as well as plans signed and sealed by the Representative of the Ministry and obtain his authorization before beginning installation.

ASSEMBLY, BRACING AND MOORING

- .4 All scaffoldings shall be assembled, braced and moored in accordance with the manufacturer's instructions and the provisions of the Code de sécurité pour les travaux de construction (Safety code for the construction industry).
- .5 Where a situation requires the removal of part of the scaffoldings (e.g., crosspieces), the Contractor shall submit to the Representative of the Ministry an assembly procedure signed and sealed by an engineer certifying that the scaffolding assembled in that manner will allow the work to be done safely given the loads to which it will be subject.
- .6 For scaffoldings where the span between two supports is greater than three metres, the Contractor shall provide the Representative of the Ministry an assembly plan signed and sealed by an engineer.

PROTECTION AGAINST FALLS DURING ASSEMBLY

- .7 Workers exposed to the risk of falling more than three metres shall be protected against falls at all times during assembly.

PLATFORMS

- .8 Scaffolding platforms shall be designed and installed in accordance with the provisions of the Code de sécurité pour les travaux de construction (Safety code for the construction industry).
- .9 If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the Code de sécurité pour les travaux de construction (Safety code for the construction industry)
- .10 Scaffoldings of four sections (or six metres) high or more shall have a full platform covering the entire surface between the putlogs every three metres high or fraction thereof, and the components of that platform shall not be moved at any time to create an intermediate landing.

GUARDRAILS

- .11 A guardrail shall be installed on every landing.
- .12 Cross braces shall not be considered as guardrails.
- .13 If the platforms are not covering the entire surface between the putlogs, the guardrail must be installed just above the edge of the platform so that there is no empty horizontal space between the platform and the guardrail.
- .14 Where scaffoldings has four sections (or six metres) high or more and full platforms are required, the guardrails shall be installed on each landing at the start of work and shall remain in place until the work is completed.

ACCESS

- .15 The Contractor shall ensure that access to the scaffoldings does not compromise worker safety.
- .16 Where the platforms of the scaffoldings are comprised of planks, ladders shall be installed in such a way that planks extending beyond the platform do not block the way up or down.
- .17 Notwithstanding the provisions of the Code de sécurité pour les travaux de construction (Safety code for the construction industry), stairs shall be installed on all scaffoldings that have six or more rows of uprights or is six sections (or nine metres) high or higher.

PROTECTION OF THE PUBLIC AND OCCUPANTS

- .18 When scaffoldings are installed in a zone accessible to the public, the Contractor shall take the necessary measures to prevent the public from having access to them and, if applicable, to the work or storage area located in the vicinity of these scaffolding.
- .19 Contractor must install covered walkways, nets or other similar devices to protect workers, the public and the occupants against falling objects. The means of protection must be approved by the Representative of the Ministry.

ENGINEERING PLANS

- .20 In addition to those required by the Code de sécurité pour les travaux de construction (Safety code for the construction industry), the Representative of the Ministry reserves the right to require engineering plans for other types or configurations of scaffoldings.
- .21 A plan signed and sealed by an engineer is required for all scaffoldings that will be covered with a canvas, a tarpaulin or any other material that has wind resistance.
- .22 A certificate of conformity signed by an engineer is required in all cases where an engineering plan is required for the installation and this, before anybody uses the facility. A copy of these documents must be available on the construction site at all times.

1.30 EXCAVATION WORK

- .1 In addition to the requirements of the Code de sécurité pour les travaux de construction (Safety code for the construction industry), the Contractor who performs the digging of trenches or excavations must respect the following requirements:
 - .1 Fill out the following form and submit it to the Representative of the Ministry before beginning to excavation work.
 - .2 Submit to the Representative of the Ministry, as appropriate, the following documents:
 - .1 plans and specifications, signed and sealed by an engineer, of the shoring needed to be installed for the excavation work; or
 - .2 engineer's advice specifying the wall angles of the trench or excavation.



Excavation guidelines

N° _____ of _____

This directive is provided as an example by the Commission de la santé et de la sécurité du travail (CSST). It contains the main instructions that the employer should give to the person responsible for the work on the site and to the operator of the earth-moving machine.

Company name	
Project name	Project no.
Address of the site	Construction start date

Field survey

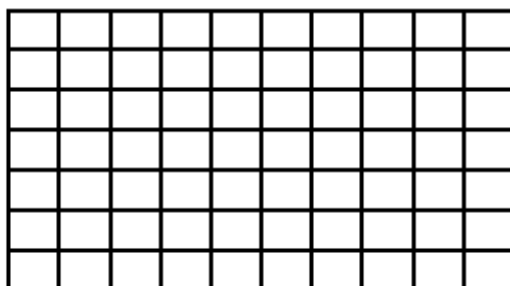
Chaining or axes : from _____ to _____ Attached plan ☐ Plan no. : _____

Working method to use

While making sure the excavation walls do not pose the risk of landslide

- ☐ dig and shore according to the plans and specifications of the engineer ;
- ☐ dig and shore using a trench box ;
- ☐ dig without shoring as long as one of the following conditions is respected:
 - ☐ rock is sound;
 - ☐ no worker goes down in the trench or excavation;
 - ☐ the walls are dug according to the engineer's advice.

