



CONSTRUCTION LEADERS

## Site Instructions

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## **1 Definitions**

Where the term Contractor is used, it shall mean the supplier with whom Public Works and Government Services (PWGSC) enters into a contract. Where the terms “PWGSC” or “Owner” are used in this Document, it shall mean Public Works and Government Services Canada.

Wherever the term Construction Manager is used in this Document, it shall mean PCL Constructors Canada Inc. who are contracted with PWGSC to provide Construction Management Services and who will act as Constructor and manage site access and construction safety up to the Base Building substantial completion date.

## **2 Site Security During Construction**

The Construction Manager is mandated to provide site security services for the 111 Wellington Street Project until substantial completion has been reached for the Base Building construction work. After substantial completion for the Base Building work has been achieved, PWGSC will be responsible for site security and building control.

Site security services, is managed by the Construction Manager using in-house security management, and a contracted third party private sector security services provider (Commissionaires). PWGSC will process Contractor personnel clearances and provide approved access lists to the Construction Manager and Commissionaires for access control purposes.

The site has security presence 24 hours each day, seven days a week.

Visitors to site will only be granted access if they are on the security clearance access list and/or are escorted by an authorized representative that has prior clearance. Visitors must sign in and out at security and will be issued Visitor Cards to be worn while on site. Before entering the construction zone, all visitors must report to the PCL site office for a visitor orientation. (See section 2.2 below for the definition of a ‘visitor.’)

### **2.1 Security Clearance**

Refer to the Security Requirements Check List for the required organizational and personnel security clearances. Individuals who do not have the minimum clearance level cannot work on site.

Once security clearance is granted to an individual, the Project Authority, will inform the Construction Manager’s personnel security coordinator to update the construction access list. The Commissionaires will then provide a photo ID site pass for all personnel on the access list, working on site. The Commissionaires will check all cards daily as workers enter the site. The photo ID site pass card is to be worn in plain view at all times. Photo ID site passes are to be returned to Commissionaires after access to the site is no longer required. Contractors are to notify the Project Authority of any changes to their work force accessing site.

Lost or stolen cards are to be reported immediately. When the individual's scope of work is finished, the photo ID site pass must be turned in to the Commissionaires, and deactivated in the system.

## **2.2 Worker/Visitor Site Access**

### Workers

Workers are those who are on site on a regular or daily basis to perform a specific scope of work. This includes individuals operating heavy equipment on site (i.e. a crane), consultants, service/maintenance workers, installers, inspectors and the like.

Upon being granted a security clearance for 111 Wellington Street, workers are added to a daily access list and issued an access card. If the worker is not on the access list, they should contact their foreman or office who would then contact the Project Authority regarding their security status.

For work completed on site prior to base building Substantial completion, a full Construction Manager orientation is required. These are held on Mondays and Thursdays at 07:00 A.M in the PCL Site Office. If the worker is unable to attend the full Construction Manager orientation, a short Construction Manager orientation must be completed and is good until the next full orientation. The Project Authority is to make arrangements with the Construction Manager for group orientations.

### Visitors

A visitor is someone who is coming to the site outside the Personal Protective Equipment (PPE) zone/site offices or who is being escorted on a guided tour by a person holding a minimum Site Access clearance as well as having done the Construction Manager orientation. If a visitor comes to site, security calls the visitor's site contact to act as escort. The visitor signs in and is given a visitor badge. The escort will also sign the log and confirm that they will remain with the visitor at all times while on site. Short term orientations are not required if the visitor is staying in the trailer area, as it is designated and signed as a non-construction zone. The escort must accompany the visitor back to the security trailer to sign out at the end of the site visit.

Security will stop anyone who does not have a valid access card.

**All visitors must be escorted while on site. All visitors going on the construction site must have a Construction Manager delivered short term orientation if this visit is prior to Base Building substantial completion.**

### Vehicles

All vehicles entering the site must have an approved Authorization for Vehicle Access (AVA) submitted 48 hours in advance. The AVAs for Contractors' vehicles will be managed by the Project Authority. Once approved, the vehicle will proceed through the Royal Canadian Mounted Police (RCMP) check point at the vehicular entrance to the site on Bank Street before approaching the site gate. The RCMP perform random vehicle searches which may

add some delay time to vehicles coming on site. Depending on the size of the vehicles, the RCMP have indicated that a search could take anywhere from 2 to 20 minutes.

### **2.3 Termination of Site Access**

When an individual's scope of work is completed, or if they are barred from site, their construction access to the 111 Wellington Street project will be revoked. The Construction Manager will communicate this information to the Commissionaires and the site access card will be deactivated in the system. The Contractor must return the photo ID passes and inform the Construction Manager to deactivate the pass.

