



Statement of Work Construction Services – Mechanical Standing Offer

Miscellaneous Works & Urgent Repairs

CORRECTIONAL SERVICE CANADA

Mission Medium Institution, Mission BC

Mission Minimum Institution, Mission BC

Mountain Institution, Agassiz BC

Kent Institution, Agassiz BC

Kwìkwèxwelhp Healing Village, Harrison Mills BC

Matsqui Institution, Abbotsford BC

Pacific Institution, Abbotsford BC

Fraser Valley Institution, Abbotsford BC

Chilliwack Community Corrections Centre, Chilliwack BC

[January 7, 2020]

Table of Contents

I	WORK DESCRIPTION	4
1.1	TERMS OF REFERENCE	4
1.2	GENERAL INFORMATION	5
1.3	BACKGROUND INFORMATION EXISTING CONDITIONS	5
1.4	PROJECT DELIVERY APPROACH	6
1.5	SUMMARY OF SERVICES	7
1.6	EXISTING DOCUMENTATION	7
1.7	CODES, ACTS, STANDARDS, REGULATIONS	7
2	PROJECT ADMINISTRATION	8
2.1	GENERAL REQUIREMENTS	8
2.2	COMMUNICATIONS AND MEETINGS	8
2.3	ROLES AND RESPONSIBILITIES	9
3	REQUIRED SERVICES	9
3.1	SUMMARY OF CONSTRUCTION WORK	9
4	SECURITY REQUIREMENTS	11
4.1	PURPOSE	11
4.2	DEFINITIONS	11
4.3	PRELIMINARY PROCEEDINGS	11
4.4	CONSTRUCTION EMPLOYEES	12
4.5	VEHICLES	12
4.6	PARKING	13
4.7	SHIPMENTS	13
4.8	TELEPHONES	13
4.9	WORK HOURS	13
4.10	OVERTIME WORK	13
4.11	TOOLS AND EQUIPMENT	14
4.12	KEYS	15
4.13	SECURITY HARDWARE	15
4.14	PRESCRIPTION DRUGS	15
4.15	SMOKING RESTRICTIONS	16
4.16	CONTRABAND	16
4.17	SEARCHES	16
4.18	ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY	16
4.19	MOVEMENT OF VEHICLES	17
4.20	MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY	17
4.21	SURVEILLANCE AND INSPECTION	18
4.22	STOPPAGE OF WORK	18
4.23	CONTACT WITH INMATES	18
4.24	COMPLETION OF CONSTRUCTION PROJECT	18
5	SUMMARY OF HEALTH AND SAFETY	19
5.1	REFERENCES	19
5.2	WORKERS' COMPENSATION BOARD COVERAGE	19
5.3	COMPLIANCE WITH REGULATIONS	20
5.4	SUBMITTALS	20
5.5	RESPONSIBILITY	21
5.6	HEALTH AND SAFETY COORDINATOR	21
5.7	GENERAL CONDITIONS	22
5.8	UTILITY CLEARANCES	22
5.9	PROJECT/SITE CONDITIONS	22
5.10	REGULATORY REQUIREMENTS	22

5.11	FILING OF NOTICE	22
5.12	HEALTH AND SAFETY PLAN	23
5.13	EMERGENCY PROCEDURES	24
5.14	HAZARDOUS PRODUCTS	24
5.15	ELECTRICAL SAFETY REQUIREMENTS	25
5.16	ELECTRICAL LOCKOUT	25
5.17	OVERLOADING	25
5.18	FALSEWORK	25
5.19	SCAFFOLDING	25
5.20	CONFINED SPACES	25
5.21	RESTRICTED ACCESS	26
5.22	CONFINED SPACE AND RESTRICTED SPACE OUTSIDE OF DEFINED WORK SITE	26
5.23	POWDER-ACTUATED DEVICES	26
5.24	FIRE SAFETY AND HOT WORK	26
5.25	FIRE SAFETY REQUIREMENTS	26
5.26	FIRE PROTECTION AND ALARM SYSTEM	27
5.27	UNFORESEEN HAZARDS	27
5.28	POSTED DOCUMENTS	27
5.29	MEETINGS	28
5.30	CORRECTION OF NON-COMPLIANCE	28

I WORK DESCRIPTION

I.1 TERMS OF REFERENCE

I.1.1 PURPOSE

- .1 The purpose of the Mechanical Work Standing Offer is for low dollar construction, O&M – related work and urgent repair work, as and when required, at the following Correctional Service Canada Institutions;
 - .1 Mission Medium Institution, Mission BC
 - .2 Mission Minimum Institution, Mission BC
 - .3 Mountain Institution, Agassiz BC
 - .4 Kent Institution, Agassiz BC
 - .5 Kwikwèxwelhp Healing Village, Harrison Mills BC
 - .6 Matsqui Institution, Abbotsford BC
 - .7 Pacific Institution, Abbotsford BC
 - .8 Fraser Valley Institution, Abbotsford BC
 - .9 Chilliwack Community Corrections Centre, Chilliwack BC
- .2 The Statement of Work (SOW) has been developed to ensure that the Contractor has a clear understanding of the Standing Offer Agreement (SOA) scope; procedures and services.