Dimensions of excavation (Dig according to the following profile.)



	Minimum	Maximum
H Depth		
Wb Width at bottom		
Width at top		

Safety measures

Deposit the materials at a distance of at least 1.2 metre (4 feet) from top of walls.
Do not allowed any vehicle to come closer than 3 metres (10 feet) from top of walls.

- ☐ Respect the engineer's plan concerning work in the proximity of an existing facility.
- ☐ Follow the location plan to locate the underground infrastructures.
- ☐ Install signaling devices prescribed in the traffic plan (barriers, visual references, etc.).
- ☐ Assign a flag person or more to control the flow of traffic.
- ☐ Respect the procedure prescribes for work near power lines.
- ☐ Provide protection devices for the workers, such as concrete crash barriers.

Name	Occupation	
Signature	Date	Telephone no.
Directive submitted <input type="checkbox"/> to the responsible of the work on the site <input type="checkbox"/> to the operator of the earth-moving machine		

DC706-0662 (2001-01)

1.31 LIFTING LOADS WITH CRANE OR BOOM TRUCK

- .1 Unless specified otherwise, the Contractor must prepare a hoisting plan and submit it to the Representative of the Ministry for all lifting operations done with a crane or a boom truck at least 5 days before these lifting operations begin. The hoisting plan must contain at a minimum the information listed at the end of this article.
- .2 The hoisting plan must be signed and sealed by an engineer for the following lifting operations:
 - .1 lifting of concrete panels;
 - .2 lifting mechanical/electrical equipment on a roof or on the floor of a building;
 - .3 lifting of loads encroaching on the public road;
 - .4 lifting large dimensions or very heavy loads;
 - .5 all other lifting operation, in accordance with the requirements of the Representative of the Ministry.
- .3 In addition to the above requirements, the Contractor must plan the hoisting operations in a way as to avoid that the loads pass over the occupied zones on the site. When there is no alternative, the hoisting plan must absolutely be signed and sealed by an engineer and must guarantee the security of the occupants in that zone; the plan must also be approved by the Representative of the Ministry. The Representative of the Ministry can, if he deems necessary, require that the work be done at night or on weekends.
- .4 Upon the beginning of the work on the construction site, the Contractor must submit the list of the hoisting plans anticipated for the whole project to the Representative of the Ministry. That list shall be updated as needed if changes occur during the work.
- .5 In addition to the mechanical service inspection certificate, the annual inspection certificate and the crane logbook must be aboard all cranes and boom truck cabs.
- .6 The entire lifting area shall be marked off to prevent the entry of non-authorized persons.
- .7 The Contractor shall carefully inspect all of the slings and lifting accessories and make sure that those in poor condition are destroyed and scrapped.
- .8 Compressed-gas cylinders shall be lifted with a basket specially designed for this purpose.

MINIMUM CONTENT OF HOISTING PLAN

- .9 Sketch indicating at a minimum, the location of the crane, the surrounding facilities, the zone covered by the hoisting operations, the pedestrian's pathways and vehicular routes, the security perimeter, etc.
- .10 Weight of loads
- .11 Dimensions of loads
- .12 List of hoisting devices and weight of each

- .13 Total weight lifted
- .14 Maximum height of obstacles to clear
- .15 Height of loads lifting relative to the surface of the roof (in the case of loads to be placed on roofs)
- .16 Use of guide cables
- .17 Type of crane used
- .18 Crane capacity
- .19 Boom length
- .20 Boom angle
- .21 Crane's radius of action
- .22 Deployment of stabilizers
- .23 Percentage usage of the crane's capacity
- .24 Verification confirmation of hoisting equipment
- .25 Identification of the crane operator and the person responsible for the hoisting operations with date and signatures

1.32 HOT WORK

- .1 Hot work means any work where a flame is used or a source of ignition may be produced, i.e., riveting, welding, cutting, grinding, burning, heating, etc.
 - .1 Before the beginning of each shift of work and for each sector, the Contractor must obtain a "Hot Work Permit" emitted by the person responsible for the site.
 - .2 A working portable fire extinguisher suitable to the fire risk shall be available and easily accessible within a 5 m radius from any flame, spark source or intense heat.
 - .3 The Contractor must appoint an individual to do continuous monitoring of the fire risks for a period of one (1) hour after the end of the shift of hot work. This individual shall sign the section for this purpose on the permit and give it to the person in charge of the construction site after the one-hour period.
 - .4 When the hot work is done in areas where there is combustible materials or where the walls, ceilings or floors are made of or covered with combustible materials, a final inspection of the work area must be scheduled four (4) hours after the work has finished. Unless specified otherwise by the Representative of the Ministry, the Contractor must assign a person to carry out this monitoring.

