

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux  
Canada**

**Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300**

**Montréal**  
**Québec**

**H5A 1L6**

**FAX pour soumissions: (514) 496-3822**

## Request For a Standing Offer Demande d'offre à commandes

### Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT /  
DOCUMENT CONTIENT DES EXIGENCES  
RELATIVES À LA SÉCURITÉ

**Vendor/Firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> SO Decontamination, Demolition, Ins	
<b>Solicitation No. - N° de l'invitation</b> EF928-190007/A	<b>Date</b> 2019-06-07
<b>Client Reference No. - N° de référence du client</b> EF928-19-0007	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-775-15360
<b>File No. - N° de dossier</b> MTC-8-41061 (775)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Aguilera, Maria Pia	<b>Buyer Id - Id de l'acheteur</b> mtc775
<b>Telephone No. - N° de téléphone</b> (514)592-3823 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## REQUEST FOR STANDING OFFER (RFSO)

### Standing Offer for Decontamination and Demolition Services Quebec Region

## IMPORTANT NOTICE TO OFFERORS

### PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

#### Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgate-disclosure/psdic-ppci-eng.html>

### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

### CONTRACT SECURITY

The Offeror could be asked to provide Contract Security on call-ups. See SC05.

### PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/amiante-asbestos-eng.html>

### ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to SC06 Transition to an e-Procurement Solution (EPS).

### LISTING OF SUBCONTRACTORS/SUPPLIERS

Take note that "Listing of Subcontractors and Suppliers" has been amended. See GI05 of the General Instructions.

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## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

### GI02 (2014-03-01) Completion of offer

1. The offer shall be
  - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
  - b. based on the Offer Documents listed in the Special Instructions to Offerors;

- c. correctly completed in all respects;
  - d. signed by a duly authorized representative of the Offeror; and
  - e. accompanied by
    - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

### **GI03 (2015-02-25) Identity or legal capacity of the Offeror**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI04 (2015-02-25) Applicable Taxes**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI05 Listing of Subcontractors/Supplier**

*(Applicable for call-ups)*

The Bidder must submit the names of Subcontractors/Supplier for the part or parts of the Work listed. See ANNEX D. Failure to do so will result in the disqualification of its bid.

### **GI06 (2014-03-01) Submission of offer**

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
  - a. the offer shall be in Canadian currency;
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
  - a. Solicitation Number;
  - b. Name of Offeror;
  - c. Return address; and
  - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

#### **GI07 (2010-01-11) Revision of offer**

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

#### **GI08 (2014-09-25) Rejection of offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
  - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
  - a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and

- d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on a unfavorable assessment of the;
  - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

#### **GI09 (2015-02-25) Offer costs**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI10 (2012-03-02) Procurement Business Number**

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

#### **GI11 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI14, a Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI14 shall result in disqualification of the offer.

#### **GI12 (2010-01-11) Performance evaluation**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

#### **GI13 (2011-05-16) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:



- a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

#### **GI14 (2016-04-04) Code of Conduct for Procurement—offer**

The [\*Code of Conduct for Procurement\*](#) provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

## SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

### SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) invites construction companies to submit offers for Standing Offers for the provision of specialized construction services for the disposal (removal and disposition) of hazardous materials containing mainly asbestos, mold, lead and droppings, as well as insulation, demolition and / or deconstruction work. The selected offerors will be required to perform work as required.
2. It is PWGSC's intention to authorize up to (4) Standing Offers, each for a period of (2) years with the possibility of tow (2) optional years each. The total dollar value of all Standing Offers is estimated to be (20,000,000,00\$) (GST or HST extra). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP05, CALL-UP PROCEDURE.

### SI02 OFFER DOCUMENTS

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [mariapia.aguilera@tpsgc-pwgsc.gc.ca](mailto:mariapia.aguilera@tpsgc-pwgsc.gc.ca). Enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non- compliant.

### SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

### SI05 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the

submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

## **SI06 BIDDER'S CONFERENCE**

1. There will be a **BIDDER'S CONFERENCE** on **June 13<sup>th</sup>, 2019 at 09h00 AM**. Interested bidders are to meet at:  
800 de la Gauchetière West.  
Public Works and Government Services Canada  
Place Bonaventure, South-west Portal  
7<sup>th</sup> floor, suite 7300 (Reception)
2. The bidder's conference is strongly recommended for this project. Please confirm your attendance by email at [mariapia.aguilera@tpsgc-pwgsc.gc.ca](mailto:mariapia.aguilera@tpsgc-pwgsc.gc.ca)

## **SI07 REVISION OF OFFER**

An offer may be revised by [letter or facsimile](#) in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is [\(514\) 496-3822](#)

## **SI08 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of [\(90\)](#) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI08 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G108.

## **SI09 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.

3. For additional information on security requirements, offerors should consult the “Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors” on the Standard Procurement Documents Web site [Industrial Security Program](#)

## SI10 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form

<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)

[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Trade agreements

<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

## STANDING OFFER PARTICULARS (SOP)

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Technical Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be two (2) years from the start date identified in the Standing Offer.

### SOP03 EXTENSION OF STANDING OFFER

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **two (2) additional one (1) year periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### SOP04 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of *(must not exceed the amount of the call-up)* (Applicable Taxes extra).. Canada will keep track of expenditures and ensure that they do not exceed the maximal allocated total percentage of each retained Offeror.

### SOP05 CALL-UP PROCEDURE

1. Services will be called-up as follows:
  - a. Technical Authority will establish the work requirements to be provided. For each individual call-up a proportional distribution process will be used to consider the Offeror's ranking.
  - b. Total lowest pricing received in the Proposals as indicated in Appendix 5 "Evaluation procedures or basis of selection" will determine retained Offeror's. Lowest pricing will qualify as first ranked Offeror, second lowest will qualify as second and so on. The ~~ideal~~ work distribution will be of (30)% of the business for the top ranked offeror, (30)% for the 2nd ranked offeror, (20)% for the 3rd ranked offeror, and (20)% for the 4th ranked offeror. In the event fewer than (4) offerors are successful or that one withdraws following the

Standing Offer's attribution, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

The retained Offeror's percentage divided by the percentage of the not-retained.  
Example if the 5th initial Offeror of 10% is not used.

$$\begin{aligned} 1 &= 40\% / (100\% - 10\%) = 44.4\% \\ 2 &= 20\% / (100\% - 10\%) = 22.2\% \\ 3 &= 16\% / (100\% - 10\%) = 17.8\% \\ 4 &= 14\% / (100\% - 10\%) = 15.6\% \end{aligned}$$

- c. The Offeror who is furthest under their respective work distribution percentage in relation to the other Offerors will be selected for the next call-up.
  - d. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing to proceed with the work in the following manner:
    - a. For Call-ups valued at \$ 100,000 or more, the Contract Authority will issue a "Call-up Against a Standing Offer"
    - b. For Call-ups less than \$ 100,000, the Technical Authority will place a call-up against the Standing Offer using form 2829. See ANNEX E.
  3. Any change to the scope of work proposed by the Offeror must be submitted to the Departmental Representative for review and possible acceptance; however, these changes may only be authorized by means of an amendment issued by the Contracting Authority or a Change Authorization (AM).

## **SOP06 STANDING OFFER RESPONSIBLES**

Standing Offer Contracting Authority is:

Name: Maria Aguilera

Title: Acquisition's Specialist

Department: Public Works and government Services Canada

Address: 800 rue de La Gauchetière West, Montréal, Qc, H5A 1L6

Telephone: 514-592- 3823

e-mail: [mariapia.aguilera@pwgsc-tpsgc.gc.ca](mailto:mariapia.aguilera@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is: (info to come)

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Department : \_\_\_\_\_

Division : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

The selected Offeror for the standing offer is :

Name : \_\_\_\_\_

Contact : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EF928-190007

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex \_\_\_\_;
  - b) Industrial Security Manual (Latest Edition).

### SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence, as referred to in the insurance requirements of the Contract.
  - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.



4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

### **SC03 INSURANCE TERMS**

- 1) Insurance Contracts
  - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
  - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- 2) Period of Insurance
  - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
  - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.
- 4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.
- 5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

### **SC04 CONTRACT SECURITY**

**Remove if Contract Security will NOT be asked for on subsequent call ups**

Subsequent Call-ups may require that the Contractor provide contract security as described in clause R2890D of the Standard Acquisition Clauses and Conditions (SACC) manual. The clause can be consulted here; <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2890D/8>  
Also consult SOP03 Call-up Limitation for maximum Contract Security that could be asked for.

#### **SC05 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

### For contracts with a value less than 100 000.00\$

1. The following are the “call up” contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Price Proposal Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1 General Provisions – Construction Services	R2810D	(2017-08-17);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment R2550D	R2850D	(2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2016-01-28);
GC7 Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8 Dispute Resolution	R2884D	(2016-01-28);
GC10 Insurance	R2900D	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

### For contracts with a value of 100 000.00\$ and more

1. The following are the “call up” contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Price Proposal Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1 General Provisions – Construction Services	R2810D	(2017-08-17);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment R2550D	R2850D	(2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2016-01-28);
GC7 Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8 Dispute Resolution	R2880D	(2016-01-28);
GC9 Contract Security	R2890D	(2014-06-26);
GC10 Insurance	R2900D	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation

- closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
- 4. The language of the contract documents is the language of the Price Proposal Form submitted.

#### **Instructions for Payment Requests of Call-ups**

1. The Contractor must submit progressive payment requests in accordance with 2550D/R2850D of the general conditions using form 1792 request for progress payment. Requests for payments must not be submitted until all work identified in these are completed.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
- 2. Payment Requests must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- 3. PWGSC may provide supporting documentation to a third party for analysis and validation.

## Submission and Acceptance Form (SA) for Call-up

*(To be completed when a call-up is issued by the Contract Authority)*

### BA01 IDENTIFICATION

*Insert Project Title and location*

### BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Industrial Security Program Organisation Number (ISP ORG#) \_\_\_\_\_  
(when required)

### BA03 THE OFFER

*Use the following paragraph for Lump Sum contracts only (without Unit Prices)*

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of

\$ \_\_\_\_\_ excluding Applicable Taxe(s).  
(amount in numbers)

*Use the following paragraph for Combined Price contracts (with Unit Prices)*

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the TOTAL BID AMOUNT INDICATED IN THE ANNEX HEREWITH *(to be attached at the time of the award of the order)*

### BA04 OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of **thirty (30)** days following the date of solicitation closing.



## APPENDIX 2 - STATEMENT OF WORK

### A1. INTRODUCTION

Public Works and Government Services Canada (PWGSC) has been handling the disposal of hazardous materials from the facilities of numerous federal departments for many years now.

Whether in a context of demolition, deconstruction and/or renovation, PWGSC is tasked with removing and disposing of a range of hazardous materials, most of which contain asbestos, mould, lead, or pigeon droppings. Less frequently, there are also materials containing, but not limited to: formaldehyde, PCBs, mercury, and other metals.

PWGSC Environmental Services (ES) is inviting licensed contractors specializing in the field of hazardous materials disposal (including removal), demolition/deconstruction, and insulation to submit proposals for a standing offer.

### A.2 DESCRIPTION OF WORK AND SERVICES

The required services are intended primarily for the various PWGSC project managers. The specialized construction services for hazardous materials disposal (including removal), demolition/deconstruction, and insulation will permit PWGSC to carry out work with qualified, licensed and competent contractors at a competitive price.

Although, right now, it is impossible to predict the volume of work and harder yet to anticipate the distribution by type of work, from experience PWGSC can assert that the service most in demand is decontamination work for materials containing asbestos, lead and mould.

#### A2.1 Required work and services

Except where indicated otherwise in call-ups, the standing order will concern the following services:

- Supply the tools, equipment, materials, safe work methods and labour required to carry out and complete the work requested in the call-ups in compliance with regulatory requirements and applicable best practices.

Every call-up must be executed in accordance with drawings and specifications or a specific scope of work established by the Departmental Representative.

#### A2.2 Type of work and services to be performed

As mentioned in the previous section, the nature and scope of work will be determined at the time of the call-ups. However, the Contractor will be responsible for proposing and obtaining approval for the safe work methods applicable to the types of risks identified.

The hazardous **materials disposal** work likely to be performed consists primarily of, but is not limited to, the following:

- cleaning of surfaces and premises contaminated by damaged and/or contaminated hazardous materials, under work site conditions determined by the type of risk;
- repair and/or removal of damaged and/or contaminated hazardous materials, under work site conditions determined by the type of risk;
- storage and disposal of hazardous materials in landfill sites and/or at authorized treatment sites.
- The **demolition and/or deconstruction** work likely to be performed consists primarily of, but is not limited to, the following:
  - mandatory work after disposal of hazardous materials;

- standard demolition or deconstruction work requiring the separation and management of construction material with the intent of reusing, recycling or disposing of it;
- with PWGSC authorization, related and/or secondary work associated with demolition work
  - For example,
    - o building temporary support structure
    - o patching holes on roof
    - o paving surfaces
    - o closing partitions
    - o pouring concrete
    - o work on inside systems
    - o replacing and installing ventilation system ducts or components
    - o sealing ducts

The **insulation** work likely to be performed consists primarily of, but is not limited to, the following:

- mandatory work after disposal of hazardous materials;
- insulation (lagging) work, mainly for mechanical equipment.

The safe work procedures proposed and used by the Contractor to carry out disposal (including removal) work must be executed in accordance with current applicable laws, regulations, codes, standards and good practices. These consist primarily of, but are not limited to, the following:

#### Asbestos

- Public Services and Procurement Canada Asbestos Management Standard  
<https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/nga-ams-eng.html>
- Canada Occupational Health and Safety Regulations  
<https://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/>
- Quebec Safety Code for the Construction Industry, (c. S-2.1, r.6)  
<http://legisquebec.gouv.qc.ca/en/ShowDoc/cr/S-2.1,%20r.%204>

#### Mould

- Mould Guidelines for the Canadian Construction Industry (CCA 82, 2004)



[Http://www.cca-acc.com/documents/electronic/cca82/acc82.pdf](http://www.cca-acc.com/documents/electronic/cca82/acc82.pdf)

#### Lead

- Specific clauses - Health and Safety at Work - November 2016 - PWGSC (internal document, see copy in appendix)

- L'Exposition au plomb, CSST 2004

[Http://www.csst.qc.ca/NR/rdonlyres/582B7D30-4751-4E54-A058-8917CF11A76D/2963/dc\\_200\\_16161\\_1.pdf](http://www.csst.qc.ca/NR/rdonlyres/582B7D30-4751-4E54-A058-8917CF11A76D/2963/dc_200_16161_1.pdf)

- HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, U.S. Department of Housing and Urban Development 2007

[Http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm](http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm)

#### Bird droppings

- Specific clauses - Health and Safety at Work - November 2016 - PWGSC (internal document, see copy in appendix)

#### Confined spaces

- Specific clauses - Health and Safety at Work - November 2016 - PWGSC (internal document, see copy in appendix)

Concerning the demolition, deconstruction and insulation work, the Contractor must respect the various requirements and references stipulated in the drawings and specifications or in the scope of work as well as those for general safety on PWGSC work sites and must apply the Quebec Safety Code for the Construction Industry (S-2.1, r.6). If required in the specifications, the Contractor must prepare and submit a plan to reduce deconstruction materials for the purpose of meeting various performance requirements during deconstruction work. Finally, where necessary, the Contractor may be required to submit demolition drawings stamped by an engineer.