I.1.2 THE PWGSC GENERAL CONDITIONS (GC)

- .1 The Statement of Work (SOW) document must be used in conjunction with the General Conditions (GC) document, as the two documents are complementary.
- .2 The SOW describes Work-specific requirements, services and deliverables while the GC document outlines the term and conditions of the contract, common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the GC override the SOW Document.

I.1.3 TERMINOLOGY

- .1 The following definitions for Terminology are:
 - .1 Quality Assurance Review: a review conducted by Public Works and Government Services Canada (PWGSC). The Quality Assurance review by PWGSC does not relieve the Contractor of responsibilities for completeness of Work.
 - .2 Prime Contractor: as defined by British Columbia's Occupational Health and Safety Act.
 - .3 Departmental Representative: The PWGSC project manager identified as Canada's representative for the contract.

I.2 GENERAL INFORMATION

I.2.1 PROJECT INFORMATION

Project Information	
Project Title:	Mechanical Services
Project Location:	<ul style="list-style-type: none"> .1 Mission Medium Institution, Mission BC .2 Mission Minimum Institution, Mission BC .3 Mountain Institution, Agassiz BC .4 Kent Institution, Agassiz BC .5 Kwikwèxwelhp Healing Village, Harrison Mills BC .6 Matsqui Institution, Abbotsford BC .7 Pacific Institution, Abbotsford BC .8 Fraser Valley Institution, Abbotsford BC .9 Chilliwack Community Corrections Centre, Chilliwack BC
User Department:	Correctional Service Canada
Client Representative:	PWGSC Departmental Representative

I.2.2 DEPARTMENTAL REPRESENTATIVES

Department	Departmental Representative
PWGSC Project Manager:	to be determined at time of SOA Call-up

I.2.3 USER DEPARTMENT

- .1 The User Department referred to throughout the SOW is Correctional Service Canada (CSC)

I.3 BACKGROUND INFORMATION EXISTING CONDITIONS

I.3.1 AREA OF USE / RESPONSIBILITY

- .1 Use of this Standing Offer Agreement (SOA) is for CSC Institutions in the following areas of the Pacific Region of Canada.
 - .1 Mission Medium Institution, Mission BC
 - .2 Mission Minimum Institution, Mission BC
 - .3 Mountain Institution, Agassiz BC
 - .4 Kent Institution, Agassiz BC
 - .5 Kwikwèxwelhp Healing Village, Harrison Mills BC
 - .6 Matsqui Institution, Abbotsford BC
 - .7 Pacific Institution, Abbotsford BC
 - .8 Fraser Valley Institution, Abbotsford BC
 - .9 Chilliwack Community Corrections Centre, Chilliwack BC
- .2 Each of the CSC Institutions has specific security levels: minimum, medium or maximum.
- .3 Use of the SOA by PWGSC will be activated by a Call Up.
- .4 In all cases the Departmental Representative for the Call up will appear on the Call Up document.

I.3.2 NEED

- .1 CSC has a requirement for PWGSC, to respond, to numerous, small maintenance-related construction work, in a timely fashion.
- .2 CSC has a requirement for PWGSC to address urgent repair issues.
- .3 CSC has a requirement for the PWGSC to have pre-cleared Contractors for such work.

I.3.3 INSTITUTIONAL SECURITY

- .1 The Contractor is required to obtain security clearances and comply with all CSC and PWGSC security requirements. This applies to the contractors' personnel as well as any sub-Contractors visiting the Work site for any reason.
 - .1 Personnel must ensure that they have received clearance to attend the Institution(s) outlined in this SOA.
 - .2 Failure to comply with this requirement will result in denial of access to the site.
- .2 All site visits must be arranged through the Departmental Representative.

I.3.4 CONSTRAINTS AND CHALLENGES

- .1 The Contractor will be required to become familiar with the Work site and obtain local information as required.
- .2 All Work must be based upon the CSC Technical Criteria and related Standards, where applicable. This document will be made available through the Departmental Representative on a Work specific basis, as required.
- .3 Construction on the Work site will be performed during the normal hours of operation of the institution. Work phasing must be planned to ensure that disruption to the daily operation of the institution is kept to a minimum. Work may be conducted after normal working hours or on weekends, if required.
- .4 Work, and all associated emissions, must be kept under control during all phases of the Work. When relevant to the Work, a Hazardous Material Survey Report will be made available to the contractor.
- .5 Each of the CSC Institution has a specific security level. The Contractor must become familiar with the security specifications contained herein.
- .6 The intent is for the Work to meet current National and Federal Codes, Standards and Guidelines.
- .7 The Contractor is to cooperate and coordinate with any other contractor on site.