WELDING AND CUTTING

- .2 In addition to the requirements prescribed in the preceding paragraphs, the Contractor must respect the following requirements:

- .1 Welding and cutting work must be carried out in accordance with the requirements of the Code de Sécurité pour les travaux de construction, S-2.1, r.4 (Safety code for the construction industry) and CSA standard W117.2, Safety in Cutting, Welding and Allied Processes.
- .2 Air extraction system with filters must be used for all welding and cutting work performed inside.
- .3 Stop all activities producing flammable or combustible gas, vapours or dust in the vicinity of the welding or cutting work.
- .4 Store all compressed gas cylinder on a fireproof fabric and make sure that the room is well ventilated.
- .5 Store all oxygen cylinders more than 6 metres from a flammable gas cylinder (ex: acetylene) or a combustible such as oil or grease, unless the oxygen cylinder is separated from it by a wall made of non-combustible material as mentioned in the article 3.13.4 of the Code de sécurité pour les travaux de construction, S-2, r. 6 (Safety code for the construction industry)
- .6 Store the cylinders far from all heat sources.
- .7 Not to store the cylinders close to the staircases, exits, corridors and elevators.
- .8 Do not put acetylene in contact with metals such as silver, mercury, copper and alloys of brass having more than 65% copper, to avoid the risk of an explosive reaction.
- .9 Check that welding equipment with electric arc has the necessary tension and are grounded.
- .10 Ensure that the conducting wires of the electric welding equipment are not damaged.
- .11 Place the welding equipment on a flat ground away from the bad weather.
- .12 Install fireproof canvas when the welding work is done in a superposition and where there is the risk of falling sparks.
- .13 Move away or protect the combustible materials which are closer than 15 metres from the welding work.
- .14 Prohibition to weld or cut any closed container.
- .15 Do not perform any cutting, welding or work with a naked flame on a container, a tank, a pipe or other container containing a flammable or explosive substance unless:
 - .1 they have been cleaned and air samples indicating that work can be done without danger has been taken; and
 - .2 provisions to ensure the safety of the workers have been made.

1.33 ROOFING WORK

PROTECTION AGAINST FALL FROM HEIGHTS

- .1 Workers shall wear safety harnesses when receiving material and giving directions to the crane operator next to a drop.

- .2 Safety harnesses shall be worn when carrying out work next to a drop where collective protection is not sufficiently safe.
- .3 The Contractor shall provide a fastening method and safety cable system compliant with section 2.10.12 of the Code de sécurité pour les travaux de construction (L.R.Q., S-2.1, r.4) (Safety code for the Construction Industry) for each construction site or location.

PROTECTION AGAINST FIRE

- .4 The storage and use of propane cylinders shall comply with the standard CAN/CSA-B149.2, Propane Storage and Handling Code. The cylinders shall be stored outdoors, in a safe place, away from any unauthorized handling, in a storage cabinet specially designed for this purpose. The cylinders shall be securely kept upright and locked at all times in a place where no vehicles are allowed unless the cylinders are protected by barriers or similar protection.
- .5 All hot work (burning, heating, riveting, welding, cutting, grinding, etc.) must be done in accordance with paragraph "Hot Work" in this section.

MATERIAL AND WASTE MANAGEMENT

- .6 All waste must be removed from the roof at the end of shifts.
- .7 Unless otherwise authorized by the Representative of the Ministry, all waste bins must be placed at least 3 m from any structure or building.

PROTECTION OF OCCUPANTS AND THE PUBLIC

- .8 Contractor must install covered passageways, nets or other devices above the entrances and the exits of the building to protect the workers, the public and the occupants against falling object. The means of protection must be approved by the Representative of the Ministry.
- .9 A safety perimeter on the ground must be placed under the work zone in order to protect the workers, the public and the occupants.
- .10 Before installing any device that may emit gas or fumes, the Contractor shall receive authorization from the person in charge of the construction site, who shall make sure that there is no risk of gas or fumes infiltrating the building's ventilation system.

1.34 STEEL STRUCTURE ERECTION OR DISMANTLING WORK

- .1 In addition to respecting section 3.24 du Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.
- .2 Contractor must submit the following documents to the Representative of the Ministry before the beginning of steel structure erection work:
 - .1 erecting procedures in accordance with article 3.24.10 du Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the Construction Industry);

- .2 rescue procedures for the release of a worker suspended in a safety harness within a maximum of 15 minutes; procedures must be adapted to the construction site and in accordance with article 3.24.4 of that same code; the procedure must be accompanied by a written confirmation that it has been tested;
 - .3 statement from an engineer that the anchor rods have been installed in accordance with the anchoring plan as required by the article 3.24.12 of that same code;
 - .4 hoisting procedures in cases where the lifting is done in one of the ways described in the article 3.24.15 of that same code;
 - .5 name of the individual identified as rescuer and his rescue training certificate;
 - .6 name of the individual identified as first-aid attendant and his first-aid training certificate.
- .3 The Contractor must make sure that the following documents are available for consultation on construction site at all times:
- .1 Steel structure manufacturer's erection plan in accordance with the requirements of article 3.24.9 du Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the Construction Industry);
 - .2 Column anchor rods's anchoring plan in accordance with the requirements of article 3.24.11 du Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the Construction Industry).