The Contractor **must** hold specialized licences issued by the Régie du bâtiment du Québec (RBQ) for the type of work required. If part of the work is being subcontracted to another contractor, the name of the company and proof of appropriate licences must be submitted.

The work must be executed by qualified workers in possession of competency cards. The Contractor is responsible for ensuring all workers meet the competency requirements for each specialty.

No expense will be receivable from the Contractor on grounds related to the poor condition or maintenance of the Contractor's equipment/tools (e.g., loss of employee time, cost to purchase or rent other equipment, travel expenses, or other expenses related to such a situation). This includes, for example, expenses for a rework or for poor planning of equipment DOP tests.

DOP (filter integrity) tests must be planned and carried out at the beginning of each new project under this standing offer for all motorized equipment with a HEPA filter. Additionally, this type of test must be conducted after every activity or event with the potential to affect the airtightness of equipment with a HEPA filter (e.g., changing the HEPA filter).

PWGSC will provide air quality monitoring services, which are therefore **not part of this standing offer**.

Finally, because some work may be executed in **confined spaces**, the Contractor's proposed personnel must present the necessary training certificates for work in confined spaces.

The same requirement applies to training certificates for **asbestos and mould protection**.

**Note that medical certificates may be required in specific cases (certification for use of adduction air mask, blood lead concentration, etc.).**

### A2.3 Execution of work

Throughout the duration of the work, the Bidder agrees to take on all responsibilities normally assigned to the Principal Contractor under the terms of the *Occupational Health and Safety Act* and to act as supervisor of the work site.

For any statement of work of one day or less requested in writing by the Departmental Representative:

- for work with a duration of less than 5 hours, the contractor may charge a maximum of 5 hours of work per employee present on the site of work for the realization of these.

### A2.4 Documents to be submitted for call-ups

The Contractor must submit the following documents to the PWGSC project manager for each call-up:

- A "budget"-type cost estimate\* based on the hourly rates agreed upon in this standing offer and a work schedule;
- A list of the Contractor's employees with their respective training certificates and, in some cases, the duly completed security clearance forms required by certain clients;
- The proposed safe work methods and prevention programmes adapted to the risks identified in the scope of work;
- If required, a copy of the CSST work site opening notice;
- Proof that all equipment with a HEPA filter has passed a DOP test;
- Proof that hazardous materials have been disposed of at an authorized site;
- The personnel's specific training certificates for handling hazardous materials other than asbestos and mould;
- Where required, the specifications (shop drawings) for the insulation (lagging);
- If required, reduction plan for the deconstruction materials;
- If required, demolition drawings stamped by an engineer;
- If required, shop drawings.

**Any other document specified by PWGSC in the specific clauses.**

*\* PWGSC reserves the right to ask for a lump-sum proposal for specific projects.*

### **A3. LOCATION OF WORK**

All federal properties in the Quebec Region.

#### **A3.1 Boundaries**

**As regards travel expenses, the two regions will be separated on the basis of Quebec's administrative regions.**

\*Please note that all territories covered by the James Bay and Northern Quebec Agreement are excluded from this standing offer (to be modified on the basis of the initial request to add these territories).

**The Eastern Region includes the following areas:**

- 01 Bas Saint-Laurent
- 02 Saguenay–Lac-Saint-Jean
- 03 Capitale Nationale
- 09 Côte-Nord
- 10 Nord du Québec
- 11 Gaspésie–îles-de-la-Madeleine
- 12 Chaudière-Appalaches

**The Western Region includes the following areas:**

- 04 Mauricie
- 05 Estrie
- 06 Montréal
- 07 Outaouais
- 08 Abitibi-Témiscamingue
- 13 Laval
- 14 Lanaudière
- 15 Laurentides
- 16 Montérégie
- Centre-du-Québec

For information purposes, this map of Quebec shows the various administrative regions.



## APPENDIX 3 - EVALUATION PROCEDURES OR BASIS OF SELECTION

### 1. Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

It is recommended that the Bidder address the following criteria in sufficient detail in the proposal, and in the order in which they are listed below.

**Only those proposals having met the criteria below will be considered for the financial evaluation.**

##### Contractor's description

*(What to include in your proposal)*

- A description of the work and services you offer. Your company's organizational chart.

##### Specialized RBQ licences:

*(What to include in your proposal)*

- A copy of the **various specialized licences issued by the RBQ** to your company as evidence of the right to perform each type of work specified in this document (decontamination, deconstruction, demolition, insulation).

##### Contractor's experience:

*(What to include in your proposal)*

- Five (5) projects successfully completed within the last three (3) years which show that your company has worked in each of the specialties\* required (6), i.e.:
  - **Work involving materials containing asbestos - Work involving materials contaminated with mould - Work involving materials containing lead - Work involving materials contaminated with bird droppings - Demolition/deconstruction - Insulation work**

For each project submitted, the following information must be provided:

- date and location of project;
- client (name and phone number for client representative);
- cost to complete project;
- description and scope of project;
- specialties\* covered in the project.

*\* Specialties can be combined within a given project; you must cover all six (6) of the above specialties.*

Employee training:

*(What to include in your proposal)*

- A copy of the **training certificates for asbestos, lead and mould** for every employee who may work on our projects.

*After award of the standing offer, if required by a project and before the call-up is issued, the Contractor must provide proof that its employees have been informed of the exposure to risk and safe work methods.*

**2. Basis of Selection**

**2.1 Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## APPENDIX 4 - PRICE PROPOSAL FORM

For the purposes of this appendix, the following definitions apply.

### Superintendent:

The superintendent is present at the work site to plan, organize, coordinate, perform and direct execution of the work for the purpose of complying with the work schedule, the budget, and regulations. He or she oversees logistics, compliance with working conditions, and work site safety. The superintendent also inspects the quality of the work carried out.

### **SUPERINTENDENT'S ROLE**

- Plan, coordinate and sequence the work.
- Manage health and safety at the work site.
- Intervene, communicate and negotiate with all project stakeholders.
- Manage materials and equipment: delivery, receipt, storage and handling.
- Inspect the quality of the work.

### **SUPERINTENDENT'S MAIN TASKS**

- Participate in completing the work according to the scope of work and the requirements provided;
- Plan and sequence the work of subcontractors.
- Monitor work progress and report shortcoming and issues.
- Contact subcontractors to make sure they are available on a timely basis.
- Manage operational problems with the potential to affect the project's smooth operation.
- Document work changes and progress.
- Prevent and manage conflicts.
- Follow up with the Contractor's project manager.
- Serve as the principal contractor's representative in the area of occupational health and safety.
- Attend site meetings.
- Write daily reports on work and quantities completed.

### Team leader:

An employee of the Contractor who, at the express request of the employer, exercises, in addition to his or her own trade or occupation, supervisory or coordination functions when there is more than one group of more than one employee at the work site.

### Regular decontamination and demolition/deconstruction personnel:

An employee of the Contractor who, at the express request of the employer, exercises, in addition to his or her trade or occupation, decontamination and/or demolition work tasks at the work site. That employee must hold all certifications (e.g., training, adjustment tests, etc.) and competency cards stipulated by regulation to perform this type of work.

### B1. Disposal of hazardous materials and demolition/deconstruction materials

For the purposes of this evaluation, only the shaded fields must be filled out (disregard fictitious hours and amounts). These parameters were established to ensure a uniform evaluation. The hourly rates and the percentage of profit on materials entered in the table and submitted by the Bidder will be considered as the reference rates and percentage at the time of the call-ups.

PWGSC acknowledges that there are differences in personal protective equipment (PPE) and methods depending on the type of hazardous material to be handled; however, these differences have little effect on the determination of hourly rates. Also, a single hourly rate is requested to avoid any confusion and to establish a reference basis, whether the work is performed on materials containing asbestos, mould, lead or bird droppings.

**Tables for the first two years of the standing offer:****STANDARD HOURS**

Description	Hourly Rate (\$/H)	Evening Premium (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Std hours</b>			
Superintendent			1,000 H	
Team leader			1,000 H	
Regular personnel			5,000 H	
Markup for project coordination (%)**			\$100,000.00	
<b>Materials/equipment</b>				
Markup for profit (%)*			\$100,000.00	
<b>Total bid</b>				<b>\$</b>

\*This percentage (%) is only for profit on materials/equipment.\*\*This percentage (%) is only for time (hourly rate).**WORK WITH A SHIFT BEGINNING AFTER MIDNIGHT**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Work with a shift beginning after midnight (e.g., night work)</b>		
Superintendent		10 H	
Team leader		10 H	
Regular staff		50 H	
<b>Total bid</b>			<b>\$</b>



**WORK WITH SHIFT BEGINNING BETWEEN MIDNIGHT ON FRIDAY AND 1 A.M. ON MONDAY**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b><i>Work with shift beginning between midnight on Friday and 1 a.m. on Monday (e.g., weekend work)</i></b>		
Superintendent		10 H	
Team leader		10 H	
Regular staff		50 H	
<b>Total bid</b>			<b>\$</b>

The maximum lodging and travel expenses incurred by the Contractor with authorization by the PWGSC will be reimbursed based on the Treasury Board's *Directive on Travel, Hospitality, Conference and Event Expenditures*. Travel expenses can only be charged for one vehicle carrying the work team with the starting point always at Place Bonaventure (H5A 1L6) in Montreal for Quebec's Western Region and at the new federal building in Quebec City (1550 d'Estimauville Avenue, G1J 5E9) for Quebec's Eastern Region or from the Contractor's office closest to the project site.

Note that a site visit may be necessary before a call-up is issued. In this case, travel expenses must be borne by the Contractor.

**Tables for the first option period of the standing offer:****STANDARD HOURS**

Description	Hourly Rate (\$/H)	Evening Premium (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Std hours</b>			
Superintendent			1,000 H	
Team leader			1,000 H	
Regular staff			5,000 H	
Markup for project coordination (%)**			\$100,000.00	
<b>Materials/equipment</b>				
Markup for profit (%)*			\$100,000.00	
<b>Total bid</b>				<b>\$</b>

\*This percentage (%) is only for profit on materials/equipment.

\*\*This percentage (%) is only for time (hourly rate).

**WORK WITH A SHIFT BEGINNING AFTER MIDNIGHT**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Work with a shift beginning after midnight (e.g., night work)</b>		
Superintendent		10 H	
Team leader		10 H	
Regular staff		50 H	
<b>Total bid</b>			<b>\$</b>

**WORK WITH SHIFT BEGINNING BETWEEN MIDNIGHT ON FRIDAY AND 1 A.M. ON MONDAY**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b><i>Work with shift beginning between midnight on Friday and 1 a.m. on Monday (e.g., weekend work)</i></b>		
Superintendent		10 H	
Team leader		10 H	
Regular staff		50 H	
<b>Total bid</b>			<b>\$</b>

The maximum lodging and travel expenses incurred by the Contractor with authorization by the PWGSC will be reimbursed based on the Treasury Board's *Directive on Travel, Hospitality, Conference and Event Expenditures*. Travel expenses can only be charged for one vehicle carrying the work team with the starting point always at Place Bonaventure (H5A 1L6) in Montreal for Quebec's Western Region and at the new federal building in Quebec City (1550 d'Estimauville Avenue, G1J 5E9) for Quebec's Eastern Region or from the Contractor's office closest to the project site.

Note that a site visit may be necessary before a call-up is issued. In this case, travel expenses must be borne by the Contractor.

**Tables for the second option period of the standing offer:****STANDARD HOURS**

Description	Hourly Rate (\$/H)	Evening Premium (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Std hours</b>			
Superintendent			1,000 H	
Team leader			1,000 H	
Regular staff			5,000 H	
Markup for project coordination (%)**			\$100,000.00	
<b>Materials/equipment</b>				
Markup for profit (%)*			\$100,000.00	
<b>Total bid</b>				<b>\$</b>

\*This percentage (%) is only for profit on materials/equipment.\*\*This percentage (%) is only for time (hourly rate).**WORK WITH A SHIFT BEGINNING AFTER MIDNIGHT**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Work with a shift beginning after midnight (e.g., night work)</b>		
Superintendent		10 H	
Team leader		10 H	
Regular staff		50 H	
<b>Total bid</b>			<b>\$</b>

**WORK WITH SHIFT BEGINNING BETWEEN MIDNIGHT ON FRIDAY AND 1 A.M. ON MONDAY**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b><i>Work with shift beginning between midnight on Friday and 1 a.m. on Monday (e.g., weekend work)</i></b>		
Superintendent		10 H	
Team leader		10 H	
Regular staff		50 H	
<b>Total bid</b>			<b>\$</b>

The maximum lodging and travel expenses incurred by the Contractor with authorization by the PWGSC will be reimbursed based on the Treasury Board's *Directive on Travel, Hospitality, Conference and Event Expenditures*. Travel expenses can only be charged for one vehicle carrying the work team with the starting point always at Place Bonaventure (H5A 1L6) in Montreal for Quebec's Western Region and at the new federal building in Quebec City (1550 d'Estimauville Avenue, G1J 5E9) for Quebec's Eastern Region or from the Contractor's office closest to the project site.

Note that a site visit may be necessary before a call-up is issued. In this case, travel expenses must be borne by the Contractor.

**B2. Insulation work**

For the purpose of this evaluation, only the shaded fields must be filled out (disregard fictitious hours, distances and amounts). These parameters were established to ensure a uniform evaluation. The hourly rates and the percentage of profit on materials entered in the table and submitted by the Bidder will be considered as the reference rates and percentage at the time of call-ups.

**Tables for the first two years of the standing offer****STANDARD HOURS**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Standard</b>		
Insulator		1,000 H	
<b>Materials/equipment</b>			
Markup for profit (%)*		\$50,000.00	
<b>Total bid</b>			<b>\$</b>

\*This percentage (%) is only for profit on materials/equipment/transport/installation.

