

**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**

## **Annex G: Lester B. Pearson Rehabilitation Project**



**OHS BUILDING PLAN**

Lester B Pearson – 125 Sussex Drive, Ottawa ON

## **GLOBAL HEALTH AND SAFETY POLICY**

### **Policy Statement**

BGIS is committed to providing safe and healthy working conditions for the prevention of work related injury and ill-health to our team members, partners, clients, vendors, visitors and any other party that may be affected by our business activities. Health and safety is a priority for BGIS, as a leading global provider of real estate services, facilities management, project delivery, professional services, and workplace management solutions.

### **Our Approach**

Guided by ISO 45001 and our integrated management system, BGIS is committed to reducing the number of injuries to as close to zero as possible through the elimination of hazards and the reduction of occupational health and safety risk. We use a proactive and collaborative approach in our work with our clients, vendors and team members to create and foster a safe and healthy work environment. BGIS utilizes the management system framework of Plan - Do - Check - Act to establish occupational health and safety objectives and plans.

### **Governance and Leadership**

We are committed to complying with BGIS standards, applicable legislation and industry standards. Senior management is responsible for setting health and safety objectives that are evaluated to ensure continual improvement of health and safety systems and overall performance.

### **People Engagement**

We are committed to providing resources, training, tools, procedures and support to enable our workforce to perform their roles safely and competently. All team members are responsible for identifying, communicating and, where appropriate, correcting workplace hazards in order to protect themselves, their co-workers and members of the public from harm. Our team members are expected to be fit for work mentally and physically and BGIS will provide support in the event of injury or ill health. Through consultation and participation, BGIS ensures that team members are involved in the decisions that may impact their health and safety. All team members, vendors and contractors have an obligation to follow all health and safety requirements during work activities to ensure BGIS remains one of the safest places to work.

### **Accountabilities**

The communication of this policy is paramount to its understanding and effectiveness. This policy is communicated to everyone working for, or on behalf of, BGIS. The Policy is made available to all interested parties at [www.bgis.com](http://www.bgis.com).



Gordon Hicks  
Chief Executive Officer  
April 1, 2019



Peter Papagiannis  
Chief Operating Officer  
April 1, 2019



## GLOBAL ENVIRONMENTAL POLICY

### Policy Statement

Environmental stewardship is a cornerstone of BGIS's global operating philosophy. This is guided by our integrated management system, based on the ISO 14001 standard and best practices, which is encompassed by the leading services we provide, including: real estate services, facilities management, project delivery, professional services, and workplace solutions. Through our commitments, BGIS enables innovation corporately and across our clients' real estate portfolios by developing and implementing industry leading real estate and facility management solutions.

### Our Commitment

**Commitment to the Planet** - BGIS focuses on the protection of the environment through sustainable resource use, energy and emission reduction, pollution prevention, protection of biodiversity and ecosystems, and climate change mitigation. This is supported and driven by our environmental management system.

**Commitment to Compliance** - BGIS is compliant with all applicable environmental legislation as well as other environmental requirements to which we and/or our clients subscribe have committed to adhering to.

**Commitment to Excellence** - BGIS sets objectives and targets striving for continuous improvement through process benchmarking, applying a life cycle perspective, and following a proven risk management approach. We monitor our progress and performance and communicate this regularly on our internal team site and annually in our Corporate Sustainability Report.

**Commitment to our People** - BGIS is committed to engaging and empowering our team members to operate in the most sustainable manner possible, and to be leaders environmental sustainability.

### Accountabilities

The communication of this policy is paramount to its understanding and effectiveness. This policy is communicated to everyone working for, and on behalf of, BGIS. The Policy will be made available to all interested parties at [www.bgis.com](http://www.bgis.com).



Gordon Hicks  
Chief Executive Officer  
April 1, 2019



Peter Papagiannis  
Chief Operating Officer  
April 1, 2019





**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**



**FORM**

<b>Form Title</b>	Building OHS Plan	<b>Number:</b>	RP1-HS-10141-EN
<b>Author:</b>	HSE Manager	<b>Effective Date:</b>	September 2019
<b>Owner:</b>	HSE Director	<b>Revision:</b>	8

### Building OHS Plan

#### Purpose

To formalize and clarify the health and safety responsibilities of each individual accessing the building for any matter, and through the promotion of health and safety with the ultimate objective of eliminating any opportunity for occupational injury or illness;  
To provide guidance to all work parties on meeting their obligations under our policies and the regulations; and  
To clearly identify site-specific policy and procedure as it relates to work authorization, work permit requirements, inspection of the workplace, qualification of the worker, and work refusals.