1.35 INTERIOR USE OF INTERNAL COMBUSTION ENGINES

- .1 In addition to respecting article 3.10.17 of the Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.
- .2 The use of a gas-powered equipment inside a building is prohibited even if the building is provided with openings.
- .3 The use of other equipment powered by an internal combustion engine inside a building must be submitted to the approval of the Representative of the Ministry.
- .4 For the use of any piece of equipment powered by an internal combustion engine inside a building, even if the building is provided with openings, the Contractor must install a ventilation system able to maintain the concentrations of toxic gases below the regulatory values. The stale air shall be exhausted outside the building.
 - .1 Before using equipment powered by an internal combustion engine, the Contractor must plan and write the following:
 - .2 number of fans to install;
 - .3 power of the fans;
 - .4 location of the fans;
 - .5 dimensions of the openings that will be open during the work.

- .5 During the operation of equipment with internal combustion engine, the Contractor must measure the concentrations of carbon monoxide and nitrogen oxides in the work area and at the breathing area of the workers; the concentration levels measured must be recorded in a register every 30 minutes that must be available for consultation.
- .6 If work is in an occupied building, the Contractor must also measure the concentrations of carbon monoxide and nitrogen oxides in the rooms next to the work area and the concentration levels measured must be recorded in a register every 30 minutes.
- .7 If the carbon monoxide or nitrogen oxides detector alarm goes off during the work, the Contractor must stop the work and take the corrective measures required before resuming the work.
- .8 A portable fire extinguisher must be available at all times in the work area during the use of equipment with internal combustion engines.
- .9 The equipment must be maintained at a safe distance from all combustible material.
- .10 The storage of fuel for any equipment with internal combustion engine is prohibited inside a building.

1.36 TEMPORARY HEATING

- .1 In addition to respecting section 3.11 of the Code de sécurité pour les travaux de construction (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.
- .2 A portable fire extinguisher must be available at all times near the heating units, no matter what type of heating is used.
- .3 The heating units must always be used in accordance with the manufacturer's specifications.
- .4 If applicable, the canvas or tarpaulins used next to the heating units must be solidly fixed so as not to be projected on the heaters, on the pipes connected to the heaters or on any other heat source.
- .5 The gas cylinders must be installed in a way that they are protected from vehicle and other equipment traffic.
- .6 For the use of heating units other than electric, the Contractor must install a carbon monoxide detector in the work area, next to the heating units and/or the workers, throughout the course of the heating period. The Contractor must immediately apply the corrective measures required to the heating units if the detector's alarm goes off.
- .7 The Contractor must ensure a minimum surveillance of the heating units outside the hours of work (nights and weekends). He must submit a surveillance plan to the Representative of the Ministry before the use of the heating units.

1.37 WORK NEAR OVERHEAD POWER LINES

- .1 When there is an overhead power line in the work zone and that the Contractor chooses to apply paragraph b) of article 5.2.2 of the Code de sécurité pour les travaux de construction (2.1, r.4) (Safety code for the Construction Industry), a copy of the agreement with the electrical power company and a copy of the work process, required in the article 5.2.2 b), must be submitted to the Representative of the Ministry before the beginning of the work in relation to these documents.

1.38 HEALTH AND SAFETY SUBORDINATION AGREEMENT

Project: _____ **Address:** _____

EXTERNAL CONTRACTOR

I hereby agree to submit to the authority of (name of the Principal Contractor's business) _____, which is the Principal Contractor for the project indicated above during the entire duration of our work on the construction site. Accordingly, I confirm that I have reviewed the Principal Contractor's prevention program, and I agree to:

- inform my employees of the content of the Principal Contractor's prevention program and ensure that its content are complied with at all times;
- apply the prevention program that is specific to the activities that we carry out under this project;
- inform the Principal Contractor of my actions or dealings on the construction site and obtain the Principal Contractor's agreement before the start of work; and
- follow the health and safety directives provided by the representative of the Principal Contractor on the construction site and, depending on requirements, attend training sessions and health and safety meetings organized by the representative of the Principal Contractor.

Name of representative: _____

Name of business: _____

Description of work to be done on the construction site: _____

Approximate dates of work (start-end): _____

Signature: _____ Date: _____

PRINCIPAL CONTRACTOR

I hereby agree to allow the business (name of external contractor) _____ to perform the work under this project indicated above and, as Principal Contractor, to take the necessary steps to protect the health and safety of workers on the construction site. Should the Contractor repeatedly refuse or fail to comply with my directives, I agree to inform PWGSC's Representative of the Ministry of this and to provide documentary evidence of my actions or dealings with the Contractor.