**WORK WITH A SHIFT BEGINNING AFTER MIDNIGHT**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Work with a shift beginning after midnight (e.g., night work)</b>		
Insulator		10 H	
<b>Total bid</b>			<b>\$</b>

**WORK WITH SHIFT BEGINNING BETWEEN MIDNIGHT ON FRIDAY AND 1 A.M. ON MONDAY**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b><i>Work with shift beginning between midnight on Friday and 1 a.m. on Monday (e.g., weekend work)</i></b>		
Insulator		10 H	
<b>Total bid</b>			<b>\$</b>

The maximum lodging and travel expenses incurred by the Contractor with authorization by PWGSC will be reimbursed based on the Treasury Board's *Directive on Travel, Hospitality, Conference and Event Expenditures*. Travel expenses can only be charged for one vehicle carrying the work team with the starting point always at Place Bonaventure (H5A 1L6) in Montreal for Quebec's Western Region and at the new federal building in Quebec City (1550 d'Estimauville Avenue, G1J 5E9) for Quebec's Eastern Region or from the Contractor's office closest to the project site.

Note that a site visit may be necessary before a call-up is issued. In this case, travel expenses must be borne by the Contractor.

**Tables for the first option period of the standing offer****STANDARD HOURS**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Standard</b>		
Insulator		1,000 H	
<b>Materials/equipment</b>			
Markup for profit (%)*		\$50,000.00	
<b>Total bid</b>			<b>\$</b>

\*This percentage (%) is only for profit on materials/equipment/transport/installation.

**WORK WITH A SHIFT BEGINNING AFTER MIDNIGHT**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Work with a shift beginning after midnight (e.g., night work)</b>		
Insulator		10 H	
<b>Total bid</b>			<b>\$</b>



**WORK WITH SHIFT BEGINNING BETWEEN MIDNIGHT ON FRIDAY AND 1 A.M. ON MONDAY**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b><i>Work with shift beginning between midnight on Friday and 1 a.m. on Monday (e.g., weekend work)</i></b>		
Insulator		10 H	
<b>Total bid</b>			<b>\$</b>

The maximum lodging and travel expenses incurred by the Contractor with authorization by PWGSC will be reimbursed based on the Treasury Board's *Directive on Travel, Hospitality, Conference and Event Expenditures*. Travel expenses can only be charged for one vehicle carrying the work team with the starting point always at Place Bonaventure (H5A 1L6) in Montreal for Quebec's Western Region and at the new federal building in Quebec City (1550 d'Estimauville Avenue, G1J 5E9) for Quebec's Eastern Region or from the Contractor's office closest to the project site.

Note that a site visit may be necessary before a call-up is issued. In this case, travel expenses must be borne by the Contractor.

**Tables for the second option period of the standing offer****STANDARD HOURS**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Standard</b>		
Insulator		1,000 H	
<b>Materials/equipment</b>			
Markup for profit (%)*		\$50,000.00	
<b>Total bid</b>			<b>\$</b>

\*This percentage (%) is only for profit on materials/equipment/transport/installation.

**WORK WITH A SHIFT BEGINNING AFTER MIDNIGHT**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Work with a shift beginning after midnight (e.g., night work)</b>		
Insulator		10 H	
<b>Total bid</b>			<b>\$</b>

**WORK WITH SHIFT BEGINNING BETWEEN MIDNIGHT ON FRIDAY AND 1 A.M. ON MONDAY**

Description	Hourly Rate (\$/H)	Fictitious Hours and Amount	Total Price
<b>Labour</b>	<b>Work with shift beginning between midnight on Friday and 1 a.m. on Monday (e.g., weekend work)</b>		
Insulator		10 H	
<b>Total bid</b>			<b>\$</b>

The maximum lodging and travel expenses incurred by the Contractor with authorization by PWGSC will be reimbursed based on the Treasury Board's *Directive on Travel, Hospitality, Conference and Event Expenditures*. Travel expenses can only be charged for one vehicle carrying the work team with the starting point always at Place Bonaventure (H5A 1L6) in

Montreal for Quebec's Western Region and at the new federal building in Quebec City (1550 d'Estimauville Avenue, G1J 5E9) for Quebec's Eastern Region or from the Contractor's office closest to the project site.

Note that a site visit may be necessary before a call-up is issued. In this case, travel expenses must be borne by the Contractor.

## APPENDIX 5 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

### PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Offerors, bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios \* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

*\* The journey person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

## Voluntary Certification

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

*Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

Name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Standing Offer Solicitation Number : \_\_\_\_\_

Number of company employees: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**

**ANNEX B - CERTIFICATE OF INSURANCE** (Not required at solicitation closing)  
**CERTIFICATE OF INSURANCE**Travaux publics et  
Services gouvernementaux  
CanadaPublic Works and  
Government Services  
Canada

Page 1 of 2

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured
<i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<b>Commercial General Liability</b> <b>Umbrella/Excess Liability</b>				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		
<b>Pollution Liability</b>				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
<b>Marine Liability</b>				\$		
<b>Aviation Liability</b>				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
<b>Insert other type of insurance as required</b>				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

--

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

--

Telephone number

Signature

--

Date D / M / Y

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 day notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

### Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

### Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

### Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but not less than **\$1,000,000** per incident or occurrence and in the aggregate.

### Aviation Liability

The insurance coverage shall include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than **\$5,000,000** per incident or occurrence and in the aggregate.

### Marine Liability

The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.

The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the *Marine Liability Act*, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.

The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.

### Other types of Insurance

To be inserted below according to specifics of project.

**Use separate page if needed.**



**ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT****(Sample)**

*(This report is not required at Offer deposit)*

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Call-up, whichever comes first, to the Contracting Authority.

Number of apprentices hired	Trade

## ANNEX D - LISTING OF SUBCONTRACTORS/SUPPLIERS

*(Could be asked for on individual call-ups)*

*On request from the Project Manager, to be submitted on call-ups*

### LISTING OF SUBCONTRACTORS AND SUPPLIERS

The Bidder must submit the list of Subcontractors/Suppliers for any division of the Work as listed in the table below. If “own forces” of the General Contractor are planned to be used to execute certain division(s) of work, it must also be indicated in the table below.

	Subcontractor/Supplier	Division
1		<i>To be filled out by the PM</i>
2		<i>To be filled out by the PM</i>
3		<i>To be filled out by the PM</i>
4		<i>To be filled out by the PM</i>

## ANNEX E – FORM 2829 SAMPLE



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

### CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with  
STANDING OFFER NO.

Conformément à  
l'OFFRE PERMANENTE N°

Call-up no. - N° de commande

Dated  
and the terms and conditions therein, you are  
requested to carry out the work described below.

en date du  
et les modalités qui y sont énumérées, vous êtes prié  
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Project no. - N° du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux		Call-up cost, GST extra - Coût de la commande, TPS en plus

Work description - Description des travaux
<div style="border: 2px solid red; padding: 20px; text-align: center;"><h2>SAMPLE ONLY ÉCHANTILLON SEULEMENT</h2></div>

Certified pursuant to subsection 32 (1) of the Financial Administration Act  
Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Departmental Representative - Représentant du ministère

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX F - Document related to certain requirements for safe work procedures.

### Public Services and Procurement Canada Asbestos Management Standard

<https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/nga-ams-eng.html>

#### 1. Effective date

June 5, 2017 (updated October 24, 2018)

#### 2. Authority

This standard is issued under the authority of the Assistant Deputy Minister (ADM), Real Property Branch (RPB), Public Services and Procurement Canada (PSPC).

#### 3. Context

This standard enhances and supplements Part II of the Canada Labour Code – Occupational Health and Safety, as well as the Canada Occupational Health and Safety Regulations (COHSR) Part X – Hazardous Substances, subsection 10.19 Control of Hazards, and should be read in that context.

This standard should also be read in conjunction with the National Joint Council Occupational Health and Safety Directive, Part XI - Hazardous Substances, and the PSPC Standard on Hazardous Substances, which is part of the departmental occupational health and safety policy suite.

#### 4. Scope

This standard applies to buildings and engineering assets, both Crown-owned and leased (including lease-purchase, and sale leaseback), where PSPC is the custodian, in which either:

- asbestos-containing material has been found to be present; or
- no professional certification attesting that the building does not include any known asbestos-containing material can be obtained.

This includes buildings and engineering assets that are managed internally, as well as those managed on behalf of PSPC by real property contractors.

#### 5. Purpose

This standard sets out Real Property Branch's requirements regarding the operational and technical activities required to be carried out for the management of asbestos-containing material.

#### 6. Details on Asbestos management, maintenance and repair work processes

Each building that contains asbestos-containing material shall have in place an Asbestos Management Plan that must be kept onsite, and be available to building systems technicians, building operator maintainers, and service providers through the Asset Manager, or Property and Facility Manager, as well as departmental employees through the Employer representatives. Annual reassessment of asbestos-containing material, work records, and sampling results must be part of the Asbestos Management Plan.

An Asbestos Management Plan is required for all buildings unless a professional certification confirming that the building does not include any known asbestos-containing materials is obtained. The certification must be kept onsite and be available to all building occupants upon request.

The asbestos management requirements for leased buildings are subject to the existing lease clauses, in addition to the requirements named in this standard.

Processes regarding the contents and preparation of the Asbestos Management Plan are provided in Section 6.1, Asbestos Management Plan.

Maintenance and renovation work performed in a building known to contain asbestos-containing material shall be conducted as per the processes outlined in Section 6.2, Maintenance, renovations and construction processes involving asbestos-containing materials.

##### 6.1. Asbestos management plan

###### 6.1.1. Background information

An Asbestos Management Plan is required to ensure that asbestos-containing material is managed and controlled in PSPC custodial buildings and engineering assets, both Crown-owned and leased (including lease-purchase, and sale leaseback), to reduce the risk of damaging asbestos-containing material, and potential occupant exposure to airborne asbestos fibers. The Asbestos Management Plan is to be reviewed and updated to reflect changes in policy and regulations at least every 5 years, or more frequently if required.

Whenever reviewed or updated, the Asbestos Management Plan must be provided to the Employer representatives and retained in accordance with section 6.2.11. A record must be kept reflecting when and to whom the report was presented. The Asbestos Management Plan performs the following functions:

- At the building level, it is a central repository of all information related to the management of asbestos for each facility.
- It acts as a control mechanism to ensure compliance.
- It communicates roles and responsibilities of those required to work with or around asbestos-containing materials.
- It describes work classification for disturbances of asbestos-containing materials.
- It communicates the departmental processes for working with asbestos-containing materials.
- It acts as common terms of reference for the safe operation and management of a building or engineering asset with asbestos-containing materials.

The Asbestos Management Plan includes the following elements at a minimum:

- a list of applicable regulatory requirements
- a brief summary of locations and types of material that contain asbestos present in the building
- a survey and inventory of asbestos-containing materials, and assessment of material condition
- annual asbestos-containing material reassessment
- notification of location, quantity, and condition of asbestos-containing materials and the potential for disturbance
- training and awareness requirements
- notification of Employer representatives when work will be performed that disturbs asbestos
- repair and maintenance procedures
  - classification
  - sample collection and analysis
  - processes
  - project inspection
  - air monitoring
- emergency work procedure(s)
- laboratory results for all materials tested (to be included whether samples are positive or negative for asbestos content)

### **6.1.2. Crown-owned buildings and engineering assets' asbestos-containing material inspection, assessment, and inventory**

#### **6.1.2.1. Inspection**

In order to determine the presence of asbestos-containing material in buildings and engineering assets, and to ensure the maintenance of a complete inventory of asbestos-containing materials, an initial baseline survey must be completed by a qualified person on all buildings and engineering assets which have the potential to contain asbestos. An annual reassessment must be performed by a qualified person on all asbestos-containing materials identified in the baseline asbestos survey, and on those materials which may have subsequently been identified during maintenance, renovations, or other construction activities at the site.

The baseline survey must include:

- identification, location, condition, accessibility, and quantity of suspected and confirmed friable and non-friable asbestos-containing material; and
- an action matrix (as described in Annex A, Section 1.4.3.), which establishes recommended asbestos control action(s).

Any material suspected of containing asbestos must have its status confirmed through laboratory analysis; until confirmed, it is assumed to be asbestos-containing material.

#### **6.1.2.2. Laboratory material analysis**

The collection of material samples shall be carried out as randomly-collected bulk samples, and be representative of the homogeneous surfaces, areas, and types of material present. Samples are to be collected following the procedures outlined in Section 6.2.6.

The analysis of bulk samples shall be performed by a laboratory accredited by either the National Voluntary Laboratory Accreditation Program (NVLAP), American Industrial Hygiene association (AIHA), or the Canadian Association for Laboratory Accreditation (CALA), or using a method noted in provincial regulations where the sample was taken, to the detection limits specified in Annex A, Section 1.2. Frequency of sample collection must meet federal/provincial/territorial regulations, but can be more frequent at the discretion of the surveyor.

Analysis of bulk samples are to be performed, where possible, using the United States Environmental Protection Agency method EPA/600/R-93/116 for Polarized Light Microscopy (PLM). In some instances, analysis must be performed using Transmission Electron Microscopy (TEM) (an example of this would be analysis of vinyl floor tile).

#### **6.1.3. Assessment of asbestos-containing materials**

Asbestos-containing materials that are identified as a result of the survey and laboratory analysis shall be assessed for their condition and accessibility. Annex A - Evaluation of Asbestos-Containing Materials and Recommendations for Control, provides specific criteria for the assessment of asbestos-containing materials based on condition and

accessibility, as well as mandatory Asbestos Management Program response(s) relative to health risk. It also provides an action matrix, which is used to determine the recommended action to control asbestos-containing materials based on the particular circumstances. Detailed information regarding the requirements to properly undertake each action is also provided.

#### **6.1.4. Inventory of asbestos-containing materials**

An inventory of asbestos-containing materials must be maintained, and the inventory shall contain information for the specific building or engineering asset. The inventory record shall remain in the building or engineering asset. The inventory shall contain a list of all known asbestos-containing materials and their locations. If access to an area is not permitted due to security or other reasons, it will be noted in the inventory.

In general, inventories are in table format and include the following:

- type of building material that contains asbestos (example: floor tile)
- asbestos location
- asbestos type and percent content (example: amosite 3%)
- asbestos friability (friable or non-friable)
- quantity of building material
- asbestos condition
- accessibility of the asbestos

Floor plans indicating the location(s) of asbestos-containing materials may be included.

It must be ensured that a copy of the current inventory is maintained onsite at a location that is accessible, and provided to the Employer representatives, and facility maintenance staff.

#### **6.1.5. Annual asbestos-containing material reassessment**

On a yearly basis, the building or engineering asset's asbestos-containing material inventory information is to be updated through a reassessment based primarily on change in condition and quantity (refer to Annex B), and outdated versions of the inventory records must be archived and retained in accordance with section 6.2.11. The Asbestos Management Plan shall be updated with new inventory information as changes are made at the various locations, or where new information identifies the existence of asbestos-containing material not previously identified.