I.4 PROJECT DELIVERY APPROACH

I.4.1 CONSTRUCTION PHASE

- .1 The SOA Call-up work is to be carried out based upon a fixed price quotation determined from the scope of Work.
- .2 Plans and Specifications, provided at the time of the SOA Call-up, will be the standard source of contract information outlining more complex Work.
- .3 In the case of less complex Work the SOA Call-up scope may be described by sketch and/or narration.
- .4 Work may be conducted when the facility is fully occupied. Inmate access to the Work site will be restricted.
- .5 The Contractor shall ensure full co-ordination of the work of all Sub-Contractors.
- .6 Upon completion of the Work, and as requested in the SOA Call-up, the Contractor is to prepare and submit to the Departmental Representative as-built drawings.

I.5 SUMMARY OF SERVICES

I.5.1 CONTEXT

- .1 The Contractor will be assigned the duties and responsibility of Prime Contractor when the contractor is the sole contractor on the work site.
- .2 The Contractor may be required to provide a full construction team as outlined in Section 3 Required Services and supplemented by the SOA Call-up documents.
- .3 All those employed to work on the site are to meet the requirements of the provincially legislated Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeyman, skilled, qualified and supervised.
- .4 The work force may be augmented by general labourers.

I.6 EXISTING DOCUMENTATION

I.6.1 DOCUMENTS AVAILABLE FOR THE SUCCESSFUL CONTRACTOR

- .1 Copies of all Work specific documentation will be made available to the Contractor at the time of the SOA Call-up.
- .2 Limited as-built drawings and Operation & Maintenance Manuals are available on the Work site. If referenced, the Contractor will be responsible for verifying the accuracy of the information contained.

I.6.2 DISCLAIMER

- .1 Reference information will be available in the language in which it is written.
- .2 The documentation may be unreliable and is offered, “As is” for the information of the Contractor.

I.7 CODES, ACTS, STANDARDS, REGULATIONS

I.7.1 GENERAL

- .1 The Work shall, unless otherwise specified, be constructed in a manner which:
 - .1 Is compliant with all applicable federal and provincial regulations and Codes.
- .2 Adherence to all applicable codes and standards and without limiting the generality of the foregoing shall include the most current edition of the following:
 - .1 The NRC National Building Code of Canada,
 - .2 The NRC National Fire Code of Canada,
 - .3 The NRC National Plumbing Code of Canada,
 - .4 The Canadian Electrical Code,
 - .5 Canada and WorkSafe (BC) Occupational Health and Safety Regulations,
 - .6 Canada Labour Code (including latest revisions of all regulations)
 - .7 CSA S478-95 (R2007) Guideline on Durability in Buildings,
 - .8 Federal Fire Protection Standards,
 - .9 Treasury Board Fire Protection Standard,
 - .10 National Fire Protection Association (NFPA) standards,
 - .11 American Society for Testing and Materials (ASTM),
 - .12 American National Standards Institute (ANSI),
- .3 In the event of a conflict between Codes, the more stringent shall take precedence.

2 PROJECT ADMINISTRATION

2.1 GENERAL REQUIREMENTS

- .1 The Contractor shall comply with the Work specific requirements as identified in the SOA Call-up.

2.2 COMMUNICATIONS AND MEETINGS

2.2.1 COMMUNICATION

- .1 If any communication with the User Departments results in the need for any change to the scope of Work, quality, cost or schedule, the Contractor shall inform the Departmental Representative, and seek written direction, before taking any action. No change is to be actioned without written direction from the Departmental Representative.
- .2 Correspondence
 - .1 All correspondence from the Contractor shall be distributed to the Departmental Representative.
 - .2 There shall be no correspondence between CSC and the Contractor, unless directed by the Departmental Representative.
 - .3 The terms of the Work scope, budget or schedules must be authorized in writing by the Departmental Representative through an official Contract Amendment as defined in the General Conditions of this SOA.
 - .4 All correspondence must carry the Contract name, PWGSC / CSC Project title, PWGSC Project number, and date.

2.2.2 MEETINGS

- .1 The Departmental Representative will arrange meetings, as required, throughout the Work.
- .2 Meetings will be held on site, in the offices of the issuing representative.