#### Overview

BGIS has been designated as the Occupational Health and Safety (OHS) Control Authority for this facility. BGIS's responsibilities at this facility include ensuring the health and safety of all occupants, visitors, service & maintenance contractors, and construction contractors at the facility. **No work activities will occur in this facility without prior authorization from BGIS.** As OHS Control Authority, BGIS has the right and will exercise their right to:

1. Review all work plans prior to the start of any work
2. Reject and/or comment on any work plans that have the potential to disrupt tenant activities, that do not adequately address risk to the property, or that do not adequately address anticipated health and safety exposures.
3. Request to see any licenses, certifications or similar credentials as well as validate those conducting the work have appropriate qualifications and training.
4. Inspect any work in progress to ensure that the work is being carried out safely as planned, in compliance with the regulations and specific contractor job submittals and in no way compromises the facility, the occupants, other service & maintenance contractors present at the site, as well as any construction contractors, visitors to the facility or the public.
5. Stop the work at any time if the approved Job Safety Plan is not being followed, a hazardous condition is discovered or created as a result of the work, or any equipment, device or system being used by a worker is observed to be unsafe in any way.
6. BGIS has strict Red Flag policies relative to any failure to adhere to the regulations and/or BGIS process. All hazardous occurrences are investigated and corrective or disciplinary action applied accordingly. Along with our own internal team members, BGIS's Safety Rules and Disciplinary Action policy outlines the disciplinary process for failing to follow our established policies and safety rules.  
Our Contractors are likewise subject to discipline and or scrutiny as outlined in this process. Essentially: following any hazardous occurrence where a subcontractor is found at fault, BGIS will temporarily suspend the work while further diligence is conducted.

*\*OHS Control Authority – Ensure the safety of the work, the people and property. Control High Hazard Work/Projects. Control Low-Medium Hazard Work. Ensure Compliance\**

<b>ANNEX FOR INFORMATION PURPOSES ONLY</b> <b>DOCUMENTATION TO BE FILLED OUT UPON AWARD</b>
--

---

## **Access & Orientation**

### **Facility Access**

Facility access is controlled by the Corps of Commissionaires. All service & maintenance Contractors, and construction contractors must sign in at Security office located at BG-190 and receive a clearance badge. This is also the meeting point if an escort is required.

Arrangements for written authorization must be made a minimum of 48 hours in advance and 72 hours in advance for Top Secret.

Certain areas of this facility may require a higher level of clearance. Per government security policy, all such areas will have signage identifying SECRET or TOP SECRET clearance requirements.

Access to any area of this facility is restricted to those having a legitimate business purpose. Executive floors (AG, A8, A10 & B5) are NOT to be accessed under any circumstances unless preauthorized and scheduled with the BGIS office and all contractors MUST be escorted by either BGIS or commissionaire in these areas.

Workers, who have not completed the BGIS Site Orientation or do not have their Orientation cards on their person can be asked to leave the premises.

An APPROVED escort will be defined as a tenant employee, member of building security or a BGIS staff member

Failure to cancel, overbook, or underutilized security escort personnel could result in the contractor being back charged a minimum of 4 hours labor, if 24 hours cancellation notice is not provided.

### **Hours of Operation/Holiday Schedule/After Hours Work**

This facility is very busy and can be staffed seven days a week. The normal working hours are weekdays from 06:00 until 18:00. There needs to be close coordination between BGIS and the client/tenant's management group to ensure that there is no unnecessary disruption. The facility's building automation controls systems are programmed to adjust temperature, humidity and ventilation in order to conserve energy. If a contractor or service provider requires adjustments to perform work, we ask that you make arrangements as soon as possible with the Buyer of Service.

*\*\*Please Note\*\* A Buyer of Service can be a Property Services Coordinator (PSC), Tenant Services Coordinator (TSC), Maintenance Team Lead (MTL) or Project Manager (PM)*

### **Smoking**

Smoking is not permitted in any federal government building including roof tops or in the immediate area of any entrances/exits.

### **Elevators/Freight Elevator**

The tenant/client has priority access to all elevators. Do not exceed the posted loading capacities for the elevator being used.