The reassessment must be signed by, and conducted under the direction of, a person qualified in asbestos management. The results of this assessment are to be added to the building Asbestos Management Plan as described in section 6.1.1. In a timely fashion, the annual re-assessment, along with a summary of the report in plain language, must be provided to the Employer representatives and Regional Asbestos Coordinator. A record must be kept reflecting when and to whom the report was presented.

#### **6.1.6. Leased Space**

If a building is known to contain asbestos-containing materials, then before leased space is occupied, an Asbestos Management Plan must be obtained from the Lessor that identifies all friable and non-friable asbestos-containing materials located within the building and on the property. Otherwise, a professional certification confirming that the building does not include any known asbestos-containing materials is required.

The Asset Manager, or Property and Facility Manager will keep an electronic copy of the Asbestos Management Plan available to be distributed upon request.

For detail on lease clauses, refer to Public Works and Government Services Canada's Invitation to Offer document, owned by the Real Estate Services Service Line.

### **6.2. Maintenance, renovations and construction processes involving asbestos-containing materials**

#### **6.2.1. Classification of asbestos-related work**

The following criteria shall be used in determining the classification of asbestos work.

##### **6.2.1.1. Low risk work**

Low risk work includes:

- non-destructive (i.e. without breaking, cutting, drilling, abrading) removal of non-friable asbestos-containing material;
- destructive work (i.e. breaking, cutting, drilling, abrading) on wetted non-friable asbestos-containing material with non-powered hand-held tools;
- removal of one square meter or less of drywall in which joint compounds contain asbestos-containing materials;
- removal or replacement of 7.5 square metres or less of non-friable asbestos-containing compressed-mineral-fibre-type ceiling tiles; and
- collecting samples of materials suspected of containing friable asbestos.

##### **6.2.1.2. Intermediate risk work**

Moderate risk work includes:

- entry into ceiling spaces, crawlspaces, pipe tunnels, etc., where friable asbestos debris is or may be present;

- removal or replacement of greater than 7.5 square metres of non-friable asbestos-containing compressed-mineral-fibre-type ceiling tiles;
- removing more than 2 square meters of friable asbestos-containing suspended ceiling tiles that are removed without being broken, cut, drilled, abraded, ground, sanded, or vibrated;
- removal of more than one square metre of drywall where asbestos-containing joint compound materials has been used;
- destructive work (i.e. breaking, cutting, drilling, abrading) on non-wetted, non-friable asbestos-containing material with non-powered hand held tools;
- destructive work (i.e. breaking, cutting, drilling, abrading) on non-friable asbestos-containing material if the work is done by means of power tools that are attached to dust collecting devices equipped with a high efficiency particulate air (HEPA) filters;
- minor removal or disturbance of friable asbestos-containing material. Minor is defined as follows:
  - in British Columbia: up to 0.1 m<sup>2</sup> surface area, or 3 linear metres of pipe insulation
  - in Quebec: up to 0.03 m<sup>3</sup> of debris
  - all others: up to 1 m<sup>2</sup> of surface area
- enclosing friable asbestos-containing material;
- applying tape or cover to asbestos-containing insulation;
- glove bag removal of asbestos-containing material from a pipe, duct or similar structure;
- removing filters in an air handling unit in a building that has sprayed-on asbestos-containing fireproofing; and
- work not otherwise classified as either low or high risk.

#### **6.2.1.3. High risk work**

High risk work includes:

- major removal or disturbance of friable asbestos-containing material (greater than quantities defined under moderate work);
- destructive work (i.e. breaking, cutting, drilling, abrading) of non-friable asbestos-containing material using power tools not attached to dust-collecting devices equipped with HEPA filters;
- encapsulating friable asbestos-containing material by spray application of an encapsulant or sealant;
- cleaning or removal of ductwork and air handling equipment serving or passing through areas of buildings with sprayed, friable asbestos-containing material; and
- repair, alteration or demolition of a boiler, furnace, kiln, or similar equipment made of asbestos-containing refractory materials.

#### **6.2.2. Asbestos work processes**

Written processes for performing low, moderate, and high risk work are to be developed for the work to be undertaken, based on the friability of the asbestos-containing material, processes to be used, and the worksite. These processes shall be developed in accordance with the Canadian National Master Construction Specification (NMS), Sections 02 82 00.01 (Asbestos Abatement - Minimum Precautions), 02 82 00.02 (Asbestos Abatement - Intermediate Precautions), or 02 82 00.03 (Asbestos Abatement - Maximum Precautions).

#### **6.2.3. Notification**

Written notification must be given to the Asset Manager, or Property and Facility Manager of the potential disturbance of asbestos-containing materials during repair, maintenance and construction projects.

#### **6.2.4. Control prior to maintenance work**

All maintenance work shall be reviewed for the possibility of disturbance of asbestos-containing material when work is required.

Before undertaking any work that may disturb asbestos-containing materials, a report shall be prepared stating the type(s) of asbestos and the condition of the asbestos-containing material, and the location of the asbestos-containing material. When there are friable or non-friable asbestos-containing materials in the work area and this material will be disturbed by the work, then the work shall be considered asbestos-related work, and the risk level classified by a qualified person in accordance with the work to be performed.

Prior to the start of work, the Asset Manager, or Property and Facility Manager will inform the Employer representatives. Arrangements shall be made for specifications to be prepared for asbestos work by a qualified person, following the appropriate specifications according to Canadian National Master Construction Specification (NMS) format mentioned in Section 6.2.2. Alterations to specifications, in order to accommodate specific federal and provincial requirements, shall be determined based on work requirements.

When there are asbestos-containing materials in the maintenance area, and it has been determined that these materials could be disturbed by the work, the maintenance staff or the service provider must be notified.

Before asbestos abatement work is started, the following documentation must be provided by the service provider as proof of competency as per provincial/territorial regulations:

- third-party liability insurance
- fit test certificate
- service provider's site-specific safety plan
- Notice of Project
- copy of Workplace Safety and Insurance Board / Ministry of Labour clearance
- copy of trade certificates / competency cards
- other certificates where required (fall protection, confined space, man lift, etc.)

Also prior to the commencement of asbestos abatement work, the following precautions must be ensured:

- management has received proof of adequate training for employees performing asbestos work and approved personal protective equipment is provided;
- containers for asbestos waste shall be labeled as asbestos waste and are held at a pre-determined, secure location in the building; and
- the collection and disposal of asbestos-containing material waste is performed in accordance with the applicable provincial regulations.

In the event of a suspected release of asbestos-containing material outside of the contained work area, the processes detailed in the building Asbestos Management Plan concerning emergency work procedures must be complied with.

#### **6.2.5. Control prior to renovation and construction work**

Prior to commencement of projects that include the demolition of material suspected of containing asbestos which has not yet been tested (such as material not accessible in the original survey), testing of this material for asbestos shall be undertaken, unless previous comprehensive testing in the building has shown this material to be free of asbestos. Along with the asbestos surveys of the building, records of test results shall be maintained on site as per Section 6.2.11.

When there are friable or non-friable asbestos-containing materials in the work area and this material will be disturbed by the work, then the work shall be determined as asbestos-related work and the risk level classified by a qualified person in accordance with the work to be performed.

In a timely fashion, a summary report, written in plain language, concerning the asbestos work must be provided to the Employer representatives. A record must be kept reflecting when and to whom the report was provided.

Arrangements shall be made for specifications to be prepared for asbestos work by a qualified person, following the appropriate Canadian National Master Construction Specification (NMS) format mentioned in Section 6.2.2. Alterations to specifications, in order to accommodate specific federal and provincial requirements, shall be determined based on work requirements.

Services related to the design and preparation of specifications shall be performed by a qualified person with the appropriate training, experience, and insurance for asbestos-related work.

When there are asbestos-containing materials in the renovation area, and it has been determined that these materials could be disturbed by the work, the maintenance staff and/or the service provider must be notified of the presence of asbestos-containing material.

Prior to the start of asbestos abatement work, documentation and work precautions must be ensured as per section 6.2.4.

In the event of a suspected release of asbestos-containing material outside of the contained work area, the processes detailed in the building Asbestos Management Plan concerning emergency work procedures must be followed.

Upon completion of any project work which alters the amount or condition of asbestos-containing material in the building or engineering asset, a report will be prepared that indicates the work that has been completed. The inventory shall be updated, and this information is to be retained in accordance with Section 6.2.11.

#### **6.2.6. Bulk sample procedures**

During the annual reassessment or investigation prior to renovation projects, material may be discovered that could contain asbestos. The only way to confirm the presence of asbestos is by means of laboratory testing. In order to establish whether there are any asbestos-containing materials, and to identify the type and concentration of asbestos, bulk material samples must be collected by a qualified person from a homogeneous surface, area or insulation. The information gathered is essential in ensuring proper identification of asbestos materials by microscope analysis. Bulk material sampling is conducted as follows:

1. The material must be sampled when the area is not in use where feasible. Only those persons needed for sampling should be present in the immediate area.
2. The use of a National Institute for Occupational Safety and Health (NIOSH) approved respirator is recommended for all sampling. Depending on the condition and location of the material, airborne fibres can be generated during sampling.
3. Under the work area, polyethylene drop sheet must be placed over flooring that absorbs dust (such as carpeting) and over flooring in the asbestos work area where dust and contamination cannot otherwise be safely contained. Drop sheets are not to be reused.



4. The material is to be sprayed with a light mist of water to prevent asbestos fibre release during sampling, if possible. The material must not be disturbed any more than necessary.
5. Materials of different appearance should be sampled separately. Mechanical insulation must be sampled separately on all systems, tanks, vessels, etc. Both the straight sections of pre-formed insulation, and the insulating cement typically present at elbows, fittings, etc. (unless visually identified as fibreglass) must be sampled. Frequency of sampling must meet federal/provincial/territorial regulations.
6. For asbestos insulation, the sample is collected by penetrating the entire depth of the material, as the insulation may have been applied in more than one layer or covered with paint or other protective coating.
7. If pieces of material break off during sampling, the contaminated area must be cleaned up by wet cleaning. Any debris generated must be placed in plastic bags, labelled, sealed and disposed of as asbestos waste in accordance with requirements of the provincial/territorial and/or federal authority having jurisdiction.
8. Samples must be placed in labeled plastic bags with a zip-lock closure or in sealed plastic vials. Samples shall be identified with the following information:
  - o sample number
  - o location (e.g. building name, room number)
  - o date of sampling
  - o name of sampler
  - o source of sample, e.g. cold water pipe, cold water fitting, etc.
9. Any openings created to collect the sample must be sealed (e.g. self-adhesive tape, paint or metal-foil tape to be wrapped completely around the pipe, duct or structure).
10. Bulk sample analysis shall be done by an accredited laboratory (refer to Section 6.1.2.2, Laboratory material analysis).
11. The minimum number of bulk material samples to be collected for each type of test material is 3. When sampling homogeneous materials such as plaster, or materials applied by troweling, 5 samples are required when the area is greater than 90 square meters, 7 samples are required when the area exceeds 450 square meters.

#### **6.2.7. Respirator fitting, inspection and maintenance**

For matters pertaining to respiratory protection, refer to the departmental Procedure on Respiratory Protection which is under the Standard on Personal Protective Equipment and Clothing for Employees.

#### **6.2.8. Asbestos work inspection and air quality monitoring**

##### **6.2.8.1. Low risk work**

Work classified as low risk shall be subject to the standard maintenance or project inspection requirements, ensuring all asbestos-containing material has been removed and the area cleaned of dust and debris. Air monitoring is not required during or after work.

##### **6.2.8.2. Moderate risk work**

Work classified as moderate risk shall be inspected by a qualified person during the work. Air monitoring for total fibre concentration in the clean room if applicable, and outside of the enclosure adjacent to the work area, will be conducted daily by a qualified person.

The air samples will be analyzed by phase contrast microscopy as determined by NIOSH Method 7400, or an equivalent under provincial regulations. Analysis of samples shall be performed by organizations participating in a recognized external quality control program. A stop-work order will be issued when phase contrast microscopy measurements of the air samples exceed 0.05 fibres/cm<sup>3</sup>. This order is in effect until work processes are corrected and subsequent tests are less than 0.05 fibres/cm<sup>3</sup>.

All moderate risk work shall be subject to final clearance air sampling inside the enclosure using forced air equipment. The clearance criterion and number of air samples shall be identical to those specified in Section 6.2.8.3.

##### **6.2.8.3. High risk work**

Arrangements shall be made for a qualified person to inspect and perform daily air monitoring for total fibre concentration in the clean room, and outside of the enclosure adjacent to the work area classified as high risk. If required, additional monitoring shall be performed to meet provincial/territorial regulations.

The air samples are to be analyzed by phase contrast microscopy as determined by NIOSH, Method 7400, or an equivalent under provincial regulations. Analysis of samples shall be performed by organizations participating in a recognized external quality control program. A stop-work order will be issued when phase contrast microscopy measurements of the air samples exceed 0.05 fibres/cm<sup>3</sup>. This order is in effect until work processes are corrected and subsequent tests are less than 0.05 fibres/cm<sup>3</sup>.

All high risk removal projects shall be subject to final clearance air sampling inside the enclosure, using forced air equipment. The clearance criterion shall be a concentration of less than 0.01 fibres per cubic centimetre (fibres/cm<sup>3</sup>) of air, as determined by NIOSH, Method 7400, or an equivalent under provincial regulations.

The following number of air samples are to be taken:

- (a) two samples for every area in an enclosure that is 10 m<sup>2</sup> or less;

- (b) three samples for every area in an enclosure that is more than 10 m<sup>2</sup> and not more than 500 m<sup>2</sup>; and
- (c) five samples for every area in an enclosure that is more than 500 m<sup>2</sup>.

If any sample does not pass the phase contrast microscopy test, samples shall be further analyzed via transmission electron microscopy following NIOSH Method 7402.

#### **6.2.9. Hazardous occurrence investigation and reporting**

When a building occupant is, or may have accidentally been, exposed to airborne asbestos as a result of disturbance of asbestos-containing material, or by inadvertent contact during regular maintenance, renovation or construction work, a qualified person shall be appointed to conduct a hazard investigation as defined by the Canada Occupational Health and Safety Regulations.

The assessment shall determine the potential hazard, and must conclude as to whether the hazardous material could be present as an airborne hazard, at a level of at least 50% of the exposure limit as determined by the threshold limit values identified by the American Conference of Governmental Industrial Hygienists (ACGIH). The Asset Manager or Property and Facility Manager, building Employer representatives, and the Workplace Health and Safety Committee must be invited to participate in the assessment. At the conclusion of the assessment, all participants will receive a copy of the Hazardous Occurrence Investigation report.