Name of representative: _____

Name of the Principal Contractor's business: _____

Signature: _____ Date: _____

Submit a completed and signed copy to PWGSC's Representative of the Ministry

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 DEFINITION

- .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prior to commencing construction activities or delivery of materials to site, provide Environmental Protection Plan for review and approval by the Representative of the Ministry.
- .3 Ensure Environmental Protection Plan includes comprehensive overview of known or potential environmental issues to be addressed during construction.
- .4 Address topics at level of detail commensurate with environmental issue and required construction tasks.
- .5 Include in Environmental Protection Plan:
 - .1 Names of persons responsible for ensuring adherence to Environmental Protection Plan.
 - .2 Non-Hazardous solid waste disposal plan identifying methods and locations for solid waste disposal including clearing debris.
 - .3 Air pollution control plan detailing provisions to assure that dust, debris, materials, and trash, are contained on project site.
 - .4 Contaminant Prevention Plan identifying potentially hazardous substances to be used on job site; intended actions to prevent introduction of such materials into air, water, or ground; and detailing provisions for compliance with Federal, Provincial, and Municipal laws and regulations for storage and handling of these materials.
 - .5 Waste Water Management Plan identifying methods and procedures for management and/or discharge of waste waters which are directly derived from construction activities, such as mortar curing water and clean-up water.

1.3 FIRES

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

1.4 DRAINAGE

- .1 Ensure that water that is pumped into a watercourse, sewer system not contain suspended solids.
- .2 Ensure the disposal of water containing suspended solids or harmful substances in accordance with local authority requirements.
- .3 Ensure evacuation or disposal of water containing suspended solids or harmful substances in accordance with local authority requirements.

1.5 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this Contract.
- .2 Control emissions from equipment and plant to local authorities' emission requirements.
- .3 Wet down dry materials and cover rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

1.6 NOTIFICATION

- .1 The Representative of the Ministry will notify the Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.
 - .2 Contractor: after receipt of such notice, inform the Representative of the Ministry of proposed corrective action and take such action for approval to the latter.
 - .1 Do not take action until after receipt of written approval by the Representative of the Ministry.
 - .3 The Representative of the Ministry will issue stop order of work until satisfactory corrective action has been taken.
 - .4 No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.
-

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 CLEANING

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
- .2 Waste Management: separate waste materials in accordance with Section 01 74 21 – Construction/Demolition Waste Management and Disposal.
- .3 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

END OF SECTION

1 General

1.1 INSPECTION

- .1 Allow the Representative of the Ministry access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by the Representative of the Ministry's instructions, or law of Place of Work.
- .3 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4 The Representative of the Ministry will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, the Contractor must correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, the Representative of the Ministry shall pay cost of examination and replacement.

1.2 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.

1.3 PROCEDURES

- .1 Notify appropriate agency and the Representative of the Ministry in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.4 REJECTED WORK

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by the Representative of the Ministry as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
-

- .2 Make good other Contractor's work damaged by such removals or replacements promptly.
- .3 If in opinion of the Representative of the Ministry it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, the Ministry will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by the Representative of the Ministry.

1.5 REPORTS

- .1 Submit a copy of inspection and test reports to the Representative of the Ministry.
- .2 Provide copies to the subcontractor of work being inspected or tested.

1.6 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as requested.
- .2 Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by the Representative of the Ministry and may be authorized as recoverable.

1.7 MILL TESTS

- .1 Submit mill test certificates as required of specification Sections.

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.2 INSTALLATION AND REMOVAL

- .1 Provide temporary utilities controls in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.3 GROUND DRYING

- .1 Provide temporary pumping and drainage facilities to maintain excavations and land free of standing water

1.4 WATER SUPPLY

- .1 The Contractor will provide continuous supply of potable water for construction use.

1.5 TEMPORARY HEATING AND VENTILATION

- .1 Provide temporary heating required during construction period, including attendance, maintenance and fuel.
- .2 Ensure adequate room control (heating and ventilation) in enclosed spaces for the following purposes:
 - .1 Promote the progress of work;
 - .2 Protect structures and products from moisture and cold;
 - .3 Prevent condensation on surfaces;
 - .4 Ensure appropriate ambient temperatures and humidity levels for storage, installation and hardening or curing of materials;
 - .5 .Meet the requirements of regulations on occupational safety measures.
- .3 Maintain temperatures of minimum 10 degrees Celsius in areas where construction is in progress.
- .4 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.6 TEMPORARY POWER AND LIGHT

- .1 The Contractor must provide temporary power during construction for temporary lighting and operating of power tools.
-

- .2 Provide and maintain adequate temporary lighting throughout project, ensure network maintenance.
- .3 Carry out the temporary installations necessary for the power supply of the construction trailers

1.7 TEMPORARY COMMUNICATION FACILITIES

- .1 The Contractor must provide and pay for temporary installations for telecommunications such as telephones, data treatment systems, including the lines and equipment necessary for own use and use for the Representative of the Ministry. Contractor must ensure the connection of these installations the main networks and assume the cost of all these services.

1.8 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.2 INSTALLATION AND REMOVAL

- .1 Prepare site plan indicating proposed location and dimensions of area to be fenced and used by Contractor, number of trailers to be used, avenues of ingress/egress to fenced area and details of fence installation.
- .2 Indicate use of supplemental or other staging area.
- .3 Provide construction facilities in order to execute work expeditiously.
- .4 Remove from site all such work after use.

1.3 SITE FENCES

- .1 Protect the construction site with fencing. Determine the site area using the **Work limits** shown in Plan **C02 – Grading plan**.

