

Part 1 General

1.1 PURPOSE

- .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 DEFINITIONS

- .1 "Contraband" means:
- a) an intoxicant, including alcoholic beverages, drugs and narcotics,
 - b) 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,
 - c) an explosive or a bomb or a component thereof,
 - d) currency over any applicable prescribed limit,
 - e) any item not described in paragraphs (a) to (d) that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization
- .2 "Unauthorized Smoking and related Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing 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 "Departmental Representative" means Director, Warden, Project Manager or Superintendent of the Institution as applicable
- .6 "Construction employees" means persons working for the Construction Manager, contractors, the sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
- .7 "Perimeter" means the fenced or walled area of the institution that restrains the movement of the inmates.
- .8 "Construction Area" means the area as shown on the contract drawings that 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 will meet with the Departmental Representative 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 security requirements.
 - .2 Ensure that a copy of the 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 Construction Manager and Departmental Representative a list of the names with date of birth of all construction employees to be employed in the Construction Area and a security clearance form for each employee.
- .2 Allow two (2) weeks for processing of security clearances. Employees will not be admitted to the Construction Area without a valid security clearance in place and recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC institutions are not valid at this institution.
- .3 The Departmental Representative 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 Departmental Representative 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 Construction Area and shall be displayed prominently on the construction employees clothing at all time while employees are in the Construction Area.
- .4 Entry to Construction Area and Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed in the Construction Area 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.

- .6 All employees who will be working on site must read and understand “Information Guide For Contractors, Module 3” and the Contractors Security Briefing form, both included at the end of this section.

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 Departmental Representative or an employee of the company that owns the vehicle.
- .2 The Departmental Representative 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 will not require security clearances but must remain with their vehicle the entire time that the vehicle is in the Construction Area.

1.6 PARKING

- .1 The parking area(s) to be used by construction employees will be designated by the Departmental Representative. 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.

1.8 TELEPHONES

- .1 The Contractor 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.
- .2 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 Departmental Representative. If wireless cellular telephones are permitted, the user will not permit their use by any inmate.

1.9 WORK HOURS

- .1 Confirm hours with the institution and coordinate with the Departmental Representative. Expected work hours are 7:00a.m. to 4:00p.m., Monday to Friday.
- .2 Work will not be permitted during weekends and statutory holidays without the permission of the Departmental Representative. A minimum of seven days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waved by the Departmental Representative.

1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Departmental Representative. Give a minimum forty-eight (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 will advise the Departmental Representative as soon as this condition is known and follow the directions given by the Departmental Representative. Costs to the Crown for such events may be attributed to the Contractor.
- .2 When overtime work, weekend statutory holiday work is required and approved by the Departmental Representative, extra staff members may be posted by the Departmental Representative or designate, to maintain the security surveillance. The Departmental Representative may post extra staff for inspection of construction activities. The actual cost of this extra staff may be subject to reclamation by the Crown.

1.11 TOOLS AND EQUIPMENT

- .1 Maintain a complete list of all tools and equipment to be used during the construction project. Make this inventory available for inspection when required.
- .2 Throughout the construction project maintain up-to-date the 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. Scaffolding shall be secured and locked when not erected and when erected, will be secured in a manner agreed upon with the Institutional designate.

- .6 All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.
- .7 Security staff members will 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.
 - .3 The Contractor may be subject to random checks by security staff to ensure proper storage and security of tools throughout the project.
- .8 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.
- .9 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 PRESCRIPTION DRUGS

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

1.13 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 Departmental Representative.

1.14 CONTRABAND

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institutional property.
- .2 The discovery of contraband in the construction area and the identification of the person(s) responsible for the contraband shall be reported immediately to the Departmental Representative.

- .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.

1.15 SEARCHES

- .1 All vehicles and persons entering institutional property may be subject to search.
- .2 When the Departmental Representative 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 Construction Area may be subject to screening of personal effects for traces of contraband drug residue.

1.16 MOVEMENT OF VEHICLES

- .1 The contractor shall advise the Departmental Representative twenty four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .2 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 Departmental Representative.
- .3 With the approval of the Departmental Representative, 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 Departmental Representative may require that the equipment be secured with a chain and padlock to another solid object.

1.17 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

- .1 Subject to the requirements of good security, the Departmental Representative will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the Departmental Representative 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 accompanied by a member of the CSC security staff.
- .3 During the lunch and coffee/health breaks, all employees will remain within the construction area. Employees are not permitted to eat in the officer's lounge.

1.18 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.

1.19 STOPPAGE OF WORK

- .1 The Departmental Representative may request at any time that the contractor, his employees, sub-contractors and their employees not enter or 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 staff member making the request and the time of the request and obey the order as quickly as possible. The contractor shall advise the Departmental Representative within 24 hours of this delay to the progress of the work.

1.20 DAILY WORKSITE ACCESS

- .1 Each employee will be required to pass through the main security checkpoint when entering or exiting the Institution. Under no circumstances will an employee enter/exit the facility without signing in or out with the main security checkpoint.

1.21 CONTACT WITH INMATES OF WORK

- .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 employee doing any of the above will be removed from the site and his security clearance revoked.
- .2 It is 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.

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