When airborne asbestos-containing materials are likely present at level of at least 50% of the exposure limit, a control plan shall be instituted. The control plan must address the following:

- a record of where asbestos-containing material was found
- written procedures for control
- a communication plan with building Employer representatives
- medical surveillance, when applicable
- training of employees

#### **6.2.10. Emergency work procedures**

A building's Asbestos Management Plan outlines emergency work procedures.

#### **6.2.11. Records**

Records shall be kept in accordance with the following:

Length of retention of electronic copy and information on site

<b>Document</b>	<b>Length of retention—electronic copy</b>	<b>Information on site</b>
Annual record of inspection	30 years (including beyond the life of the building / disposal of the building / building no longer managed by PSPC)	Most recent copy
Asbestos Management Plan	30 years (including beyond the life of the building / disposal of the building / building no longer managed by PSPC)	Most recent copy
Asbestos Containing Materials inventory	30 years (including beyond the life of the building / disposal of the building / building no longer managed by PSPC)	Most recent copy
Test results (air and bulk sampling)	30 years (including beyond the life of the building / disposal of the building / building no longer managed by PSPC)	Most recent copy
Medical test records	30 years from date of test - Refer to human resources document storage requirements	Refer to human resources requirements

In addition, for records noted above to be kept on site, these shall be retained on site as long as a building is occupied or managed by PSPC. For electronic copies (other than medical records), these records shall be saved and retained in GCDOCS [Footnote 2](#) as per the above retention schedule, and managed subject to any instructions for a hazardous substances information management system.

All other documents related to asbestos management and abatements shall be maintained and disposed of as per PSPC's departmental policy Records Management and Information Holdings (044), and the associated Departmental Records Retention and Disposal Plan.

### **7. Definitions**

Asbestos:

Naturally occurring fibrous silicates, including chrysotile, amosite, crocidolite, tremolite, anthophyllite, and actinolite.

Asbestos containing material (ACM):

Any material found to contain asbestos that is at or above the limit defined by provincial standards, as determined by the standard Polarized Light Microscopy (PLM) or Transmission Electron Microscopy (TEM) methods for the analysis of bulk samples..

Asbestos-related work:

Work that will disturb friable or non-friable asbestos-containing material in the area.

Asbestos work area:

Area where work is being performed which will or may disturb asbestos-containing material, including overspray and fallen material or settled dust that may contain asbestos.

Assets and facilities for which PSPC is the custodian:

Any federal real property or federal immovable acquired or leased by the Department for the purposes of the Department under the administration of the Minister of Public Services and Procurement.

Clean room:

A room without asbestos contamination. Specifically, it is an uncontaminated change room where the clean street clothes of asbestos abatement workers are stored.

Clearance air sampling:

Sampling to determine if the concentration of airborne asbestos fiber inside an enclosure is below the limit specified in Section 6.2.8.3 to permit the dismantling of a containment system.

Construction:

Any work or undertaking in connection with a project, including, but not restricted to, erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting or concreting; the installation of any machinery or plant; and ship repair/maintenance when in dry dock.

Custodian:

A department whose minister has administration of real property for the purposes of department or agency programs, or for the accommodation of other federal departments and agencies.

Department:

Public Service and Procurement Canada (PSPC)

Employee:

A person employed in the part of the public service to which the Public Service Commission has exclusive authority to make appointments; this includes students and part-time employees and casual workers

Employer:

A person who employs one or more employees, and includes an employer's organization and any person who acts on behalf of an employer.

Employer representative:

A person who acts on behalf of the employer department, as designated by the department. This means that each department located in a building has a representative who communicates with his or her department's Workplace Health and Safety Committee, in compliance with the Canada Labour Code, Part II.

Encapsulation:

Application of a liquid sealant to asbestos-containing material; the sealant may penetrate and harden the material, or cover the surface with a protective coating (bridging sealants). Also called encasement.

Enclosure:

A structure made of polyethylene or other suitable material to prevent the spread of asbestos containing material from the work area.

Friable asbestos product:

Asbestos-containing material that, when dry, can be crumbled, pulverized or powdered by hand pressure. This definition also includes dust or debris arising from non-friable materials that are, or will become, crumbled, pulverized or powdered, i.e. asbestos-containing plaster disturbed by demolition. .

Glove bag removal:

A method of removing friable insulation from a piping system using a prefabricated bag which isolates the section of insulation being removed.

Hazard:

Any source of potential damage, harm or adverse effects on life, health, property or environment at work. It refers to any biological, chemical, ergonomic, physical, psychosocial or safety factor that is reasonably likely to cause harm or damage to humans, other organisms, or the environment in the absence of its control. Sometimes a hazard is referred to as being the actual harm or the health effect it caused rather than the hazard. For example the disease tuberculosis might be called a hazard by some but in general the tuberculosis-causing bacteria would be considered the "hazard" or "hazardous biological agent". Exposure to tuberculosis would be the hazardous incident.

Hazardous occurrence:

An event occurring at a PSPC-managed building or worksite, or through the course of an employee's work, that results in, or has the potential to result in, a fatality, injury, illness, exposure to a hazardous substance or property damage, or an escapement of a hazardous material. For the purpose of investigating, recording and reporting hazardous occurrences, the following are included under this term: disabling injuries, minor injuries and near-misses.

Hazardous substance:

A controlled product that is a chemical, biological or physical agent that, by reason of a property that the agent possesses, is hazardous to the safety or health of a person exposed to it.

Investigation:

Act or process of a qualified person investigating a hazardous occurrence; a careful search or examination in order to discover facts, identify the root cause and contributing factors to produce a report of corrective measures.

Manager:

An employee who forms part of a management team and is accountable for exercising delegated authority over human and financial resources to accomplish the objectives of the organization.

Personal protective equipment:

Any clothing, equipment, or device worn or used by a person to protect that person from injury or illness, and to minimize exposure to specific occupational hazards.

Professional certification:

A document which has been validated by the signature of a person formally certified by a professional body.

Qualified person:

A person who:

- has the required knowledge, training and experience to organize the work and its performance
- is familiar with all legislation and regulations that apply to the work
- has knowledge of any potential or actual danger to health or safety in the workplace

Examples of a qualified person include a Professional Engineer, Industrial Hygienist, or someone who has another professional designation for the purposes of this standard that are related to asbestos management.

Risk:

For the purposes of this document, the potential for harm befalling an individual, given the probability of an incident occurring, combined with the potential severity of the harm.

Real property contractor:

A person, entity, or entities named in contracts to supply services to Canada as defined in procurement mechanisms such as RP-1 property management and project delivery services; RP-2 National Capital Area property management, project delivery services and optional services; and subsequent real property procurement mechanisms RP-n.

Service provider:

A person or entity who performs work for and/or supplies services to the owner for monetary compensation, either by undertaking the work alone, by employing one or more workers, or by contracting the services of one or more workers.

Supervisor:

A person who has the responsibility for day to day supervision of other employees, e.g. assigns work, sets priorities, assesses performance, and approves or recommends approval of leave.

Workplace:

Any place where an employee is engaged in work for the department.

Workplace Health and Safety Committee:

As defined in the Canada Labour Code, Part II, Occupational Health and Safety, Sections 134.1, 135, and 136.

Vermiculite:

Silicate mineral with a layered (mica-like) morphology which may range in colour from silvery-blond to dark grey-brown.

For the purposes of this document, vermiculite with any concentration of asbestos measured in a composite sample taken in accordance with provincial/territorial sampling and analysis standards is considered an asbestos-containing material.

## 8. References

### Federal acts and regulations

- [\*Canada Labour Code, Part II\*](#)
- [\*Canada Occupational Health and Safety Regulations\*](#)
- [\*Canadian Environmental Protection Act\*](#)
- [\*Hazardous Materials Information Review Act\*](#)
- [\*Hazardous Products Act\*](#)

### National Joint Council publications

- [\*Occupational Health and Safety Directive\*](#)
- [\*Occupational Health Evaluation Standard\*](#)

### Public Services and Procurement Canada publications

- [\*Directive on occupational health and safety—Hazard prevention program \(007-1\)\*](#)(accessible only on the Government of Canada network)
- [\*Policy on occupational health and safety \(007\)\*](#)(accessible only on the Government of Canada network)
- [\*Procedure on Respiratory Protection\*](#)(accessible only on the Government of Canada network)
- [\*Records management and information holdings\*](#)(accessible only on the Government of Canada network)

- [Standard on Hazardous Occurrence Investigation and Reporting](#)(accessible only on the Government of Canada network)
- [Standard on Hazardous Substances](#)(accessible only on the Government of Canada network)
- [Standard on Personal Protective Equipment and Clothing for Employees](#)(accessible only on the Government of Canada network)
- PWGSC's Invitation to Offer document

**Other publications**

- Provincial and territorial occupational health and safety legislation
- Provincial and territorial environmental protection legislation
- American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Values (TLVs) and Biological Exposure Indices (BEIs) Book (as amended from time to time)
- [Canadian National Master Construction Specification](#)—Asbestos Abatement Precautions

**Attachments**

- [Annex A: Evaluation of asbestos-containing materials and recommendations for control](#)
- [Annex B: Asbestos-containing material reassessment](#)

**9. Enquiries**

Please direct all enquiries regarding this standard to:

Senior Director, Environment, Health & Safety

Technical Services

Real Property Branch, PSPC

## **Annex A: Evaluation of asbestos-containing materials and recommendations for control**

### **1. Assessment of condition**

#### **1.1. Spray-applied fireproofing, insulation and texture finishes**

In evaluating the condition of asbestos-containing material spray applied as fireproofing, thermal insulation, or texture, decorative or acoustic finishes, the following criteria apply:

##### **Good**

Surface of material shows no significant signs of damage, deterioration or delamination. Up to one percent of the surface area having visible damage to surface is allowed within range of **Good**. Evaluation of sprayed fireproofing requires the assessor to be familiar with the irregular surface texture typical of sprayed asbestos products. **Good** condition includes un-encapsulated or unpainted fireproofing, insulation or texture finishes where no delamination or damage is observed, and encapsulated fireproofing, insulation or texture finishes where the encapsulation has been applied after the damage or fallout occurred.

##### **Poor**

Sprayed materials show signs of damage, delamination or deterioration. More than one percent damage to surface of asbestos-containing material spray.

In observation areas, where damage exists in isolated locations, both **Good** and **Poor** condition may be reported. The extent or percentage of each condition will be recorded on the survey or reassessment form.

##### **Note**

**Fair** condition is not used or considered as a valid criterion in the evaluation of sprayed fireproofing, sprayed insulation, or texture coat finishes.

The evaluation of asbestos-containing material spray applied as fireproofing, non-mechanical thermal insulation, or texture, decorative, or acoustic finishes which are present above ceilings may be limited by the number of observations made, and by building components such as ducts or full-height walls that obstruct the above-ceiling observations. Persons entering the ceiling area are advised to be watchful for asbestos-containing material debris prior to accessing or working above ceilings in areas of buildings with asbestos-containing material, regardless of the reported condition.

#### **1.2. Detection limit of bulk analysis**

Asbestos-containing material is defined as any material found to contain asbestos at or above the limit defined by provincial/territorial standards for an asbestos-containing material, as determined by the allowable analytical method for the analysis of bulk samples (refer to Asbestos Management Standard, Section 6.1.2.2). Except in the case of vermiculite, the provincially/territorially-regulated limits or generally-accepted guidelines to consider a material as an asbestos-containing material, subject to asbestos in buildings regulation, are provided as follows:

##### **Minimum concentration to consider as an asbestos-containing material (by province)**

- Quebec (includes part of National capital area) 0.1%
- Manitoba (for friable material) 0.1%
- Alberta [Footnote 1](#) 1.0%
- Saskatchewan (for friable material) 0.5%
- Ontario (includes part of National capital area) 0.5%
- Nova scotia 0.5%
- British columbia 0.5%
- all other provinces and territories (non-friable material in Manitoba, Saskatchewan): 1.0%

Note that these concentrations may change with regulatory amendments, therefore applicable legislation should be consulted to confirm that they are still valid.

Vermiculite is considered an asbestos-containing material in the presence of any concentration of asbestos measured in a composite sample taken in accordance with provincial/territorial sampling standards.

#### **1.3. Mechanical insulation**

In evaluating the condition of mechanical insulation (on boilers, breeching, ductwork, piping, tanks, equipment, etc.) the following criteria are used:

##### **Good**

Insulation is completely covered in jacketing and exhibits no evidence of damage or deterioration, i.e. no insulation is exposed. Includes conditions where the jacketing has minor surface damage (i.e. scuffs or stains), but the jacketing is not penetrated.

##### **Fair**

Minor penetration damage to jacketed insulation (cuts, tears, nicks, deterioration or delamination), or undamaged insulation that has never been jacketed. Insulation is exposed but not showing surface disintegration. The extent of missing insulation should range from minor to none.

##### **Poor**



Original insulation jacket is missing, damaged, deteriorated or delaminated. Insulation is exposed and significant areas have been dislodged. Damage cannot be readily repaired.

The evaluation of mechanical insulation may be limited by the number of observations made and building components such as ducts or full-height walls that obstruct observations. In these circumstances, it is not possible to observe each foot of mechanical insulation from all angles.

#### **1.4. Non-friable and potentially-friable materials**

Non-friable materials generally have little potential to release airborne fibres, even when damaged by mechanical breakage, but can become friable if disturbed by drilling or abrading. However, some non-friable materials, e.g. exterior asbestos cement products, may have deteriorated so that the binder no longer effectively contains the asbestos fibres. In such cases of significantly-deteriorated non-friable material, the material will be treated as a friable product.

##### **1.4.1. Asbestos-containing material debris**

###### **1.4.1.1. Debris from friable asbestos-containing material**

The presence of fallen friable asbestos-containing material is noted separately from the presumed friable asbestos-containing material source (sprayed fireproofing, thermal insulation, texture, decorative or acoustic finishes or mechanical insulation) and is referred to as debris.

The presence of fallen asbestos-containing material from damaged non-friable asbestos-containing material is reported separately from the non-friable asbestos-containing material source. Fallen non-friable asbestos-containing material that has become friable is reported as debris. Workers are advised to be watchful for the presence of debris prior to accessing, or working in proximity to, mechanical insulation or above ceiling areas of buildings with asbestos-containing material, regardless of the reported presence or absence of debris.

##### **1.4.2. Evaluation of accessibility**

The accessibility of building materials known or suspected of being asbestos-containing material is rated according to the following criteria:

###### **Access (A)**

Areas of the building within reach (from floor level) of all building users. Includes areas such as gymnasiums, workshops, and storage areas where activities of the building users (e.g. basketball on gym ceiling) may result in disturbance of asbestos-containing material not normally within reach from floor level.

###### **Access (B)**

Frequently entered maintenance areas within reach of maintenance staff, without the need for a ladder. Includes: frequently entered pipe chases, tunnels and service areas or areas within reach from a fixed ladder or catwalk, e.g. tops of equipment, mezzanines.