1.4 SCAFFOLDING

- .1 Scaffolding in accordance with CAN/CSA-S269.2.
- .2 Provide and maintain the scaffolding, access ramps, ladders, platforms and temporary stairs required for the performance of the work.

1.5 HOISTING

- .1 Provide, operate and maintain hoists, cranes and nacelle required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for their use of hoists.
- .2 Hoists and cranes to be operated by qualified operator.

1.6 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.7 SECURITY

- .1 Provide and pay for responsible security personnel to guard site and contents of site after working hours and during holidays.
-

- .2 Provide a resting area for site workers.

1.8 OFFICES

- .1 Provide office heated to 22 degrees Celsius, lighted 750 lux and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 The office must be outside the construction site, in an area determined by the Contractor and at his own expense.
- .3 Provide marked and fully stocked first-aid case in a readily available location.
- .4 Subcontractors to provide their own offices as necessary. Direct location of these offices.
- .5 Inside dimensions minimum 3.6 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.
- .6 Insulate building and provide heating system to maintain 22 degrees Celsius inside temperature at -20 degrees Celsius outside temperature.
- .7 Finish inside walls and ceiling with plywood, hardboard or wallboard and paint in selected colours. Finish floor with 19 mm thick plywood.
- .8 Install electrical lighting system to provide min 750 lx using surface mounted, shielded commercial fixtures with 10 % upward light component.
- .9 Provide private washroom facilities adjacent to office complete with flush or chemical type toilet, lavatory and mirror and maintain supply of paper towels and toilet tissue.
- .10 Equip office with 1 x 2 m table, 6 chairs, 6 m of shelving 300 mm wide, 3 drawer filing cabinet, one plan rack and one coat rack and shelf.
- .11 Maintain in clean condition.

1.9 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities.

1.10 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.

- .2 Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition.

1.11 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Provide access and temporary relocated roads as necessary to maintain traffic and assume the costs.
- .2 Maintain and protect traffic on affected roads during construction period except as otherwise specifically directed by the Representative of the Ministry.
- .3 Provide measures for protection and diversion of traffic, including provision of watch-persons and flag-persons, erection of barricades, placing of lights around and in front of equipment and work, and erection and maintenance of adequate warning, danger, and direction signs
- .4 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
- .5 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .6 Construct access and haul roads necessary.
- .7 Haul roads: constructed with suitable grades and widths; sharp curves, blind corners, and dangerous cross traffic shall be avoided.
- .8 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.
- .9 Dust control: adequate to ensure safe operation at all times.
- .10 Provide snow removal during period of Work.

1.12 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
 - .2 Clean dirt or mud tracked onto paved or surfaced roadways.
 - .3 Store materials resulting from demolition activities that are salvageable.
 - .4 Stack stored new or salvaged material not in construction facilities.
-

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

1. General

1.1 PRODUCTS DELIVERY

- .1 Immediately after signature of contract, take note of the requirements for the delivery of the products and provide for any delay. If delays in product delivery are foreseeable, notify the Representative of the Ministry so that steps can be taken to replace them with alternatives or to make the necessary corrections sufficiently in advance to avoid delays the work.

1.2 QUALITY

- .1 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve the Contractor of his responsibilities, but is precaution against oversight or error. The Contractor will have to ensure the removal and replacement of the defective products at his own expense and be responsible for delays and expenses caused by the rejection.
- .2 Should disputes arise as to quality or fitness of products, decision rests strictly with the Representative of the Ministry based upon requirements of Contract Documents.
- .3 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.

1.3 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .5 Remove and replace damaged products at own expense and to satisfaction of the Representative of the Ministry.

1.4 TRANSPORTATION

- .1 Pay costs of transportation of products required for the execution of works.
- .2 Transportation cost of products supplied by the Ministry will be paid by the Representative of the Ministry. Unload, handle and store such products.

1.5 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify the Representative of the Ministry in writing, of conflicts between specifications and manufacturer's instructions, so that he will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes the Representative of the Ministry.

1.6 QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify the Representative of the Ministry if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. The Representative of the Ministry reserves right to require dismissal from site, workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with the Representative of the Ministry, whose decision is final.

1.7 FIXATIONS – GENERAL

- .1 Unless specified in the relevant section of the specification, stainless steel or other fittings shall be used to secure corrosion-resistant fasteners and anchors of galvanized steel Hot immersion. Touch up damaged surfaces with a cold galvanized coating.
- .2 Use as little visible fixing as possible; space them evenly and lay them down carefully.
- .3 Fasteners that could cause crumbling or cracking of the element in which they are anchored shall be refused.

1.8 FASTENERS – MATERIALS

- .1 Strong, semi-thin, hexagonal fasteners must be used unless otherwise specified. Use stainless steel parts of grade 304 for outdoor installations.
 - .2 Bolt rods shall not protrude above the nuts longer than their diameter.
 - .3 Use standard washers on appliances and equipment and sheet metal locking washers with soft seal where vibrations occur. To attach appliances and equipment to stainless steel components, use resilient washers.
-

1.9 CO-ORDINATION

- .1 Ensure co-operation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

1.10 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.11 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of the Representative of the Ministry.