There is 14 passenger elevator and 2 freight elevator in the facility and 1 shuttle elevator. Close coordination with BGIS personnel and entry into the "time & space" calendar is essential. If there is any damage to the interior of the elevator is to be immediately reported to either your BGIS contact or to Security during afterhours work.

<b>ANNEX FOR INFORMATION PURPOSES ONLY</b> <b>DOCUMENTATION TO BE FILLED OUT UPON AWARD</b>
--

### **Roof Access**

Lester B Pearson Building has 17 roof levels with 17 access points (7 man doors & 10 roof access windows). Each roof access point is marked with a current Roof Anchor Inspection and drawings of anchor points. The majority of roofs do not have adequate guardrails in place at the roof edge. Everyone accessing the roof is expected to have a plan mitigating risk of fall.

If area requiring access is within an ongoing construction project, access must be coordinated in advance with the contractor.

All contractors and/or consultants must provide a Job Hazard Analysis, based on their scope of work, outlining a site specific Fall Rescue Plan for each level requiring access, if required.

No roof top (with the exception of Tower A, 9<sup>th</sup> Floor Terrace) will be accessed without proof of valid Working at Heights training and/or Fall Hazard Training, where required.

The contractor and/or consultant is required to sign out roof access keys at security and return the keys at the end of every visit.

### **On Site Parking**

Parking in this facility at a first come first serve basis. If designated parking area is full, contracted employees are responsible for their own parking and payment of any parking infractions.

### **Washrooms**

There are a number of washrooms in this facility. If project work is taking place on the grounds or on the exterior of the building, personnel do require clearance to enter the facility. Contractors are not permitted to clean their tools in the washrooms or janitor's closets for any reason. Should the facility cleaners have to clean up a mess left behind by the contractor, the contractor will be charged back the costs associated with the cleanup.

### **Unattended Packages/Equipment**

Any item that can be perceived as a suspicious package (i.e. tool boxes, boxes, bags of yard waste, knapsack or purse), unattended inside or outside of the Lester B Pearson Building and property are at risk of being interpreted as a suspicious package and could result in an emergency incident involving GAC Domestic Security and City of Ottawa Emergency Response services. Should a situation of this nature occur, GAC Domestic Security will be providing the City of Ottawa with the information on the owner of the package for them to follow-up with and to deal with any such matter and could result in fines of up to \$10,000.

---

### **Obtaining Security Clearance:**

As noted, all workers requiring unescorted access to this site for business purposes will require Government of Canada Reliability-level screening as a minimum.

Both of the following forms must be completed by each individual requiring access (Unless they already have a valid security clearance through CISD)

Personnel Screening Consent and Authorization Form (TBS/SCT 330-23E)

Security Clearance Form (TBS/SCT 330-60E)

Completed forms can be directed to [securityscreenings@BGIS.com](mailto:securityscreenings@BGIS.com)

---

### **BGIS Contractor Safety Handbook:**

All Contractor firms will be required to sign their acknowledgment of the policies and procedures as outlined in the BGIS Contractor Safety Handbook.


**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**

### Site Orientation

It is the responsibility of the general contractor to make certain that all their employees have participated in the ComplyWorks orientation and has a certificate wallet card upon request. It is also the responsibility of the general contractor to communicate the OHS Building Plan to all workers on site including sub-contractors during their site orientations.

Upon completion of the Site Orientation Module, workers will obtain a wallet card that details the module completed, the date that it was taken, the name of the company, and the worker's full name.

*Figure TS-2.1 – Wallet Card*

 <h2 style="text-align: center;">Certificate</h2> <p><b>Instructions</b> Print this document. Cut out the wallet-size certificate and present it whenever you enter the client's site. Keep the rest of the document for your records.</p>	<p>Certificate #: 1761972-1017735-333941</p> <p>Date: 2013-11-26 Expiry Date: 2016-11-26</p> <p>This card certifies that <b>Jaclyn Goodall, of Brookfield Johnson Controls Canada LP</b> has successfully completed: <b>TPSGC -Seance d'orientation -Campus Carling -FR</b></p> <p>Issuer: Robert Thompson, Health, Safety and Environment Manager</p> <p>Signed: _____ Date: 2013-11-26</p>
---	--

### Loading Dock Procedure

The loading dock is controlled by Global Affairs Canada (GAC) security. GAC, Public Service and Procurement Canada (PSPC) and BGIS shall be given priority access. All users are expected to share the use of the facility in the spirit of courtesy and cooperation. Should access be required to the loading dock outside of the hours identified, additional security coverage must be prearranged through BGIS, and the cost of the additional security guard coverage will be at the contractor's expense. Loading dock or BGIS personnel **will not** sign for any contractor's deliveries.