###### **Access (C) Exposed**

Areas of the building above 8'0" where use of a ladder is required to reach the asbestos-containing material. Only refers to asbestos-containing material materials that are exposed to view, from the floor or ladder, without removing or opening other building components such as ceiling tiles, or service access doors or hatches. Does not include infrequently-accessed service areas of the building.

###### **Access (C) Concealed**

Areas of the building which require the removal of a building component, including lay-in ceilings and access panels into solid ceiling systems such as a ventilation plenum. Includes rarely-entered crawl spaces, attic spaces, etc. Observations are limited to the extent visible from the access points.

###### **Access (D)**

Areas of the building behind inaccessible solid ceiling systems, walls, or mechanical equipment, etc., where demolition of the ceiling, wall or equipment, etc., is required to reach the asbestos-containing material. Evaluation of condition and extent of asbestos-containing material is limited or impossible, depending on the assessor's ability to visually examine the materials in areas rated Access (D).

##### **1.4.3. Action matrix and action descriptions**

The action matrix below ([Table 1](#)) prioritizes the corrective actions in terms of potential health risk based on condition, accessibility, and potential for future disturbance.

The following factors shall be considered in making site-specific recommendations for corrective actions in conformance with the existing applicable regulation or codes of practice in most provinces, and for the practical implementation of asbestos management:

1. Asbestos-containing material in **Poor** condition is not routinely repairable. If an abatement action is necessary, removal is the recommended action (enclosure is a viable option in unusual circumstances, e.g. where removal is difficult or costly and the asbestos-containing material can be thoroughly enclosed).
2. Mechanical insulation in **Fair** condition will be repaired or removed based on the following general recommendations, applied on a case-by-case basis:
  - o Asbestos-containing mechanical insulation found in **Fair** condition in **Access (B)** or **Access (C) Exposed** areas is to be repaired.

- Asbestos-containing mechanical insulation found in **Fair** condition in **Access (B)** and **Access (C) Exposed** areas, where future damage to the asbestos-containing material is likely to occur, is to be removed.
- 3. Asbestos-containing material in **Good** condition present in **Access (A)** can be managed by surveillance, as long as it is not disturbed by future renovation, maintenance or demolition. Proactive removal of the asbestos-containing material in **Access (A)** will be considered where damage is possible by ongoing occupant activity (accidental or intentional).
- 4. Non-friable or manufactured products are considered in the action matrix as follows:
  - Non-friable and manufactured products reported in **Poor** condition, or friable **Debris** resulting from the deterioration of non-friable asbestos-containing material, are treated as friable materials and the appropriate action, depending on accessibility, is determined from the action matrix for friable asbestos-containing material.
  - For non-friable or manufactured products reported in **Good** condition, Action 7 (surveillance) is recommended regardless of accessibility.
- 5. All asbestos-containing material from a particular area is to be removed where small quantities of asbestos are present and removal will negate the need for the use of an Asbestos Management Program in that area.

The action matrix provided below establishes the recommended asbestos control action. The **Actions** themselves are described in full following the table.

**Table 1:** Action matrix for determining actions required based on the location and condition of asbestos-containing materials.

#### Asbestos-containing material

Access	Condition			
	Good	Fair	Poor	Debris
(A)	Action 5/7 <a href="#">table 2 note 1</a>	Action 5/6 <a href="#">table 2 note 2</a>	Action 3	Action 1
(B)	Action 7	Action 6/5 <a href="#">table 2 note 3</a>	Action 3	Action 1
(C) exposed	Action 7	Action 6	Action 4	Action 2
(C) concealed	Action 7	Action 7	Action 4	Action 2
(D)	Action 7	Action 7	Action 7	Action 7

#### Table 2 Notes

##### Table 2 Note 1

If material in Access (A)/Good condition is not removed, Action 7 is required.

[Return to table 2 note 1 referrer](#)

##### Table 2 Note 2

If material in Access (A)/Fair condition is not removed, Action 6 is required.

[Return to table 2 note 2 referrer](#)

##### Table 2 Note 3

Remove asbestos-containing material in Access (B)/Fair condition if asbestos-containing material is likely to be disturbed.

[Return to table 2 note 3 referrer](#)

##### Action 1

Immediate clean-up of debris that is likely to be disturbed.

Access that is likely to cause a disturbance of the **Asbestos-containing material debris** is to be restricted and clean up **Asbestos-containing material debris** is to be done immediately. Use correct asbestos procedures. This action is required for compliance with regulatory requirements and good practice. The assessor should immediately notify the Asset or Property and Facility Manager, or Regional/Area Asbestos Management Coordinator of this condition.

##### Action 2

Entry into areas with asbestos-containing material debris requires intermediate risk precautions.

At locations where **Asbestos-containing material debris** can be isolated in lieu of removal or cleaned up, appropriate means to limit entry to the area is to be used. Access to the area is restricted to persons using intermediate risk asbestos-work precautions. The precautions will be required until the **Asbestos-containing material debris** has been cleaned up, and the source of the **Debris** has been stabilized or removed following intermediate risk (if minor) or high risk precautions.

##### Action 3

Asbestos-containing material removal required for compliance.

Asbestos-containing material must be removed for compliance with regulatory requirements and good practice. Use asbestos procedures appropriate to the scope of the removal work.

##### Action 4



Access into areas where asbestos-containing material is present and likely to be disturbed by access requires intermediate risk precautions.

Moderate risk asbestos precautions are to be used when entry or access into an area is likely to disturb the asbestos-containing material. **Action 4** must be used until the asbestos-containing material is removed (Use **Action 1 or 2** if **Debris** is present). Intermediate risk or high risk precautions should be used for removal (depending on extent of removal).

#### Action 5

Proactive asbestos-containing material removal.

Removal of asbestos-containing material in lieu of repair may be considered, even if it is in **Good** condition at locations, where asbestos-containing material is easily accessible, limited in quantity, and removal would be cost-effective.

#### Action 6

Asbestos-containing material repair.

Asbestos-containing material may be repaired if found in **Fair** condition and not likely to be damaged again or disturbed by normal use of the area or room. Upon completion of the repair work, asbestos-containing material is to be treated as being in **Good** condition and **Action 7** is to be implemented. If asbestos-containing material is likely to be damaged or disturbed during normal use of the area or room, **Action 5** is to be implemented.

#### Action 7

Routine surveillance.

Routine surveillance of the asbestos-containing material is to be instituted. Trained workers or service providers must use appropriate asbestos precautions (low, intermediate or high) during disturbance of the remaining asbestos-containing material.

## **Annex B: Asbestos-containing material reassessment**

The following outlines the minimum requirements to include in all Asbestos Reassessment Reports.

### **Table of contents**

The table of contents is to include a list of tables and a list of appendices. At minimum, appendices include:

- photographs of damaged asbestos (clearly labeled linking to findings tables); and
- the requirements set out in the Asbestos Management Standard

### **Executive summary**

The following must be noted when preparing the executive summary:

- The executive summary is to be written in layman's terms. Every effort must be made to use plain language, and where technical information is used, context must be given for the average reader.
- Reference is to be made to the previous year's assessment/reassessment, and the status of any areas previously identified as Action level 1.
- When identifying asbestos materials, it is to be noted if the location is accessible to building occupants, maintenance staff, or service providers.
- The term "not compliant" is only to be used when referring to a regulation - the exact title of the regulation is to be cited, as well as the specific section where there is a compliance issue. NOTE: guidelines, and departmental/Employer policies and processes are not regulatory items and "compliance" terminology cannot be used for these type of documents.

### **Introduction**

The introduction is to include the following elements:

- The regulatory and "other" requirements are to be outlined:
  - applicable requirements under the Canada Labour Code
  - applicable provincial acts and regulations
  - RPB policy/directive/standard requirements
- Purpose
- Scope
- Limitations of the assessment conducted

### **Methodology**

Information must be included as to how RPB documentation is used when assessing condition of materials, as well as accessibility.

### **Survey findings**

This section must include a general description of the building. Findings are to be presented in a table format as follows:

- Table 1 – Summary of Findings (Action level 1 – This must include any newly-discovered materials covered in Table 3 which are considered Action level 1). A note must be included stating that items in this table should be actioned as soon as possible.
- Table 2 – Summary of Findings (for all materials other than Action level 1). A note must be included stating that items in this table are less urgent and can be addressed through long term action plans.
- Table 3 – Summary of Findings (newly-discovered materials – if applicable)

Each table in which the findings are presented must use the following headings (example provided):

Floor:

8th

Location:

Room 812

Material description:

Pipe Fitting (parging cement)

Quantity:

5 fittings

Condition:

Good

Accessibility:

C (concealed)

Action level:

7

### **Conclusions and recommendations**

State any conclusions reached and recommendations for further action.

### **Abatement strategies**

If applicable, provide abatement strategies, including the following:

- the complexity of the abatement (low, moderate, or high risk); and
- a general description of the project, as well as the estimated scope/size of the abatement

## ANNEXE G – SST CONSTRUCTION CLAUSES

**ATTENTION : THIS DOCUMENT IS ALSO AVAILAIBLE AT R/RPS/AES/NMS/Québec/Août 2016/Français/Division 1**  
**Exigences générales**

*1.1 à 1.18 General Clause*

*1.19 Blasting*

*1.20 Powder Actuated Device*

*1.21 Use of Public Roads*

*1.22 Lockout-Tagout*

*1.23 Electrical Work*

*1.24 Asbestos Exposure*

*1.25 Fungal Contamination*

*1.26 Exposure to Silica*

*1.27 Sandblasting*

*1.28 Lead-Base Paint Removal*

*1.29 Exposure to animal's Fecal Droppings*

*1.30 Respiratory protection*

*1.31 Fall Protection*

*1.32 Scaffolding*

*1.33 Confined Spaces*

*1.34 Excavation Work*

*1.35 Lifting Loads with Crane or Boom Truck*

*1.36 Hot Work*

*1.37 Roofing Work*

*1.38 Steel structure erection or dismantling work*

*1.39 Work Near Bodies of water*

*1.40 Interior Use of Internal Combustion Engines*

*1.41 Temporary Heating*

*1.42 Work Near Overhead Power Lines*

*1.43 Diving Operations*

*1.44 Health and safety subordination agreement*

## General

**GENERAL NOTE:** 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.).

## RELATED REQUIREMENTS

Section [\_\_\_\_\_].

## REFERENCES

Province of Québec

Loi sur la santé et la sécurité du travail L.R.Q., c. S-2.1 (Act respecting occupational health and safety).

Code de sécurité pour les travaux de construction L.R.Q., c. S-2.1, r.4 (Safety code for the construction industry).

## ACTION AND INFORMATIONAL SUBMITTALS

Make submittals in accordance with Section [01 33 00 - Submittal Procedures].

Submit to Departmental representative, [and the CNESST] the site-specific prevention program, as outlined in the article “GENERAL REQUIREMENTS”, at least 10 days prior to the start of work.

Departmental representative 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 Departmental representative within 5 days after receipt of comments from Departmental representative. Departmental representative 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 Departmental representative 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.

Departmental representative’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.

Submit copies of Contractor’s authorized representative’s construction site health and safety inspection reports to Departmental representative, [determine frequency, but at least once a week].

Submit to Departmental representative within 24 hours a copy of any inspection report, correction notice or recommendation issued by Federal, Provincial and Territorial health and safety inspectors.

Submit to Departmental representative 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.

Submit to Departmental representative WHMIS MSDS - Material Safety Data Sheets in accordance with Section 01 33 00 - Submittals [01 47 15 - Sustainable Requirements: Construction] and Section [02 81 01 - Hazardous Materials]. Contractor must also keep one copy of these documents on the construction site.

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 Departmental representative.

Submit to Departmental representative 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.

Submit to Departmental representative copies of all training certificates required for the application of the prevention program, in particular (if applicable) for the following:

- first aid in the workplace and cardiopulmonary resuscitation;
- work likely to release asbestos dust (mandatory for all work where asbestos is present);
- work in confined spaces (mandatory for all work in confined spaces);
- lockout-tagout procedures (mandatory for all work requiring lockout);
- safely operating forklift trucks (mandatory for all forklift usage);
- safely operating elevating work platforms (mandatory for the use of all elevating platforms);
- 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.

Engineer's plans and certificates of compliance: Contractor must submit to the Departmental representative 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.

## **FILING OF NOTICE OF CONSTRUCTION SITE OPENING**

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 Departmental representative.

At the completion of all the work, a notice of construction site closing shall be submitted to the CNESST, with a copy to Departmental representative.

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.

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.

## **HAZARD ASSESSMENT**

The contractor must perform construction site specific safety hazard assessment related to project.

## **MEETINGS**

Schedule and administer Health and Safety meeting with Departmental representative prior to commencement of Work.

Contractor's representative with decision power must attend any meetings at which construction site safety and health issues are to be discussed.

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 Departmental representative no later than 5 days after the committee meeting.

## **REGULATORY REQUIREMENTS**

Do the Work in accordance with Section [01 41 00 - Regulatory Requirements].

Comply with all legislation, regulations and standards applicable to the construction site and its related activities.

Comply with specified standards and regulations to ensure safe operations on a site containing hazardous or toxic materials.

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*.

## COMPLIANCE REQUIREMENTS

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.

## RESPONSIBILITIES

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).

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.

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 Departmental representative.

Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific prevention Plan.

## WORK PERFORMED BY EXTERNAL CONTRACTORS

On this construction site, it is anticipated that work will be performed by an external contractor that has not been hired by the Contractor:

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 Departmental representative 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 Departmental representative prior to the start of the work of each contractor (see the wording in the article HEALTH AND SAFETY SUBORDINATION AGREEMENT)



## GENERAL REQUIREMENTS

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.

The safety program must include at least the following:

- company safety and health policy;
  - description of the stages of the work;
  - total costs, schedule and projected workforce curves;
  - flow chart of safety and health responsibilities;
  - physical and material layout of the construction site;
  - risk assessment for each stage of the work, including preventive measures and the procedures for applying them;
  - identification of the preventive measures relative to the specific risks inherent to the worksite indicated in the article “RISKS INHERENT TO THE WORKSITE”;
  - 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”;
  - training requirements;
  - procedures in case of accident/injury;
  - written commitment from all parties to comply with the safety program;
  - construction site inspection checklist based on the preventive measures;
  - emergency response plan which shall contain at least the following:
    - construction site evacuation procedures;
    - identification of resources (police, firefighters, ambulance services, etc.);
    - identification of persons in charge of the construction site;
    - identification of the first-aid attendants;
    - communication organizational chart (including the person responsible for the site and the Departmental representative);
    - training required for those responsible for applying the plan;
    - any other information needed, in the light of the construction site’s characteristics.
- If available the Departmental representative 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 Departmental representative.