2. Product

2.1 NOT APPLICABLE

3. Execution

3.1 NOT APPLICABLE

END OF SECTION

1. General

1.1 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of elements of project.
 - .2 Integrity of weather-exposed or moisture-resistant elements.
 - .3 Efficiency, maintenance, or safety of operational elements.
 - .4 Visual qualities of sight-exposed elements.
 - .5 Work of Ministry or separate contractor.
- .3 Include in request:
 - .1 Identification of project.
 - .2 Location and description of affected Work.
 - .3 Statement on necessity for cutting or alteration.
 - .4 Description of proposed Work, and products to be used.
 - .5 Alternatives to cutting and patching.
 - .6 Effect on Work of Ministry or separate contractor.
 - .7 Written permission of affected separate contractor.
 - .8 Date and time work will be executed.

1.2 MATERIALS

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

1.3 PREPARATION

- .1 Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
 - .2 After uncovering, inspect conditions affecting performance of Work.
 - .3 Beginning of cutting or patching means acceptance of existing conditions.
 - .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
-

- .5 Provide protection from elements for areas which are to be exposed by uncovering work; maintain excavations free of water.

1.4 EXECUTION

- .1 Execute cutting, fitting, and patching necessary to complete Work.
- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.
- .5 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .6 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .7 Restore work with new products in accordance with requirements of Contract Documents.

1.5 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials in accordance with Section 01 74 21 - Construction/Demolition waste management and disposal.

2. Product

2.1 NOT APPLICABLE

3. Execution

3.1 NOT APPLICABLE

END OF SECTION

1. General

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by the Ministry or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by the Representative of the Ministry. Do not burn waste materials on site.
- .3 Clear snow and ice from access to building.
- .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5 Provide off site containers for collection of waste materials and debris. The location of the containers will have to be off site and determined by the Contractor, at his own expenses.
- .6 Provide and use marked separate bins for recycling. Refer to Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
- .7 Dispose of waste materials and debris off site.
- .8 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .9 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .10 Schedule cleaning operations so that resulting dust, debris and other contaminants will not contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
 - .2 Remove waste products and debris other than that caused by other Contractors, and leave Work clean and suitable for occupancy.
 - .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
 - .4 Remove waste products and debris other than that caused by the Ministry or other Contractors.
-

- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by the Representative of the Ministry. Do not burn waste materials on site.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls and all exterior elements affected.
- .9 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .10 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .11 Remove dirt and other disfiguration from exterior surfaces.
- .12 Remove snow and ice from access to building.

1.3 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

2. Product

2.1 NOT APPLICABLE

3. Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 WASTE MANAGEMENT GOALS

- .1 Waste Management Goal: 90 percent of total Project Waste to be diverted from landfill sites. Provide the Representative of the Ministry documentation certifying that waste management, recycling, reuse of recyclable and reusable materials have been extensively practiced.

1.2 DEFINITIONS

- .1 Materials Source Separation Program (MSSP): consists of series of ongoing activities to separate reusable and recyclable waste material into material categories from other types of waste at point of generation.
- .2 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
- .3 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .4 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .5 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
 - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
 - .2 Returning reusable items including pallets or unused products to vendors.
- .6 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .7 Separate Condition: refers to waste sorted into individual types.
- .8 Source Separation: acts of keeping different types of waste materials separate beginning from first time they became waste.

1.3 SUBMITTAL

- .1 Materials Source Separation Program:
 - .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .2 Submit one paper copy and one electronic copy of Materials Separation Program (MSSP) description.
-

1.4 MATERIALS SOURCE SEPARATION PROGRAM (MSSP)

- .1 Implement MSSP for waste generated on project in compliance with approved methods and as reviewed by the Representative of the Ministry.
- .2 Provide on-site facilities for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.
- .3 Provide containers to deposit reusable and recyclable materials.
- .4 Place containers off-site.
- .5 Collect, handle, store on-site, and transport off-site, salvaged materials in separate condition.
 - .1 Transport to approved and authorized recycling facility.

1.5 WASTE PROCESSING SITES

- .1 The Contractor is responsible in finding the resources in terms of valorizing waste and service providers. Recovered rubbish must be transported to recycling installation approved and/or authorized, or to material recyclers.

1.6 STORAGE, HANDLING AND PROTECTION

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by the Representative of the Ministry.
- .2 Unless specified otherwise, materials for removal become the Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect surface drainage, mechanical and electrical from damage and blockage.
- .6 Separate and store materials produced during dismantling of structures in designated areas.
- .7 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated facilities.
 - .1 On-site source separation is recommended.
 - .2 Remove co-mingled materials to off-site processing facility for separation.
 - .3 Provide waybills for separated materials.

1.7 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste into waterways, storm, or sanitary sewers.
- .3 Remove materials from deconstruction as deconstruction/disassembly Work progresses.
- .4 Keep records of construction waste including:
 - .1 Number and size of bins.
 - .2 Waste type of each bin.
 - .3 Total tonnage generated.
 - .4 Tonnage reused or recycled.
 - .5 Reused or recycled waste destination.