The Construction Manager has the right to deny individuals access to the project site prior to Base Building substantial completion.

### **2.4 Parking**

Parking on site will not be allowed unless authorized by the Construction Manager. If authorization is given, a green parking pass will be handed out to the individual for posting in their vehicles at all times. The Construction Manager will update the list as required and submit to the security. Short term deliveries, owner/foreman stopping to check on workers and site inspectors requiring parking less than 30 minutes may be authorized upon prior coordination with the Construction Manager and in this case drivers will be given a yellow temporary parking pass upon signing in at the security office. They shall return the pass as they sign out.

### **2.5 Site Deliveries**

The following conditions must be met for deliveries prior to Base Building substantial completion.

Deliveries will not be accepted unless coordinated with, and approved by the Construction Manager.

The delivery steps will be as follows:

1. The delivery driver is provided with an AVA (Authorization for Building Access) by the Project authority; the driver can then head to the site to make the delivery.
2. The driver must pass through the RCMP checkpoint where the RCMP will verify his or her right to access the site.
3. Once cleared, the driver approaches the site gate. The project site gate is manned by project security.
4. The Site Supervisor and all assisting delivery personnel are required to attend a site co-ordination meeting as requested by the Construction Manager.
5. After the orientation a Delivery Drivers Orientation Checklist will be handed out by the security Personnel to the truck supervisor to be completed for each delivery.
6. The truck will then proceed to the work site for delivery.

The Construction Manager will conduct spot checks during deliveries, to ensure the Delivery Driver Orientation Checklist has been completed. If a spot check reveals the

orientation has not been completed, the delivery must be stopped until the orientation is completed.

## **2.6 Off Hours Work**

All Contractor workers that stay beyond, or return to the project, after hours or on weekends must be authorized to do so by the Construction Manager.

For work performed outside of regular hours (07:00 to 17:00) Monday to Friday, or on weekends, an Off Hours Work Permit must be submitted to the Project Authority and to the Construction Manager for approval. Once approved, the form is handed in to security to ensure only workers/vehicles on the permit are granted access to the site. As well, an AVA must have been completed and approved to ensure the proper timeframe is covered to inform RCMP that vehicular access was granted.

## **3 Safety**

All Contractors will be responsible for health and safety of their workers as regulated by Federal, Provincial and Municipal Acts and Regulations.

The Contractor shall comply with the codes concerning safety applicable to the project and Safety Standards and Rules established during the progress of the work.

All workers must attend a Construction Manager site specific safety orientation. There are two types of site specific safety orientations:

- a) If the Contractor needs to continually access the site more than a week, the workers must attend a three hour site specific safety orientation.
- b) If the Contractor needs to access the site less than five times, the workers will need to attend a 15 minute site specific safety orientation each day.

For example, if the Contractor is sending the same crew of workers to continuously work on-site for a week or more, the Contractor's workers will be required to attend the site specific safety orientation described in a) above. If the Contractor is only coming on-site three times in total to deliver items, and the delivery crew may be different for each delivery, the Contractor's workers will be required to attend the site specific safety orientation described in b) above.

The Construction Manager has developed a Project Specific Health Safety and Environment Plan for the project. The Plan shall be complied with by the Contractor during the course of the work. This Plan shall be in force up to Base Building construction substantial completion.

The Contractor shall submit all safety related documentation requested by the Construction Manager.

### **3.1 Personal Protective Equipment (PPE)**

The Construction Manager will not supply PPE to the Contractor. The Contractor is required to provide sufficient PPE to accommodate their own forces. PPE used on this project shall be inspected and maintained in accordance with the manufacturer's instructions. Where damaged PPE equipment is detected, it will be removed from service and tagged as defective until approved repairs have been completed.

### **Mandatory Requirements:**

The following requirements are mandatory for all PCL construction sites:

#### **3.1.1 Clothing**

Workers shall report to site fit and ready for work. Shirts with at least a 4 inch sleeve shall be worn at all times. Full length sleeves may be required on some projects. Full length pants are mandatory. Shorts are not to be worn at any time. Loose clothing or jewelry which may create a hazard shall not be worn.

#### **3.1.2 Head Protection**

Hard hats are a requirement on this project, and will be worn at all times. They must be in good condition, and worn in a manner that is prescribed by the manufacturer. Hard hats must conform to the CSA standard for "Industry Protective Headwear". The employee's name must be clearly displayed on the hard hat. The use of a hard hat is required during welding operations, with the appropriate fitted shield.