2.2.3 WORK RESPONSE TIME

- .1 It is a requirement of all Work that the key personnel of the Contractor are personally available to attend meetings or respond to inquiries within half a working day.
- .2 During the Work, the Contractor's Key Personnel shall be:
 - .1 Available to attend meetings and respond to inquiries within one (1) working day notice
 - .2 Able to respond to urgencies within four (4) hours, including those occurring during off-hours and on weekends/ holidays.
- .3 On occasion, there may be urgent, problem-solving meetings.
 - .1 The Contractor must be available to attend such meetings on the Work site within four (4) business hours.

2.3 ROLES AND RESPONSIBILITIES

2.3.1 CONTRACTOR

- .1 The “Contractor’s Team” must be eligible and registered to work in the province of British Columbia. The Contractor’s Team is composed of the Contractor and designated employees along with Sub-Contractors and their designated employees.
- .2 The Contractor and Sub-Contractors must perform the Work to a professional standard as outlined in the SOA and SOA Call-up.
- .3 The Contractor shall:
 - .1 During the construction phases:
 - .1 Participate in construction meetings,
 - .2 Ensure sub-Contractors attend required meetings.
 - .3 Attend site inspection meetings.

2.3.2 THE PWGSC TEAM

- .1 Pertaining to PWGSC Issued Call Ups
 - .1 The PWGSC Project Manager is the Departmental Representative and is responsible for conveying all User Department requirements to the Contractor.
 - .2 The Departmental Representative will schedule, record and distribute the record of decisions for all meetings.
 - .3 The Departmental Representative will facilitate discussions between the main stakeholders of the overall project including, but not limited to; PWGSC, the Consultant, the Contractor and User Department stakeholders.

2.3.3 USER DEPARTMENT

- .1 The CSC Project Contact is responsible for communicating the interests of the CSC, in collaboration with the Departmental Representative.
 - .1 Unless directed otherwise, all communication with the CSC is through the Departmental Representative.
 - .2 See Part 2.2.1 above.
- .2 CSC is responsible for the resolution of all security issues.

3 REQUIRED SERVICES

3.1 SUMMARY OF CONSTRUCTION WORK

3.1.1 PRE-CONSTRUCTION REPORT

- .1 Undertake a pre-construction report to determine the following;
 - .1 Material take-off.
 - .2 Construction quote.
 - .1 The construction quote is not to include Project Management fees, Consultant fees, Risk Allowance, Escalation or GST and is in ‘Budget-Year (Current)’ dollars.
 - .2 The construction quote is to include Labour, Material, Plant and Overhead & Profit
 - .3 Construction Milestone Schedule (including Shop Drawing submissions and approval timelines).

3.1.2 LIST OF REQUIRED CONTRACTOR RESOURCES AND PLANT. CONSTRUCTION SERVICES

- .1 Contractor is to provide all plant, labour, equipment and material to complete assigned Work.
- .2 The services to be provided by the Contractor will be defined in the SOA Call-up. Services may include, but shall not be limited to, the following:
 - .1 Prepare, Review and Submit for review of all required Shop Drawings.
 - .2 Prime Contractor duties, including responsibilities defined by the *Occupational Health and Safety Act*.
 - .3 Selective demolition.
 - .4 Waste sorting.
 - .5 Waste recycling or disposal at the end of each work day.
 - .6 Plumbing:
 - .1 Domestic Water Systems
 - .2 Sanitary Waste and Storm Drainage Systems
 - .3 Foundation Drains
 - .4 Cleanouts, Manholes and Catch Basins
 - .5 Natural Gas Systems
 - .6 Plumbing Fixtures and Trim
 - .7 Trim Schedule
 - .8 Facility Compressed Air Systems
 - .9 Pumps
 - .7 Sheet metal ducting.
 - .8 Air handling systems.
 - .9 Piping.
 - .10 Hydronic systems.
 - .11 Field Services and Quality Assurance of Work conducted.
 - .12 Repair to any existing conditions that may be damaged during the Work.
 - .13 Preparation and submission of As-Built drawings to the Departmental Representative upon completion of the Work.
 - .14 Preparation and submission of maintenance manuals to the Departmental Representative upon completion of the Work.
 - .15 Daily Work-Site Clean-up and final Work Clean-up.
 - .16 Other related duties as defined in the SOA Call-Up.

3.1.3 IN ADDITION, CONTRACTOR IS RESPONSIBLE FOR:

- .1 Repair to any existing conditions that may be damaged during the Work.
- .2 Preparation and submission of As-Built drawings to the Departmental Representative upon completion of the Work.
- .3 Preparation and submission of maintenance manuals to the Departmental Representative upon completion of the Work.
- .4 Daily Work-Site Clean-up and final Work Clean-up.
- .5 Other related duties as defined in the SOA Call-up.