Departmental representative may respond in writing, where deficiencies or concerns are noted in the prevention program and may request resubmission with correction of deficiencies or concerns.

In addition to the prevention program, during the course of the work the Contractor shall elaborate and submit to the Departmental representative 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 Departmental representative.

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.

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.

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 Departmental representative on demand.

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 Departmental representative on demand.

The Departmental representative 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.

The Departmental representative must be consulted for the location of storing gas cylinders and tanks on the construction site.

## **RISKS INHERENT TO THE WORKSITE**

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:

materials containing asbestos;

materials containing lead;

moulds;

other dangerous materials (specify);

confined spaces;

overhead power lines;

underground services (electric, gas, vapour, water system, etc.);

laboratories;

trees and landscaping to preserve and protect;

potentially unstable ground;

barbed wire fences;

body of water close by;

[other to specify];

[other to specify];

[other to specify].

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.

## **SPECIFIC REQUIREMENTS FOR THE HEALTH AND SAFETY OF OCCUPANTS AND PUBLIC**

The worksite is occupied by employees and/or the public during the following times: [specify the times]. The Contractor shall consider the following specific requirements for the protection of employees and / or the public:

- .1 [     ]
- .2 [     ]
- .3 [     ]

These requirements must be included in the Contractor's site-specific safety plan as well as any other measures provided by the Contractor to protect the health and safety of employees and / or the public on the site.

## **UNFORESEEN HAZARDS**

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 Departmental representative, 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.

## **PERSON IN CHARGE OF HEALTH AND SAFETY**

If the construction site meets the requirements of article 2.5.3 of the *Code de la sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry), the Contractor needs to hire a competent person authorized as a safety officer and appoint this person full time from the beginning of the work. This person's tasks shall solely be dedicated to the management of health and safety on the construction site. This safety officer must have the following qualifications:

- have a safety officer certificate issued by the CNESST;
- have site-related working experience of at least [\_\_\_\_\_] years specific to the activities associated with the present project;
- have working knowledge of occupational health and safety regulations in the workplace;
- be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter the construction site to perform work;
- be responsible for implementing, enforcing in detail and monitoring site-specific Contractor's Health and prevention program;
- be on construction site at all times during execution of work;

inspect the work and ensure compliance with all regulatory requirements and those indicated in the contract documents or the site-specific prevention program.

Keep a daily log of actions taken and submitting a copy to Departmental representative each week.

The safety officer's certificate shall be submitted to the Departmental representative before the start of the work.

When the hiring of a safety officer is not required or if this person is hired by the Departmental representative, 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 Departmental representative before the start of work.

## **POSTING OF DOCUMENTS**

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 Departmental representative.

At a minimum, the following information and documents must be posted in a location readily accessible to all workers:

- notice of construction site opening;
- identification of principal Contractor;
- company OSH policy;
- site-specific prevention program;
- emergency plan;
- minutes of worksite committee meetings;
- names of worksite committee representatives;
- names of the first-aid attendants;
- action reports and correction notices issued by the CNESST.

## **INSPECTION OF THE CONSTRUCTION SITE AND CORRECTION OF NON-COMPLIANCES**

Inspect the construction site and complete the construction site inspection checklist and submit it to the Departmental representative in accordance with the article "ACTION AND INFORMATIONAL SUBMITTALS" in this section.

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 Departmental representative or his agent.

Submit to Departmental representative written confirmation of all measures taken to correct the situation in case of non-compliance in matters pertaining to health and safety.

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.

The Departmental representative 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 Departmental representative 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.

## PREVENTION OF VIOLENCE

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 Departmental representative.

## BLASTING

Blasting or other use of explosives is not permitted without prior receipt of written instruction by Departmental representative.

Do blasting operations in accordance with Section [31 23 16.26 - Rock Removal].

Any operation involving explosives must be carried out under the supervision of a qualified shot-firer.

The purchase, carriage, storage and use of explosives must comply with all applicable federal and provincial legislation:

Canada: *Explosives Act* (E-17)<sup>1</sup>, *Explosives Regulations* (C.R.C. CH. 599), *Standard for Storage of Blasting Charges and Detonators*, *Transportation of Dangerous Goods Act and Regulations*.

Québec: *Loi sur les explosifs* (Explosives Act) (E-22), *Règlement d'application sur les explosifs* ((E-22, r.1), *Code de sécurité pour les travaux de construction* (S-2.1, r.4), (Safety code for the Construction Industry) *Règlement sur le transport des matières dangereuses* (Transportation of Dangerous Goods Regulations).

Contractor shall obtain all permits required pursuant to the legislation and regulations referred to above and keep copies on hand at the construction site.

Contractor shall facilitate inspection of the construction site, stored explosives and vehicles used to transport explosives by any government representatives or police officers whose jurisdiction encompasses explosives.

## POWDER ACTUATED DEVICE

Use powder actuated devices only after receipt of written permission from Departmental representative.

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)

Any other explosive-actuated device shall be used in accordance with the manufacturer's directions and applicable standards and regulations.

## USE OF PUBLIC ROADS

Where it is necessary to encroach on a public road for operational reasons or to ensure the security of the workers, the occupants or the public (for example: the use of scaffolding, cranes, excavation work, etc.), the Contractor shall obtain at his own expense any authorizations and permits required by the competent authority.

The Contractor shall install at his own expense any signage, barricades or other devices needed to ensure the safety and security of the public and the Contractor's own facilities.

## LOCKOUT-TAGOUT

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 Departmental representative.

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 Departmental representative.

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.

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 Departmental representative at least 48 hours before the beginning of the work. The Departmental representative 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:

- .4 description of work to carry out;
- .5 identification, description and location of the circuit and/or ~~piece of~~ equipment to lockout-tagout;
- .6 identification of energy sources that feeds the ~~piece of~~ equipment;
- .7 identification of each cutout point;
- .8 sequence of lockout-tagout and the release of residual energy as well as the sequence of unlocking;

- .9 list of material needed for the lockout-tagout;
- .10 method of verification of zero energy implementation;
- .11 name and signature of the person who prepared the data sheet.

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

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.

## ELECTRICAL WORK

Contractor shall ensure that all electrical work is executed by qualified employees in accordance with the provincial regulation respecting vocational training and qualification.

Contractor shall respect all requirements of standard *CSA Z462 Workplace Electrical Safety Standard*.

No repairs or alterations shall be carried out on any live equipment except where complete disconnection of the equipment is not feasible.

Contractor shall respect all requirements prescribed in paragraph "LOCKOUT-TAGOUT" in this section.

Contractor shall advise in writing the Departmental representative of all the work that cannot be done with de-energized equipment and obtain his authorization. Contractor shall demonstrate to the Departmental representative 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*.

The energized electrical work permit on must contain at least the following elements:

- description of the circuit and equipment and its location;
- justification for having to do the work in an energized condition;
- description of safe work practices to apply;
- results of the shock hazard analysis;
- limit of the protective perimeter against electric shocks;
- results of the arc flash hazard analysis;
- description of the arc flash protection boundary;

- description of the personal protective equipment required;
- description of the means to limit access to unqualified persons;
- proof that an information session has been carried out;
- approval signature of the energized electrical work (by a person in authority or by the owner).

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 Departmental representative before the beginning of the work.

## ASBESTOS EXPOSURE

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 Departmental representative or his agent discover materials which are susceptible of containing asbestos, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain asbestos, the Contractor shall comply with the following requirements.

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.

## FUNGAL CONTAMINATION

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 Departmental representative or his agent discover materials which are susceptible of being contaminated by mould, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain mould, the Contractor shall comply with the following requirements.

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 la 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 (<http://www.cca-acc.com/documents/electronic/cca82/cca82.pdf>).

2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

## EXPOSURE TO SILICA

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. Install shields or other containment device to prevent silica dust from migrating toward other workers or the public.
5. 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).
6. Wear coveralls to prevent contamination outside the construction site.
7. Do not eat, drink, or smoke in a dusty environment.
8. Wash the hands and the face before drinking, eating or smoking.

## SANDBLASTING

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.

## LEAD-BASE PAINT REMOVAL

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 ([http://www.labour.gov.on.ca/english/hs/pdf/gl\\_lead.pdf](http://www.labour.gov.on.ca/english/hs/pdf/gl_lead.pdf)). 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.

## EXPOSURE TO ANIMAL’S FECAL DROPPINGS

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 la 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 ([http://www.csst.qc.ca/publications/100/Documents/DC100\\_1331\\_1web2.pdf](http://www.csst.qc.ca/publications/100/Documents/DC100_1331_1web2.pdf))
2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

## 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 Departmental representative on demand.

## 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 three 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 Departmental representative may require the installation of a guardrail or the use of a safety harness for specific situations presenting a risk of fall less than three metres.

## SCAFFOLDINGS

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

1. ScaffoldingS shall be installed on a solid foundation so that it does not slip or rock.
2. 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 an engineer to the Departmental representative and obtain his authorization before beginning installation.

### Assembly, bracing and mooring

1. 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).
2. Where a situation requires the removal of part of the scaffoldingS (e.g., crosspieces), the Contractor shall submit to the Departmental representative 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.
3. For scaffoldingS where the span between two supports is greater than three metres, the Contractor shall provide the Departmental representative an assembly plan signed and sealed by an engineer.

### Protection against falls during assembly

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

### Platforms

1. 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).
2. 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)
3. 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

1. A guardrail shall be installed on every landing.
2. Cross braces shall not be considered as guardrails.
3. 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.
4. 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

1. The Contractor shall ensure that access to the scaffoldingS does not compromise worker safety.
2. 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.
3. 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

1. 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.
2. 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 Departmental representative.

## Engineering plans

1. In addition to those required by the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Departmental representative reserves the right to require engineering plans for other types or configurations of scaffoldingS.
2. 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.
3. 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.

## CONFINED SPACES

In addition to the requirements of the provincial regulation applicable to confined spaces, the Contractor must respect the requirements in the following paragraphs.

The Departmental representative reserves the right, depending on the nature of the risk of the confined spaces, of the work to be done and/or of the level of competence in confined spaces demonstrated by the Contractor, to require from the latter that he use the services of a firm specialized in health and safety or in confined space work to perform the analysis of the risks inherent to the confined spaces, to complete the entry permit, to conduct surveillance of the work or for any other task related to the work in confined spaces.

### Information on confined spaces existing on the construction site

1. The following presents a non-exclusive list of the confined spaces that the Contractor will likely have to access during this project:

*List of confined spaces*

2. The Contractor shall take into consideration each of these confined spaces and must also add to this list the confined spaces that he is likely to build/install during this project.

### Person in charge of the health and safety for the work in confined spaces

1. The Contractor shall designate a person to be in charge of the health and safety for the work in confined spaces. This person shall be qualified, as defined in the article 297 of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Occupational Health and Safety Regulation). This person must be present at all times during work in confined spaces and must make sure that all the requirements of the regulation and the ones specified in this section are respected. This person must amongst other things fill out and issue the entry permit for the confined spaces.

### Training

1. All persons having access to a confined space, including the person in charge and the watcher of the confined space shall have completed training on entry in confined spaces.
2. All persons who have to use supplied-air respirator to access the confined spaces shall have completed training on the use of these apparatus.
3. All persons identified as rescuers for confined spaces shall have completed training on confined spaces rescue.
4. Each training required in the preceding paragraphs must be provided by a firm specialized in health and safety or in confined spaces.
5. The training certificates of the persons mentioned above must be submitted to the Departmental representative before the beginning of the work in confined spaces.

## Risk assessment of confined spaces

1. For each of the confined spaces listed at the beginning of this article, the Contractor must obtain the necessary information from the site representative and proceed to the assessment of the risk inherent to each confined space and relative to:
  - a. the prevailing internal atmosphere, namely the concentration of oxygen, inflammable gases and vapours, combustible or explosive dusts as well as the categories of contaminants likely to be present in this enclosed area or nearby;
  - b. the fact that the natural or mechanical ventilation is insufficient
  - c. The materials that are present there and that can cause the worker to sink, to be buried or to drown, such as sand, grain or a liquid;
  - d. the interior configuration;
  - e. pipes and conduits penetrating the confined space;
  - f. energies such as electricity, moving mechanical parts, heat stress, noise and hydraulic energy;
  - g. ignition sources such as open flames, lighting, welding and cutting, static electricity or sparks;
  - h. all other particular circumstances, such as the presence of vermin, rodents or insects.

These risk assessments must be done by the person in charge of the health and safety of the work in confined spaces. They must be submitted to the Departmental representative for analysis at least 10 days before the proposed date for the work in confined spaces and they must also include the following information:

- a. location of the confined space;
- b. description of the confined space;
- c. dimensions of the confined space;
- d. number, location and dimension<sup>S</sup> of the openings;
- e. content of the confined space (material, substances, etc.)
- f. date of the assessment;
- g. name and signature of the person who conducted the assessment and the name of his employer.

The Contractor must repeat the same process for each of the confined spaces that he will build/install during this project.

## Confined spaces entry permits

1. At least 5 days before the scheduled date for the work in a confined space the Contractor must submit for analysis to the Departmental representative a copy of each entry permit specific to the confined spaces where he must access. The entry permits must be completed by the person in charge of the health and safety of the work in confined spaces, and must contain the following information as a minimum:
  - a. description of the work that will be carried out and the method of work, including the materials and tools needed to do this work;
  - b. description of the risks and corresponding preventive measures according to the risk assessment inherent to the confined space done previously and according to the work to be carried out;
  - c. safety equipment that will be used to control the risks of confined spaces (e.g.: fan, gas detectors, local exhaust ventilation, personal protective equipment, etc.);
  - d. rescue procedure covering at least the following:
  - e. means of communication between the supervisor of the confined space and the workers in the confined space;
  - f. lifesaving equipment specific to each confined space;
  - g. confirmation that the municipal emergency response service has been advised that work in confined spaces would be going on at this specific construction site and that they may intervene do to a confined space rescue; otherwise, the Contractor must identify the workers on the construction site

- that will act as rescuers in a confined space in the case where such rescuers must enter the confined space (rescue training is mandatory);
- h. location of telephone and phone number of the municipal emergency response service (if applicable);
  - i. date of entry permit;
  - j. name of person who issued the permit and the name of his employer;
  - k. name of the confined space safety watcher and the name of his employer;
  - l. name of the workers who must enter the confined space and the name of each one's employer.
2. In cases where the site representative requires the use of a confined space entry permit specific to his site, the Contractor must comply with the requirements of that permit.

### Medical surveillance

1. The Contractor must submit to the Departmental representative a medical certificate dated in the last two years for all persons who must use a supplied-air respirator. The certificate must confirm the ability of each person to use this type of apparel.
2. It is recommended that the persons who have to work in sewer collection systems or other similar systems be vaccinated against diphtheria, tetanus and hepatitis "B".