Only loading docks may be used to bring in construction materials to the site. It is not acceptable for contractors to bring materials in through the other entrances at the site. Should material movement be required through another entrance or exit door, prior approval must be obtained from BGIS.

Only one contractor will be permitted to use each loading dock at any given time. This is to ensure the safety of the workers through separation of the work activities via time and space. Security must be present to open all overhead doors and loading dock man doors.

Security is required to remain at the loading dock for the entire duration that the doors are open. The use of existing material handling equipment (i.e. Lift truck, dollies, ECT...) is not permitted. All materials unloaded at a loading dock must immediately be removed from the loading dock area to an approved staging area.

<b>ANNEX FOR INFORMATION PURPOSES ONLY</b> <b>DOCUMENTATION TO BE FILLED OUT UPON AWARD</b>
--

---

## **Contractors**

Ensure all workers on site have completed the BGIS Orientation for this facility.

Obtain a Work Permit from BGIS as described further in this document.

All scheduled work must be communicated to BGIS at least 24 hours prior to arriving on site to ensure work is scheduled in the facility Time and Space Calendar.

Extend an invitation to BGIS for all on site safety meetings.

Ensure workers have with them: all required personal protective equipment (PPE) and are competent in the use of that PPE; that workers have access to a first aid kit and a fire extinguisher if appropriate, and that up to date SDS are available for any hazardous materials associated with the work.

Provide clear written instruction (safe work procedures) to the workers, prior to the start of the work.

Provide an adequate level of supervision for the work and inspect the work and the worksite on a regular frequency.

## **Log Books**

Contractors and service providers are expected to fill out all logbooks in their entirety.

All contractors are responsible for obtaining their own permits. The permits must be obtained prior to the start of work and shall become part of the project documents and posted at the worksite for the duration of work.

If electrical work is required, the Electrical Safety Authority (ESA) logbook in the facility must be filled in where applicable

---

## **Site Hazards & Controls**

Contractors shall communicate hazards and controls to all workers on their work site.

Contractors will augment controls and adjust their safety plans accordingly relative to any identified hazards.

A Health Safety & Environmental Coordinator from BGIS will conduct regular inspections of ongoing project work to ensure all work activities are being carried out in a safe and responsible manner, and as per the approved BGIS Work Permit and approved Site Specific Safety Plans.

Any scheduling concerns that would prevent BGIS from separating work activities appropriately via time and space will be immediately addressed and formally raised by the Property Manager/Designate to the Buyer of Service. The implementation of a Space Allocation Form may be required between the contractors and their respective projects.

## **Housekeeping**

It is expected each contractor or service provider to clean the work area/site as required. Also it may be required to clean common areas such as elevator lobbies and hallways. A discussion of expectations can be tabled with the Buyer of Service. The facility cleaners are not responsible for cleaning a worksite or a common areas that have been effected by the work site.

## **Dust Control**

Dust control is a vital element in meeting safety, health and environmental requirements. Dust control systems not only help reduce site emissions but also protect employees. All contractors performing work in BGIS managed buildings, that will create dust, smoke, fumes, vibration, etc., must submit a detailed dust mitigation plan along in their site specific safety plans, prior to the commencement of work. The plan, at a minimum must include: mechanical ventilation isolation / controls, dust tight partitions and other measures to ensure dust does not migrate outside the work area. This plan must be adhered to throughout the duration of the work creating the dust,



<p style="text-align: center;"><b>ANNEX FOR INFORMATION PURPOSES ONLY</b> <b>DOCUMENTATION TO BE FILLED OUT UPON AWARD</b></p>
--

and must be followed by all the workers on site. A system-by pass permit may also be required. BGIS reserves the right to request contractor make improvements should the mitigation plan in place not be sufficient.

#### **Waste Removal**

All construction waste is to be dealt with. No construction/project waste whatsoever is to be discarded into any of the facilities waste containers, bins or removal systems. This facility is committed to industry best practices with respect to sustainable development. All contractors are encouraged to recycle materials whenever possible. Please discuss proper recycling and disposal with the work requestor.