4 SECURITY REQUIREMENTS

4.1 PURPOSE

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

4.2 DEFINITIONS

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

4.3 PRELIMINARY PROCEEDINGS

- .1 At construction start-up meeting:
 - .1 Discuss the nature and extent of all activities involved in the Project.
 - .2 Establish mutually acceptable security procedures in accordance with this instruction and the institution's particular requirements.

- .2 The contractors' responsibilities:
 - .1 Ensure that all construction employees are aware of the CSC security requirements.
 - .2 Ensure that a copy of the CSC security requirements is always prominently on display at the job site.
- .3 Co-operate with institutional personnel in ensuring that security requirements are observed by all construction employees.

4.4 CONSTRUCTION EMPLOYEES

- .1 Submit to the Departmental Representative a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee.
- .2 Allow 10 working days for processing of security clearances. Employees will not be admitted to the Institution without a valid security clearance in place and a recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC institutions are not valid at this institution except as approved otherwise.
- .3 The Director may require that facial photographs may be taken of construction employees and these photographs may be displayed at appropriate locations in the institution or in an electronic database for identification purposes. The Director may require that Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked upon arrival at the institution and shall be displayed prominently on the construction employees clothing at all time while employees are at the institution.
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
 - .1 appear to be under the influence of alcohol, drugs or narcotics.
 - .2 behave in an unusual or disorderly manner.
 - .3 are in possession of contraband.

4.5 VEHICLES

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

storage trailers located inside and outside the perimeter. All storage trailers inside and outside the perimeter must be locked when not in use.

4.6 PARKING

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

4.7 SHIPMENTS

- .1 To avoid confusion with the institution's own shipments, address all shipments of project material, equipment and tools in the Contractor's name and have a representative on site to receive any deliveries or shipments. CSC or PWGSC staff will NOT accept receipt of deliveries or shipments of any material equipment or tools for the contractor.

4.8 TELEPHONES

- .1 The installation of telephones, facsimile machines and computers with Internet connections is not permitted within the Institution perimeter unless prior approved by the Director.
- .2 The Director will ensure that approved telephones, facsimile machine and computers with Internet connections are located where they are not accessible to inmates. All computers will have an approved password protection that will stop an Internet connection to unauthorized personnel.
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, Blackberries, PDAs, telephone used as 2-way radios are not permitted within the Institution unless approved by the Director. If wireless cellular telephones are permitted, the user will not permit their use by any inmate.
- .4 The Director may approve but limit the use of 2-way radios.

4.9 WORK HOURS

- .1 Work hours within the Institution are: (typically 700 TO 1900), but may vary from institution to institution, Monday through Friday except for holidays.
- .2 Work is not permitted during weekends and statutory holidays without the permission of the Director. A minimum of seven days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waived by the Director.

4.10 OVERTIME WORK

- .1 Provide 48 hours advance notice to Director for all work to be performed after normal working hours of the Institution. Notify Director immediately if emergency work is

required, such as to complete a concrete pour or make the construction site safe and secure.

4.11 TOOLS AND EQUIPMENT

- .1 Maintain a complete list of all tools and equipment to be used during the construction project. Make this inventory available for inspection when required by the Institution.
- .2 Throughout the construction project maintain up-to-date the list of tools and equipment specified above.
- .3 Keep all tools and equipment under constant supervision, particularly power-driven and cartridge- driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations.
- .5 Lock all tool boxes when not in use. Keys to remain in the possession of the employees of the contractor. Secure and lock scaffolding when not erected and when erected Secure in a manner agreed upon with the Institution designate.
- .6 Report all missing or lost tools or equipment immediately to the Departmental Representative/Director.
- .7 The Director will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
 - .1 At the beginning and conclusion of every work day or shift upon entering and exiting the Institution.
 - .2 At any time when contractor is on Institution property.
- .8 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the Director's representative at the end of each day. Maintain up to date inventory of all used blades/cartridges.
- .9 If propane or natural gas is used for heating the construction, the institution will require that the contractor supervise the construction site during non-working hours.

4.12 KEYS

- .1 Security Hardware Keys.
 - .1 Arrange with the security hardware supplier/installer to have the keys for the security hardware to be delivered directly to Institution, specifically the Security Maintenance Officer (SMO).
 - .2 The SMO will provide a receipt to the Contractor for security hardware keys.
 - .3 Provide a copy of the receipt to the Departmental Representative.
- .2 Other Keys
 - .1 Use standard construction cylinders for locks for his use during the construction period.
 - .2 Issue instructions to employees and sub-trades, as necessary, to ensure safe custody of the construction set of keys.
- .3 Upon completion of each phase of the construction, the CSC representative will, in conjunction with the lock manufacturer:
 - .1 Prepare an operational keying schedule
 - .2 Accept the operational keys and cylinders directly from the lock manufacturer.
 - .3 Arrange for removal and return of the construction cores and install the operational core in all locks.
- .4 Upon putting operational security keys into use, the PWGSC construction escort will obtain these keys as they are required from the SMO and open doors as required by the Contractor. The Contractor shall issue instructions to his employees advising them that all security keys shall always remain with the PWGSC construction escort.