### Requirements while working in confined spaces

1. Before each entry into a confined space, the person in **charge** of the health and safety for the work in confined spaces shall take readings of oxygen concentration, flammable gases and all toxic gases likely to be present and record these readings on the entry permit required earlier.
2. No worker can access the confined space if the following requirements are not respected:
  - a. the concentration of oxygen shall be greater than or equal to 19.5% and less than or equal to 23%;
  - b. the concentration of inflammable gases or vapours shall be less than or equal to 10% of the lower explosion limit;
  - c. the concentration of other gases must not exceed the standards prescribed in annex I of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Occupational Health and Safety Regulation).
3. If the oxygen and gas concentrations measured respect the regulatory values, the person in charge of the health and safety for the work in confined spaces must ensure that all preventive measures indicated on the permit are in place and then must complete the entry permit (date, time, signatures, etc.) before issuing the permit and allow entry into the confined space.
4. A permit is only valid for one work shift; the Contractor must submit a new permit for each extra shift.
5. During the work inside the confined space, the gas concentration must be measured continuously and the gas detector must be installed at ~~the level of the~~ the breathing area of the workers. If the conditions inside the confined space are such that the workers might not hear/see the detector's alarm, the Contractor must find a way for the confined space safety watcher to watch the concentration measures while maintaining the measurements at the level of the breathing zone of the workers.
6. If the work is organized in a way that the workers are scattered far away from each other in a large confined space, the Contractor needs to provide additional gas detectors.

7. The Contractor must provide the gas detectors and maintain them in good condition. He must be able to show that the gas detectors used have been calibrated and adjusted by the person in **charge** of the health and safety for the work in confined spaces or by a qualified person, in accordance with the manufacturer's recommendations. The Departmental representative can at all times have the accuracy of the measuring devices checked. In the event of the failure of a detection device, the work must be stopped immediately and all workers must leave the confined space.
8. The manufacturer's manual of the gas detectors must be available on the construction site.
9. The Contractor shall provide a ventilation system to keep concentrations of contaminants below the regulatory limits.
10. If work generating contaminants are performed (welding, use of products, etc.), the Contractor must, if needed, install an aspiration system for the contaminants so that the regulatory values of air quality can be maintained at all times.
11. If a detecting device alarm goes off, all workers shall leave the confined space. The measured levels of concentration must then be recorded on the entry permit. The Contractor shall then find the source of contamination, neutralize it, ventilate the confined space to eliminate contaminant residues and authorize access to the confined space only when concentrations of oxygen and gas have returned to normal.
12. Compressed gas cylinders or welding equipment shall not be brought into confined spaces: this equipment shall remain outside and shall not block entrances or exits; all cylinders shall be properly secured.
13. Tools and electrical devices used to work in the confined spaces shall be grounded and, when necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter outlet or to a step-down transformer. The Contractor shall, at his own cost, hire a qualified electrician to adjust power receptacles and/or circuit breakers that he intends to use which do not meet these criteria.
14. The Contractor shall obtain a Hot Work Permit and respect the requirements to that effect when the work to be carried out includes hot work.
15. The Contractor must assign a competent person to assume the duties of confined space safety watcher. The supervisor shall be exclusively dedicated to these duties and must constantly remain outside of the confined space as long as there is a worker in it. He must also:
  - a. ensure that the entry permit has been filled, signed and posted near the confined space;
  - b. be familiar with the work procedure specific to the confined space and ensure that it is respected;
  - c. ensure continuous communication with all the workers in the confined space and ensure that all the equipment required in case of emergency is present;
  - d. have a good knowledge of the ~~backup~~ ventilation systems and ensure their proper functioning for the duration of the work;
  - e. prevent access to unauthorized persons;
  - f. ensure that the conditions around the confined space zone is not a health or security risk for the workers inside the confined space;
  - g. initiate the emergency procedure if needed.
16. The same person may act as a confined space safety watcher and as the person in charge of the health and safety of the work in confined spaces, provided all requirements of both functions are met.



## EXCAVATION WORK

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 Departmental representative before beginning to excavation work.
2. Submit to the Departmental representative, as appropriate, the following documents:
  - a. plans and specifications, signed and sealed by an engineer, of the shoring needed to be installed for the excavation work; or
  - b. 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

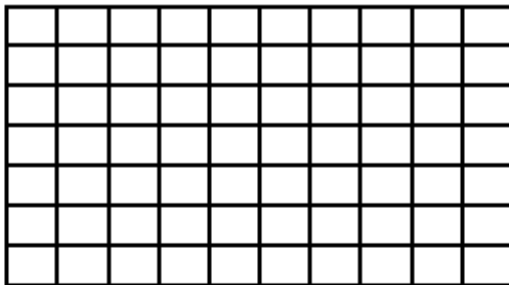
Chaining or axes : from \_\_\_\_\_ to \_\_\_\_\_ Attached plan ☐ Plan no. : \_\_\_\_\_

## 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		

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## LIFTING LOADS WITH CRANE OR BOOM TRUCK

1. Unless specified otherwise, the Contractor must prepare a hoisting plan and submit it to the Departmental representative 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:
  - a. lifting of concrete panels;
  - b. lifting mechanical/electrical equipment on a roof or on the floor of a building;
  - c. lifting of loads encroaching on the public road;
  - d. lifting large dimensionS or very heavy loads;
  - e. all other lifting operation, in accordance with the requirements of the Departmental representative.
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 Departmental representative. The Departmental representative 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 Departmental representative. 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**

- 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.
- Weight of loads
- DimensionS of loads
- List of hoisting devices and weight of each
- Total weight lifted
- Maximum height of obstacles to clear
- Height of loads lifting relative to the surface of the roof (in the case of loads to be placed on roofs)
- Use of guide cables
- Type of crane used

- Crane capacity
- Boom length
- Boom angle
- Crane's radius of action
- Deployment of stabilizers
- Percentage usage of the crane's capacity
- Verification confirmation of hoisting equipment
- Identification of the crane operator and the person responsible for the hoisting operations with date and signatures

## HOT WORK

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 Departmental representative, the Contractor must assign a person to carry out this monitoring.

## Welding and cutting

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:
  - a. they have been cleaned and air samples indicating that work can be done without danger has been taken; and
  - b. provisions to ensure the safety of the workers have been made.

## ROOFING WORK

### Protection against fall from heights

1. Installation of guardrails is mandatory at all times; however, the installation of a warning line is allowed to define the limits of the work zones provided that all the requirements of the articles 2.9.4.0 and 2.9.4.1 of the *Code de sécurité pour les travaux de construction* (Safety code for the Construction Industry) are respected.
2. The guardrails must remain in place until the end of the project. The Departmental representative will authorize their dismantling when he can confirm that all the work, inspections and corrections have been made.
3. Workers installing guardrails must wear safety harnesses.
4. Workers installing and modifying guardrails or flashing shall wear safety harnesses in the event guardrails must be moved temporarily.
5. Workers shall wear safety harnesses when receiving material and giving directions to the crane operator next to a drop.
6. Safety harnesses shall be worn when carrying out work next to a drop where collective protection is not sufficiently safe.
7. 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.

### Lifting of materials

1. For all winch installations, the Contractor shall provide the Departmental representative with the installation method recommended by the manufacturer. If unavailable, the Contractor shall then provide an installation procedure signed and sealed by an engineer. The installation procedure must take into account load-bearing capacity, the amount, weight and location of counterweight and any other detail that may affect the capacity and stability of the device.
2. The Contractor shall carefully inspect all of the slings and lifting accessories and make sure that those in poor condition are destroyed or scrapped.
3. Compressed-gas cylinders shall be lifted with a basket specially designed for this purpose.
4. In all cases where a crane or boom truck is used, the Contractor must respect the requirements of the paragraph Lifting Loads With Crane or Boom Truck, in this section.

### Protection against burns

1. Individuals assigned to the boilers shall wear long sleeves, safety glasses and a face shield when filling the boilers.
2. Individuals working with asphalt or other hot liquids shall wear gloves, long sleeves and safety glasses.

### Protection against fire

1. 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.

2. The number of propane cylinders on the roof shall not exceed the number of cylinders necessary for a day's work, and cylinders shall at all times be secured upright or held in a cart designed for this purpose.
3. 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**

1. On the roof, light material and sheet material shall be kept in containers or be securely fastened. In the event this requirement is disregarded in the slightest way, the Departmental representative may disallow the storage of materials on the roof.
2. Waste shall be discarded as produced using a waste chute or appropriate containers. The Contractor shall provide the means to prevent waste from being carried away by the wind.
3. All waste must be removed from the roof at the end of shifts.
4. Unless otherwise authorized by the Departmental representative, all waste bins must be placed at least 3 m from any structure or building.

### **Protection of occupants and the public**

1. 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 Departmental representative.
2. A safety perimeter on the ground must be placed under the work zone in order to protect the workers, the public and the occupants.
3. The ground construction site, material handling area and boiler area shall be clearly sealed off to prevent occupants or the public from accessing the construction site and areas.
4. 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.

### **STEEL STRUCTURE ERECTION OR DISMANTLING WORK**

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.

Contractor must submit the following documents to the Departmental representative before the beginning of steel structure erection work:

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);

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;

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;

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;  
name of the individual identified as rescuer and his rescue training certificate;  
name of the individual identified as first-aid attendant and his first-aid training certificate.

The Contractor must make sure that the following documents are available for consultation on construction site at all times:

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);

Column anchor rod'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).

## WORK NEAR BODIES OF WATER

1. For all work done near a body of water (such as work above water, work on a wharf, work on the edge of a watercourse, etc.), the Contractor must respect the requirement of the following paragraphs in addition to those of *Code de sécurité pour les travaux de construction* (Safety code for the Construction Industry).
2. The Contractor must plan his work in a way to implement safety measures to prevent any worker from falling in the water. The use of these measures should be favoured over the wearing of a life jacket.
3. Submit the following documents to the Departmental representative before the beginning of the work:
  - a. description of the body of water;
  - b. description of the work done next to this body of water;
  - c. plan of transportation on water adapted to the work and to the characteristics of the body of water;
  - d. rescue plan adapted to the work and to the characteristics of the body of water;

Each of the document listed above must contain at a minimum the information required in section 11 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry).

If there is the possibility that all or part of the work can be done during the winter, the safety measures included in the documents required above must be adapted accordingly.

4. The Contractor must submit to the Departmental representative the certificate of training required in article 11.2 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry) for the following individuals:
  - a. the person assigned to prepare the documents required in the preceding paragraph; and
  - b. each person responsible for the transport or rescue operations
5. If the rescue plan stipulates the use of a vessel, the Contractor must submit to Departmental representative the competency card or certificate for the individuals in the rescue team for his work, issued by Transport Canada.
6. The Contractor must include in his weekly inspection checklist the devices required in the articles 11.4 and 11.5 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry).



7. Ensure that a rescue vessel moored and in the water is available at each place where a worker may fall in the water. However, a vessel may serve more than one workplace on the same construction site provided the distance between any of these workplaces and the vessel is less than 30 m.
8. Where the construction site is a wharf, a pier, a quay or any similar structure, a ladder with at least two (2) rungs below the surface of the water shall be installed on the front of the structure every 60 m.

## 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 Departmental representative.
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.
  - a. Before using equipment powered by an internal combustion engine, the Contractor must plan and write the following:
    - b. number of fans to install;
    - c. power of the fans;
    - d. location of the fans;
    - e. 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.

## 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 Departmental representative before the use of the heating units.

## 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 Departmental representative before the beginning of the work in relation to these documents.

## DIVING OPERATIONS

In accepting this contract, the Contractor agrees to satisfy the following requirements:

1. Compliance with all the requirements of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Regulation respecting occupational health and safety), more precisely section XXVI. I, entitled *Travail effectué en plongée* (Underwater Work). Compliance, furthermore, with the latest editions of standards CAN/CSA Z275.2

– *Occupational Safety code for Diving Operations*, CAN/CSA Z275.1 – *Hyperbaric Chambers* and CAN/CSA Z275.4 – *Competency Standard for Diving Operations*. In the event of conflict between these requirements, the most stringent requirement shall apply.

2. In addition to the above, in cases where construction work is involved, compliance with the *Code de sécurité pour les travaux de construction (S-2.1, r.4)* (Safety code for the Construction Industry).
3. Before starting the work, submit to the Departmental representative the following documents, as per the *Règlement sur la santé et la sécurité au travail (S-2.1, r.13)* (Regulation respecting occupational health and safety):
  - a. the professional diving training certificate of each member of the dive team OR a document recognizing the skills of those persons in accordance with the *Competency Standard for Diving Operations*, CAN/CSA Z275.4-02, as per section 312.8 of the Regulation;
  - b. the workplace first-aid training certificate of each member of the dive team;
  - c. the medical certificate of each member of the dive team;
  - d. for each dive included in this contract, a dive plan containing the following information, in addition to that required under the *Règlement sur la santé et la sécurité au travail* (Regulation respecting occupational health and safety):
    - i. the thermal protection to be used;
    - ii. the repetitive dive factor;
    - iii. the no-decompression limit;
    - iv. the circumstances in which the dive must be terminated;
    - v. the procedures to be followed to ensure that machinery, equipment or devices that could create a hazard have been locked out;
    - vi. the decompression table to be used, as required;
  - e. notification confirming that a system for communicating with the *Service d'assistance médicale pour les urgences en plongée* (Medical assistance service for diving emergency) is available at the diving station at all times.
4. The Contractor shall take into account the following specific characteristics of the worksite, and adapt its dive plan accordingly:
5. Where the dive takes place at one of the following locations, provide the Departmental representative confirmation that the authorities concerned have been notified:
  - a. upstream or downstream from a hydraulic structure or submerged water line;
  - b. in marine waterways;
  - c. in port facilities.
6. If the dive station is more than 2 metres above the water, provide the Departmental representative:
  - a. a drawing of the equipment used to transport the worker through the air-water interface, if a device other than a stage is used for that purpose;
  - b. a drawing of the device used to hoist the stage or other device, unless that device is a crane or boom truck.
7. If the dive is carried out from a vessel, provide the Departmental representative the following documents:
  - a. proof of qualification of the vessel operator;
  - b. the vessel's certificate of compliance from Transport Canada.

8. Before starting the work, carry out an underwater rescue simulation at the site, as required under section 312.31 of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Regulation respecting occupational health and safety).
9. On a daily basis, complete and provide to the Departmental representative a checklist confirming the presence and condition of the equipment required at the dive site as per the dive plan.
10. Ensure that all other documents required under section XXVI of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Regulation respecting occupational health and safety) are available at the construction site at all times (diving logbook, diver's logbook, etc.).

## 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 Departmental representative 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 Departmental representative