1.8 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises.
- .2 Provide temporary security measures approved by the Representative of the Ministry.

1.9 SCHEDULING

- .1 Co-ordinate Work with other activities at site to ensure timely and orderly progress of Work.

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 GENERALITIES

- .1 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.

3.2 DIVERSION OF MATERIALS

- .1 Remove tools and waste materials on completion of Work, and leave work area in clean and orderly condition.
- .2 Clean-up work area as work progresses.
- .3 Source separate materials to be reused/recycled into specified sort areas.

3.3 VALORIZATION OF RUBBISH

- .1 Separate materials from general waste stream and stockpile in separate piles or containers, as reviewed by the Representative of the Ministry and consistent with applicable fire regulations.
 - .1 Mark containers or stockpile areas, off-site.
 - .2 Provide instruction on disposal practices.
- .2 On-site sale of reusable or recyclable material is not permitted.

3.4 VALORIZATION OF RUBBISH REPORT

- .1 At the end of the project, prepare a written diversion of materials report indicating the quantity of materials reused, recycled or eliminated as what follows:
 - .1 Indicate the results of the final diversion and measure the reaching of the objectives of the waste reduction plan.
 - .2 Compare the final quantity/percentage of diverted matter with the initial projections of the waste audit and of the waste reduction plan. Explain the discrepancies.
 - .1 Supporting documents
 - .2 Waybills and tracking forms.

END OF SECTION

1. General

1.1 ADMINISTRATIVE REQUIREMENTS

- .1 Acceptance of Work Procedures:
 - .1 Contractor's Inspection: Contractor: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Representative of the Ministry in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
 - .2 Request the Representative of the Ministry to inspect the work.
 - .2 Representative of the Ministry's Inspection:
 - .1 The Representative of the Ministry and Contractor to inspect Work and identify defects and deficiencies.
 - .2 The Contractor is to correct Work as directed.
 - .3 Completion Tasks: submit written certificates in English and French that tasks have been performed as follows:
 - .1 Work: completed and inspected for compliance with Contract Documents.
 - .2 Defects: corrected and deficiencies completed.
 - .3 Work: complete and ready for final inspection.
 - .4 Final Inspection:
 - .1 When all of the previously mentionned tasks are done, request final inspection of Work by the Representative of the Ministry and the Contractor.
 - .2 When Work incomplete according to Representative of the Ministry, complete outstanding items and request re-inspection.

1.2 FINAL CLEANING

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.
- .2 Waste Management: separate waste materials in accordance with Section 01 74 21 - Construction/Demolition waste management and disposal.

2. Product

2.1 NOT APPLICABLE

3. Execution

3.1 NOT APPLICABLE

END OF SECTION

1 General

1.1 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 A copy commented by the Representative of the Ministry will be submitted following the end of substantial work.
- .3 Before the final submission of documents, revise their content as required.
- .4 Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .5 Provide evidence, if requested, for type, source and quality of products supplied.
- .6 Defective products will be rejected, regardless of previous inspections. These products will have to be replaced by the Contractor at his own expense.
- .7 Pay the transporting fees.

1.2 FORMAT

- .1 Organize data as instructional manual.
 - .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and pockets. Each will be accompanied with a DVD containing a numerical version (PDF) and an editable version (DOC and XLS) of each of the documents.
 - .3 When multiple binders are used correlate data into related consistent groupings. Clearly identify contents of each binder on spine.
 - .4 Cover: identify each binder with type or printed title 'Project Record Documents' typewritten or in print; list title of project and identify subject matter of contents.
 - .5 Arrange content by systems, under Section numbers and sequence of Table of Contents.
 - .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
 - .7 Text: manufacturer's printed data, or typewritten data.
 - .8 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
-

1.3 CONTENTS - PROJECT RECORD DOCUMENTS

- .1 Table of Contents for Each Volume: provide title of project;
 - .1 Date of submission;
 - .2 Addresses, and telephone numbers of the Contractor and the Representative of the Ministry, with name of responsible parties.
 - .3 A list of products and systems, indexed to content of volume.
- .2 For each product or system:
 - .1 List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .5 Typewritten Text: as required to supplement product data.
 - .1 Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.

1.4 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by the Representative of the Ministry.
- .2 Use felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
 - .1 The measured depth of the foundation elements relative to the level of the first finished floor.
 - .2 Location of utility pipelines and underground accessories, measured in horizontal and vertical planes, in relation to permanent surface developments.
 - .3 Location of utilities and interior fittings, measured in relation to visible and accessible building components.
 - .4 On-site modifications to dimensions and details of structures.
 - .5 Changes made as a result of change orders.
 - .6 Details not found on original contract documents.
 - .7 References to shop drawings and related modifications.

- .5 Specifications: mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda or change orders.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, and field test records, required by individual specifications sections.

1.5 CERTIFICATE OF DEFINITIVE LAND SURVEYS

- .1 Submit final certificate of conformity or non-compliance with site contract requirements and level ratings of completed structures.

2 Product

2.1 NOT APPLICABLE

3 Execution

3.1 NOT APPLICABLE

END OF SECTION