4.13 SECURITY HARDWARE

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

4.14 PRESCRIPTION DRUGS

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

4.15 SMOKING RESTRICTIONS

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

4.16 CONTRABAND

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

4.17 SEARCHES

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

4.18 ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY

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

4.19 MOVEMENT OF VEHICLES

- .1 Construction vehicles are not to leave the Institution until an inmate count is completed. Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate during the following hours:
 - .1 AM: 0745 hrs. to 1100 hrs.
 - .2 PM: 1300hrs. to 1530 hrs.
- .2 The contractor will advise the Director twenty four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .3 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search, must be under continuous supervision by CSC staff or PWGSC construction escorts working under the authority of the Director.
- .4 Commercial vehicles will only be allowed access to institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction project.
- .5 Vehicles will be refused access to institutional property if, in the opinion of the Director, they contain any article which may jeopardize the security of the institution. Arrange with Director for parking of contractor's vehicles at minimum security Institutions.
- .6 Private vehicles of construction employees will not be allowed within the security wall or fence of medium or maximum security institutions without the authorization of the Director.
- .7 With the approval of the Director, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The Director may require that the equipment be secured with a chain and padlock to another solid object.

4.20 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

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

4.21 SURVEILLANCE AND INSPECTION

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

4.22 STOPPAGE OF WORK

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

4.23 CONTACT WITH INMATES

- .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any employee doing any of the above will be removed from the site and his security clearance revoked.
- .2 Digital cameras (or any other type) are not allowed on CSC property.
- .3 Notwithstanding the above paragraph, if the director approves of the use of cameras, it is strictly forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

4.24 COMPLETION OF CONSTRUCTION PROJECT

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

END OF SECTION

5 SUMMARY OF HEALTH AND SAFETY

5.1 REFERENCES

5.1.1 . GOVERNMENT OF CANADA.

- .1 Canada Labour Code - Part II
- .2 Canada Occupational Health and Safety Regulations.

5.1.2 NATIONAL BUILDING CODE OF CANADA (NBC):

- .1 Part 8, Safety Measures at Construction and Demolition Sites.

5.1.3 CANADIAN STANDARDS ASSOCIATION (CSA) AS AMENDED:

- .1 CSA Z797-2009 Code of Practice for Access Scaffold
- .2 CSA S269.1-1975 (R2003) Falsework for Construction Purposes
- .3 CSA S350-M1980 (R2003) Code of Practice for Safety in Demolition of Structure
- .4 CSA Z1006-10 – Management of Work In Confined Space

5.1.4 NATIONAL FIRE CODE OF CANADA 2010 (AS AMENDED)

- .1 Part 5 – Hazardous Processes and Operations and Division B as required.

5.1.5 AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI):

- .1 ANSI A10.3, Operations – Safety Requirements for Powder-Actuated Fastening Systems.

5.1.6 PROVINCE OF BRITISH COLUMBIA:

- .1 Workers Compensation Act Part 3-Occupational Health and Safety.
- .2 Occupational Health and Safety Regulations

5.2 RELATED SECTION

- .1 Refer to the current National Master Specifications as required.

5.3 WORKERS' COMPENSATION BOARD COVERAGE

- .1 Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.
- .2 Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date the Certificate of Completion is issued.

5.4 COMPLIANCE WITH REGULATIONS

- .1 PWGSC may terminate the Contract without liability to PWGSC where the Contractor, in the opinion of PWGSC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.
- .2 It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

5.5 SUBMITTALS

- .1 Submit to Departmental Representative submittals listed for review.
- .2 Work effected by submittal shall not proceed until review is complete.
- .3 Submit the following:
 - .1 Health and Safety Plan.
 - .2 Copies of reports or directions issued by federal and provincial health and safety inspectors.
 - .3 Copies of incident and accident reports.
 - .4 Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements.
 - .5 Copy of current construction safety manual including safe work procedures
 - .6 Emergency Procedures
- .4 The Departmental Representative will review the Contractor's Site Specific Project Health and Safety Plan and Emergency Procedures, and provide comments to the Contractor within

- 5 (five) days after receipt of the plan. Revise the plan as appropriate and resubmit to Departmental Representative.
- .5 Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to Departmental Representative.
 - .6 Submission of the Health and Safety Plan, and any revised version, to the Departmental Representative is for information and reference purposes only. It shall not:
 - .1 Be construed to imply approval by the Departmental Representative.
 - .2 Be interpreted as a warranty of being complete, accurate and legislatively compliant.
 - .3 Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

5.6 RESPONSIBILITY

- .1 If one or more contractors are employed at the site, you may be requested to assume responsibility as the Prime Contractor for work under this contract and appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location in accordance with sections 118 and 119 of Part 3 of the Workers Compensation Act.
- .2 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .3 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 Health and Safety Plan, control personnel, and temporary lighting as required.