#### **3.1.3 Eye and Face Protection**

The use of eye protection is mandatory for all personnel within construction areas, including supervisors, workers, visitors, and consultants. CSA approved safety eye wear must be in good repair, and maintained. Dark shade lenses should not be worn where natural light is unavailable. Prescription safety eye wear may be worn if it complies with the CSA standard for "Industrial Eye and Face Protection", they must be fitted with side shields that meet the standard. CSA approved coverall glasses or goggles shall be placed over prescription glasses that are not CSA approved. Face shields are required while grinding or cutting using abrasive blades (e.g. cut of saw or chop saw).

#### **3.1.4 Hand Protection**

Appropriate gloves must be used by employees and must be selected based on the work activity. Gloves are to be worn when conducting work activities with known or foreseeable hazards which may injure hands. All employees must have gloves available on their person while on-site.

#### **3.1.5 Foot Protection**

To protect from sharp, falling or rolling objects, safety footwear will be worn. They provide protection to the feet from other hazards that have not been identified, but exist on this project. Protective foot wear must be CSA Grade 1 Approved with puncture resistance sole and protection toe cap. The footwear must be at least 6" high cut boot. Boots shall be in good repair, appropriate to the task, and be worn laced to the top to provide support and protection against ankle injury. Running shoes of any kind are not permitted on work sites.

### **3.1.6 Hearing Protection**

Hearing protection must meet CSA standard requirements. PCL policy states that hearing protection is to be worn when continuous occupational noise exposure exceeds 85 decibels per 8 hour, TWA or impulse or impact noise that meets or exceeds 110 decibels.

### **3.1.7 Personal Fall Protection**

Fall protection must be utilized where workers are exposed to falls at and above 1.83 meters (six feet) in height. Working from ladders is discouraged and engineered working platforms are the preferred method of elevated work areas. Where this is not possible, a specific protocol (JHA) has been developed for the protection of workers working from ladders above 1.83 meters (See Appendix 2 "Fall Protection and Prevention Plan"). This guideline must be carefully reviewed and followed for work from a ladder.

The Contractor will be responsible to compile and implement their own Site Specific Fall Protection and Prevention Plan for the work they perform and submit to PCL as part of each subcontract site specific safety plan. These plans should be in accordance with the applicable regulatory requirements and PCL's Project Specific Fall Protection Prevention Plan (See Appendix 2 "Fall Protection Prevention Plan").

Personal fall protection (fall restraint/fall arrest) will only be employed after more stringent engineering controls have been ruled out (guardrail). Fall restraint must be first ruled out as not being appropriate to the task prior to the implementation of a fall arrest system.

Personal fall protection equipment, at a minimum consists of:

- Full body harness;
- Connecting means;
- Anchorage connector; and
- Anchorage.

All equipment must meet legislative jurisdictional requirements regarding servicing, maintenance, log books etc.

## **3.2 Specialty PPE**

### **3.2.1 Limb and Body Protection**

Where there is risk of injury to an employee's limb and/or body, adequate limb and body protection must be worn and equipment designed to protect employees from injury to their limbs and body must be used.

Where there is risk of injury due to a congested work area or the movement of heavy equipment in and/or around the work area, all workers must wear high visibility apparel.

When work is being done in extreme hot or cold temperatures, the protective clothing being worn must be reviewed to verify that it is adequate. Employees must be informed of any special precautions that need to be taken or special protective clothing that needs to be worn.

### **3.2.2 Respiratory Protection**

Supervisors shall have or arrange for proper respiratory protective equipment whenever it is necessary to work where dust, toxic gasses or vapor may be present. Respirators should be the last line of defense against air born hazards. When we can't isolate the hazards or use a different product, we have to wear a respirator. For additional information regarding respiratory protection please refer to HSEOP-12, section 6.2.

### **3.2.3 Silica**

The goal when determining whether or not you have exposure to respirable silica is to take necessary measures to try to verify you do not reach or exceed established PEL's (Permissible Exposure Limits) or OEL's (Over Exposure Limits) legislated within your jurisdiction. If you do not reach the established PEL or OEL, firstly you are not exposing workers and others, and secondly, voluntary conditions are simpler to follow and administer. Refer to HSEOP-21 for more information.

### **3.2.4 Fire Retardant Clothing (FRC)**

FRC must be used where there is risk of flash fire or explosion, legislative requirements dictate, or client requirements dictate.

Where FRC is required, the outer layer of employee's clothes, including rain gear, must be made of fire retardant material.

### **3.3 Defective or Damaged PPE**

Workers must inspect PPE prior to use to verify that it is fit for use.