#### **Material Storage**

Storage is very limited. The Buyer of Service will assess each request for storage on an individual basis.

#### **Noise/Vibration**

It is inevitable that there will be a certain amount of noise created with any type of work. However, the facility occupants of this building are sensitive to noise and because of this, it may be required that some tasks or work shall be conducted after regular business hours, or in some cases, it may have to be scheduled around the occupant's schedule. The Buyer of Service shall arrange accordingly.

#### **Core Drilling**

Before any core drilling can take place through a wall, floor or roof slab, verification shall be made as to ensure that no wiring or piping is embedded.

A scan of locates is also mandatory for outdoor project work that involves excavating or trenching.

#### **Designated Substances**

The Designated Substances Survey (DSS) and the Asbestos Management Plan (AMP) are available for viewing by the contractor or service provider.

A site specific Designated Substances Report (DSR) may be required for project specific work. Please discuss this with the Buyer of Service.

If during the course of the work a designated substance is discovered, disturbed or damaged, the contractor or service provider shall contact the work requestor immediately.

Ontario's designated substances include but limited to; **arsenic, asbestos, lead, mercury, silica and vinyl chloride.**

**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**

**The Work Permit Process is used by BGIS in the role of OHS Control Authority so as to remain fully aware of all work activities occurring on site, as well as to appropriately coordinate and separate work activities from a safety standpoint. The Work Permit also allows BGIS to review the work plans to ensure that all risks, hazards and controls have been considered relative to any planned work activity.**

Upon review of submitted Work Permits, BGIS may also request to see evidence of qualification, training, instrument calibration, etc. so as to ensure that the workers are qualified and properly equipped relative to the task.

#### **Requirement**

Work Permits are mandatory for all work activities, including project work.

A copy of the work permit (hardcopy or electronic) must be available at the work site. Workers unable to produce a copy of an approved Work Permit will be required to cease all work activity until it can be produced.

The frequency of Work Permits will be determined by the Buyer of Service. In relation to project work only, a single permit may be sufficient in relation to all planned work activities.

#### **Hazardous Occurrence/Hazardous Conditions Reporting**

All Hazardous Occurrences or Hazardous Conditions must be reported to the Buyer of Service immediately.

Immediate hazardous occurrences involving injury should be reported to the Buyer of Service.

All incident investigation reports shall be submitted to the Buyer of Service

In all cases BGIS will follow-up with the reporting party to ensure that concern has been resolved.

#### **Stop Work**

BGIS policy is to initiate a Stop Work whenever a potentially dangerous occurrence is identified. Notification of a Stop Work will be provided by the BGIS Property Manager to PSPC as per standard Incident Process.

The situation will then be investigated fully by BGIS, who will work with management and all parties involved ensuring that the identified hazard is controlled to the satisfaction of the party who reported the concern as well as the Health Safety & Environmental Coordinator.

The Red Flag Process may be initiated at this point.

#### **Emergency Procedures**

**Call 9-1-1 for all life-threatening emergencies**

After calling 911, report the incident to BGIS Site Office

In the event of a fire alarm:

- All workers must follow the posted fire safety and evacuation plans located in the elevator lobbies and access to the stairwells.
- Do not use the elevators; proceed to the ground floor using the nearest stairwell.
- If you are mobility impaired, contact building security at 613-992-5452 for assistance.
- Obey all instructions provided by building security and designated floor wardens.
- All Project and Construction activity will require a posted project-specific emergency response plan.

<p style="text-align: center;"><b>ANNEX FOR INFORMATION PURPOSES ONLY</b> <b>DOCUMENTATION TO BE FILLED OUT UPON AWARD</b></p>
--

### **Training & Qualifications**

As identified in the Roles and Responsibilities section of this document, it is the responsibility of each employer to ensure all workers have appropriate competency, qualifications and training prior to assigning the work.

As noted in the Work Permit Process section of this document, BGIS reserves the right to request proof of competency and training prior to authorizing the work to proceed.

### **Liaison with client**

All correspondence or inquires between the facilities management groups are to be directed through the work requestor. Only the previously mentioned can authorize changes in the scope of work. The contractor or service provider, his/her employees and/or sub-contractors are to refrain from discussing any details of the scope of work with anyone other than those individuals directly involved with the maintenance or service requirements. The correct communication path is the work requestor to the property manager.