5.7 HEALTH AND SAFETY COORDINATOR

- .1 When required by Worksafe B.C. regulations the prime Contractor shall appoint a Health and Safety Coordinator who is a Registered Occupational Hygienist and shall:
 - .1 Be responsible for completing all health and safety training, and ensuring that personnel that do not successfully complete the required training are not permitted to enter the site to perform work.
 - .2 Be responsible for implementing, daily enforcing, and monitoring the site-specific Health and Safety Plan.
 - .3 Be on site during execution of work.

5.8 GENERAL CONDITIONS

- .1 Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.
- .2 Ensure that non-authorized persons are not allowed to circulate in designated construction areas of the work site.
 - .1 Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting, as required.
 - .2 Secure site after working hours in accordance with – Security Requirements.

5.9 UTILITY CLEARANCES

- .1 . The Contractor is solely responsible for all utility detection and clearances prior to starting the work
- .2 The Contractor will not rely solely upon the Reference Drawings or other information provided for utility locations.

5.10 PROJECT/SITE CONDITIONS

- .1 Work at site involves:
 - .1 Contract will involve working in areas where inmates may be present, who are under supervision by CSC staff. The contractor and all employees under their control shall Conform to– Security Requirements, Section 4.23 for Contact with Inmates and other security requirements pertaining to a CSC Institution.
 - .2 CSC (federal) operational staff.

5.11 REGULATORY REQUIREMENTS

- .1 Comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.
- .2 In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Departmental Representative will advise on the course of action to be followed.

5.12 FILING OF NOTICE

- .1 The Contractor/Prime Contractor is to complete and submit a Notice of Project (NOP) to the Provincial authorities. PWGSC requires a NOP to be filed for all work.
- .2 Provide copy of all NOP's to the Departmental Representative.

5.13 HEALTH AND SAFETY PLAN

- .1 Conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.
 - .2 Develop, implement, and enforce a Site Specific Project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:
 - .1 Primary requirements:
 - .1 Contractor's safety policy.
 - .2 Identification of applicable compliance obligations.
 - .3 Definition of responsibilities for project safety/organization chart for project.
 - .4 General safety rules for project.
 - .5 Job-specific safe work, procedures.
 - .6 Inspection policy and procedures.
 - .7 Incident reporting and investigation policy and procedures
 - .8 Occupational Health and Safety Committee/Representative procedures.
 - .9 Occupational Health and Safety meetings.
 - .10 Occupational Health and Safety communication and record keeping procedures.
 - .2 Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the work.
 - .3 List hazardous materials to be brought on site as required by work.
 - .4 Indicate in writing engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
 - .5 Identify personal protective equipment (PPE) to be used by workers.
 - .6 Identify personnel and alternates responsible for site safety and health.
 - .7 Identify personnel training requirements and training plan, including site orientation for new workers.
- .3 Develop the Site Specific Health and Safety Plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.
- .4 Revise and update Site Specific Health and Safety Plan as required, and re-submit to the Departmental Representative.
- .5 Departmental Representative's review: the review of the contractors' Site Specific Safety Health and Safety Plan by Public Works and Government Services Canada (PWGSC) is for the sole purpose of ascertaining conformance with PWGSC's Construction Safety Directive and Construction Standards. PWGSC's review shall not relieve the Contractor of responsibility for errors or omissions in final Site Specific Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

5.14 EMERGENCY PROCEDURES

- .1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of:
 - .1 Designated personnel from own company.
 - .2 Regulatory agencies applicable to work and as per legislated regulations.
 - .3 Local emergency resources.
 - .4 Departmental Representative.

- .2 Include the following provisions in the emergency procedures:
 - .1 Notify workers of the nature and location of the emergency.
 - .2 Evacuate all workers safely.
 - .3 Check and confirm the safe evacuation of all workers.
 - .4 Notify the fire department or other emergency responders.
 - .5 Notify adjacent workplaces which may be affected if the risk extends beyond the construction site perimeter
 - .6 Notify Departmental Representative.

- .3 Provide written rescue/evacuation procedures as required for, but not limited to:
 - .1 Work at high angles.
 - .2 Work in confined spaces or where there is a risk of entrapment.
 - .3 Work with hazardous substances.
 - .4 Underground work.

- .4 Design and mark emergency exit routes to provide quick and unimpeded exit.