Defective or damaged PPE must be immediately removed from use and repaired or discarded. All PPE removed from service for repair will be tagged as "Out of Service". Any PPE tagged "Out of Service" will not be returned until repaired and inspected by a qualified person approved by the district HSE manger.

## **4 Signs**

The Contractor will not be permitted to erect or display signs of any nature unless approved in writing by the Construction Manager and PWGSC.

## **5 Hoarding and Barriers**

The Construction Manager will supply, install and maintain perimeter site fencing and gates during the course of the work. Removal and reinstatement of hoarding, gates, barriers and overhead protection in order to facilitate the work of the Contractor must have prior approval from the Construction Manager and shall be the responsibility of the Contractor.



Supply, installation and removal of temporary handrails, hoarding & barriers necessary to facilitate the Contractor's work are the responsibility of same.

## **6 Clean-Up**

Each Contractor shall be responsible for the clean-up and removal (to bins provided by the Construction Manager) of all rubbish and surplus material associated with his work. Such clean-up is to be scheduled and carried out to the satisfaction of the Construction Manager's Project Superintendent.

At completion of the work, each Contractor shall remove all tools, equipment, machinery, storage sheds, temporary protection and surplus material leaving the project clean and ready for occupancy.

## **7 Temporary Facilities**

The project site has limited storage and unloading area. The Contractor will be required to package materials to suit site conditions and also schedule and co-ordinate with the Construction Manager all material deliveries to project site. Restrictions to trucking size and frequency may be imposed by the Construction Manager during certain phases of the work.

No parking for Contractor's workers' personal vehicles is available at the site.

The Contractor shall provide and maintain temporary office, lunch rooms, storage buildings and other structures required for the performance of its work, subject to the approval of, and located as directed by, the Construction Manager. These temporary buildings shall be cleaned on a regular basis to the satisfaction of the Construction Manager. Temporary services to such buildings including telephones, heat, light and power, shall be provided by the Contractor.

Temporary water supply will be provided on site by the Construction Manager at specific locations. The Contractor shall provide necessary hoses and fittings required to bring water to its areas of work.

Temporary toilet services will be provided at various locations throughout the project by the Construction Manager for the use of the Contractor's workers.

The Contractor shall include for all tools, equipment, ladders, scaffolds and all other equipment necessary to perform its work.

## **8 Temporary Power**

Where permanent power is not available, the following will be provided prior to Base Building substantial completion.

Temporary power service (110/208 volts) will be provided by the Construction Manager. 220 Volt service connections must be arranged and paid for by the Contractor requiring the service.

The Construction Manager will provide, "C" type 110/208v 50 amp panels for use of hand tools at various locations throughout the building. The Contractor will be required to provide its own wiring, leads and connecting devices to carry power from the service panel to the areas of work.

Electric welders and other high current tools and equipment will not be allowed without prior approval from the Construction Manager.

## **9 Hoisting**

The Contractor is responsible for hoisting its own materials and equipment.

All materials are to be brought in or taken out of the building through openings as approved by the Construction Manager's Superintendent.

One elevator inside the existing building serving levels 1 to 4, Elevator E, will be fit up for temporary construction use. When operating, this temporary elevator will be available for use by all contractors on site. The elevator use will be allocated by the Construction Manager at its discretion and may not be available at all times that the Contractor requests it. The Contractor should assume the elevator will not be available for hoisting material during regular working hours.

## **10 Storage Space/Materials on Site**

The Contractor is advised to bring materials on the job only as required.

Due to the nature of this project site, on-site storage space is very limited. Allocation and use of any available storage space will be determined by The Construction Manager's Superintendent.

## **11 Work Restrictions**

Work is not permitted, and deliveries or removal of materials are not permitted, at the following scheduled times. Shut down site lighting and lower crane booms to horizontal position, shut off audible equipment, compressors, generators, excavation or hoisting equipment, or other noise-producing equipment:

- The Sound and Light event, daily from May 1 through September 6, from 20:30 to 23:20 hours.
- Remembrance Day, November 11<sup>th</sup> from 10:00 to 12:00 hours.
- Canada Day, July 1 from 06:00 to July 2 01:00 hours.
- Christmas Light Ceremony, first Thursday in December from 17:00 to 23:00 hours.
- Police Memorial Service, last Sunday in September from 08:30 to 12:30 hours.
- Changing the Guard Ceremony, daily from June 23 to August 25, from 10:00 to 10:30 hours.

The Project Authority also reserves the right to temporarily stop noisy operations and generation of fumes considered disruptive to adjacent occupied areas. The noise limitation is 85 db maximum at site perimeter.

In addition to the dates and times listed above, the Project Authority reserves the right to temporarily stop work at any time due to site operational activities.