**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**

## Key Contact Information

**Table TS-2.5 –Key Contact Information**

Contact		Organization	Phone	Email/Quick Link
Emergency		Municipality	9-1-1	NA
Site Specific Orientation		BGIS	NA	<a href="https://cw1.complyworks.com/employer_orientations.php?item=2054">https://cw1.complyworks.com/employer_orientations.php?item=2054</a>
General Information – Health & Safety		BGIS	NA	<a href="mailto:safety@BGIS.com">safety@BGIS.com</a>
Building Security		Commissionaires	613-992-5452	
David DeLenardo	Property Manager	BGIS	613-914-2429	<a href="mailto:David.Delenardo@bgis.com">David.Delenardo@bgis.com</a>
Edward Torres	Associate Property Manager	BGIS	613-552-9456	<a href="mailto:Edward.Torres@bgis.com">Edward.Torres@bgis.com</a>
Dan Astles	HSE Manager	BGIS	613-915-4948	<a href="mailto:Dan.Astles@bgis.com">Dan.Astles@bgis.com</a>
Heather Kewley	HSE Coordinator	BGIS	613-914-9784	<a href="mailto:Heather.Kewley@bgis.com">Heather.Kewley@bgis.com</a>
Shawn Findlay	Maintenance Team Lead	BGIS	819-593-5056	<a href="mailto:Shawn.Findlay@bgis.com">Shawn.Findlay@bgis.com</a>
Fraser Marston	Asst. Maintenance Team Lead	BGIS	613-807-0660	<a href="mailto:Fraser.Marston@bgis.com">Fraser.Marston@bgis.com</a>
	Property Services Coordinator	BGIS		
Andrew Warda	Tenant Services Coordinator	BGIS	613-915-4996	<a href="mailto:Andrew.Warda@bgis.com">Andrew.Warda@bgis.com</a>
Richard King	Tenant Services Coordinator	BGIS	613-889-8994	<a href="mailto:Richard.King@bgis.com">Richard.King@bgis.com</a>



**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**



## **Acknowledgement Notification**

**Building(s):** Lester B Pearson Building - OHS Plan Revision 8 (September 2019)

**Service provided:** \_\_\_\_\_

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

I acknowledge that I have read and understand the following documents:

- **BGIS OHS Building Plan**
- **BGIS Contractor Handbook**

During orientation I will communicate these documents to all my employees and sub-contractors. I will abide by the rules and regulations stated in these documents. I shall also abide by the Occupational Health & Safety Act, Industrial Regulations 851, as well as all other pertaining regulations and required permits (i.e. window washer Regs.)

<b>Contractor/Service Provider:</b> _____	
<b>Company Phone Number:</b> _____	
<b>Supervisor's name:</b>	<b>Supervisor's Phone Number:</b>
<b>Location(s) of work:</b>	
<b>Signature:</b>	<b>Date:</b>

If Required:

**Sub-Contractor Name:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sub-Contractor Name:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**

*Appendix A – Site Specific Hazard Identification*

	Type of Hazard	Hazard Present	Explanation of Hazard (If needed)	Controls currently in place
1	Access to Facility and Project Area	✓	Water at entrances due to inclement weather	Wet floor signs, Restricted access
2	Loading dock area		No Fresh air supply, Limited overhead space, vehicle traffic, Carbon monoxide	Carbon Monoxide sensor installed, Designated walkways, Vehicles to be shut down while loading/unloading
3	Hallways	✓	Slip Hazards	Wet floor signs
4	Tenant space	✓		Work in occupied spaces to be completed after hours
5	Vehicle traffic on property	✓	High Traffic exiting loading dock and parking areas	"Slow" signs posted, designated cross walk
6	Fire Exits clear and unobstructed	✓	Some stairwells do not lead to exits	Maintain minimum clearances in the hallways, signs posted indicating "no exit"
7	Washrooms Locations	✓		Minimum amount of washrooms must remain open
8	Lighting	✓	Limited lighting in stairwells when there is a power outage	Battery powered emergency lighting
9	Heating	✓	Hot surfaces in penthouse and mechanical rooms, steam heating lines in the building	Restricted access
10	Fire Alarm Systems	✓	No fire alarm siren/light on roof	Maintain means of contact with fire watch inside building
11	Fire Alarm Panel monitored	✓		Remote monitoring, If work requires the system to be shut down work must be completed after hours with fire watch. Panel to be monitored
12	Smoke detectors	✓		Present
13	Heat Detectors	✓		Present
14	Storage areas	✓		Present
15	Certified Roof Anchors	✓	Present	Certificate of inspection posted on access point.
16	Access Ladders	✓	Present	Hazard poster attached. Warning signs posted