5.15 HAZARDOUS PRODUCTS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to the Departmental Representative and in accordance with the Canada Labour Code.

5.16 ELECTRICAL SAFETY REQUIREMENTS

- .1 Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all electrical personnel are completely familiar with existing and new electrical circuits and equipment and their operation.
 - .1 Before undertaking any work, coordinate required energizing and de-energizing of electrical equipment.
 - .2 Maintain electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.
 - .3 Develop, implement and enforce a communication plan with Departmental representative and CSC maintenance staff for all electrical work and lockout procedures.

5.17 ELECTRICAL LOCKOUT

- .1 Develop, implement and enforce use of established procedures to provide electrical lockout and to ensure the health and safety of workers for every event where work must be done on any electrical circuit or facility.
- .2 Prepare the lockout procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request/authorization form. Have procedures available for review upon request by the Departmental Representative.
- .3 Keep the documents and lockout tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by Departmental Representative or by any authorized safety representative.

5.18 OVERLOADING

- .1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

5.19 FALSEWORK

- .1 Design and construct falsework in accordance with CSA S269.1.

5.20 SCAFFOLDING

- .1 Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CSA Z797-2009 and B.C. Occupational Health and Safety Regulations.

5.21 CONFINED SPACES

- .1 Carry out work in confined spaces in compliance with Worksafe B.C. Part 9 Confined Spaces and CSA Z1006-10 Management of Work in Confined Space.

5.22 RESTRICTED ACCESS

- .1 Contractor shall perform a hazard assessment and develop an appropriate restricted access entry plan in accordance with Worksafe B.C. regulations.

5.23 CONFINED SPACE AND RESTRICTED SPACE OUTSIDE OF DEFINED WORK SITE

- .1 Carry out work in confined spaces in compliance with Worksafe B.C. Part 9 Confined Spaces and CSA Z1006-10 Management of Work in Confined Space. Coordinate all confined space entry work with PWGSC Departmental Representative through the contractor's confined space entry permit system.
- .2 Contractor shall perform a hazard assessment and develop an appropriate restricted access entry plan in accordance with Worksafe B.C. regulations. Coordinate all restricted access space entry work with the PWGSC Departmental Representative prior to entry.
- .3 The Contractor is required to provide a reasonable amount of time to the Departmental Representative for making arrangements for entry and/or access to Confined Space or Restricted Access spaces located outside the designated work site.

5.24 POWDER-ACTUATED DEVICES

- .1 Use powder-actuated devices in accordance with ANSI A10.3 only after receipt of written permission from the Departmental Representative.

5.25 FIRE SAFETY AND HOT WORK

- .1 Obtain Departmental Representative's authorization before any welding, cutting or any other hot work operations can be carried out on site.
- .2 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

5.26 FIRE SAFETY REQUIREMENTS

- .1 Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.
- .2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

5.27 FIRE PROTECTION AND ALARM SYSTEM

- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed.
 - .2 Shut off.
 - .3 Left inactive at the end of a working day or shift.
- .2 Do not obstruct, shut-off or leave inactive at the end of a working day or shift, the fire protection and alarm systems.
- .3 Do not use fire hydrants, standpipes and hose systems for purposes other than firefighting.
- .4 Be responsible/liable for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

5.28 UNFORESEEN HAZARDS

- .1 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Departmental Representative verbally and in writing.

5.29 POSTED DOCUMENTS

- .1 Post legible versions of the following documents on site:
 - .1 Site Specific Health and Safety Plan.
 - .2 Sequence of work.
 - .3 Emergency procedures.
 - .4 Site drawing showing project layout, locations of the first-aid station, evacuation route and marshalling station, and the emergency transportation provisions.
 - .5 Notice of Project.
 - .6 Floor plans or site plans.
 - .7 Notice as to where a copy of the Workers' Compensation Act and Regulations are available on the work site for review by employees and workers.
 - .8 Workplace Hazardous Materials Information System (WHMIS) documents.
 - .9 Material Safety Data Sheets (MSDS).
 - .10 List of names of Health and Safety Coordinator, Joint Health and Safety Committee members, or Health and Safety Representative, as applicable.
- .2 Post all Material Safety Data Sheets (MSDS) on site, in a common area, visible to all workers and in locations accessible to tenants when work of this Contract includes construction activities adjacent to occupied areas.
- .3 Postings should be protected from the weather, and visible from the street or the exterior of the principal construction site shelter provided for workers and equipment, or as approved by the Departmental Representative.

5.30 MEETINGS

- .1 Attend health and safety pre-construction meeting and all subsequent meetings called by the Departmental Representative.

5.31 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by the Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance with health and safety issues identified.
- .3 The Departmental Representative may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The General Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".

END OF SECTION