**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**

	Type of Hazard	Hazard Present	Explanation of Hazard (If needed)	Controls currently in place
17	Pinch Points			
18	Controlled Products	✓	Various	Updated MSDS sheets on site
19	Hazardous Substances	✓	Various	Updated MSDS sheets on site
20	Mould	✓		If observed, notify building operator
21	Asbestos Present	✓	Various	Refer to the on site Asbestos Management Plan, Contractor acknowledge form
22	Vibration			
23	Radiation	✓	Microwaves on the Roof	Controlled/Restricted access to certain areas of the roof
24	Excavation	✓	Ground Level Air Intakes, carbon monoxide, diesel fumes	Intake to be shut down when working near ground level units
25	Overhead Electrical	✓	Close to Roadways None on-site	
26	Buried Utilities Requires Locating	✓	Buried steam, hydro, water, and sewer lines	Areas to be marked by the contractor
27	Uneven Surfaces	✓	Potential outside building	
28	Slippery Surfaces	✓		Caution signs
29	Noise	✓		Noise generating work to be completed after hours
30	Confined Space BGIS	✓	Sump pit, Elevator pits	Rescue plan required, spaces identified. Lock out tag out procedures
31	Confined Space PWGSC			
32	Oxygen deficient / enriched	✓	Potential sump pit, elevator pit	Air monitoring required, refer to Workspace Identification Posters
33	Permit system required	✓	Confined Space	Entry permit required

**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**

	Type of Hazard	Hazard Present	Explanation of Hazard (If needed)	Controls currently in place
34	HVAC	✓	Dust, fumes, asbestos if disturbed. Access panel doors on rooftop AC units must be secured. Potential fall hazard inside units.	HVAC unit to be shut down when working in/around or when potential intake of dust/fumes/asbestos. Fall protection may be required inside HVAC units. Lock out tag out procedures
35	Hot Work on/in Facility	✓	Fire/burn Hazard	Follow BGIS Policy
36	PCB's			
37	Roof	✓	Microwaves on roof, weather conditions.	Restricted access
38	Mechanical	✓	Moving parts, Machines start automatically	Guards in place, lock out tag out procedures
39	Electrical room	✓		Lock Out Tag Out Procedure strictly enforced, no conducting ladders permitted within area
40	Electrical Panels	✓	Some circuits not identified	Lock out tag out procedures
41	Elevator Machine room	✓	Rotating parts	Controlled access
42	Glycol system	✓		MSDS, BGIS Procedures
43	Top of pipe chase in Penthouse	✓	Open flooring	
44	Exterior	✓		



*Appendix B – Required To Be Posted*

Project Name & Number	Inspected By	Date

The following documents must be **POSTED** or available at the job site

Section #	Occupational Health & Safety Act	Yes	No	N/A
25(2)(i) 25(3.1)	Occupational Health & Safety Act, Construction Regulations, and any extracts posted (eg. MOL's <i>Health &amp; Safety at Work: Prevention Starts Here poster</i> )			
57(10)	Copy of MOL Inspectors orders, inspection reports (posted)			
25(2)(k)	Employer occupational health & safety policy (posted)			
38(1)(a)	Material Safety Data Sheets (available)			
32.0.1(2)	Violence & Harassment policies (posted)			
Section #	Construction Regulation 213/91	Yes	No	N/A
6(6)	MOL approved notification form for the project (posted)			
13(1)	Constructors name and head office information (posted)			
13(1)(c)	Address, telephone number of nearest MOL office (posted)			
44	DANGER signs in hazardous areas (posted)			
13(2)	Name, trade and employer of health & safety rep (posted)			
29(10)	Location of toilet facilities (posted)			
5(2)(b)	MOL approved registration forms for all employers (form 1000) (available)			
S14	Name of Supervisor on site, also names of workers & subcontractors			
Section #	Emergency Planning	Yes	No	N/A
17(3)	Emergency procedures (posted)			
26.1(4)	Fall arrest rescue procedures (available)			
N/A	Location & directions to nearest hospital			
Section #	First Aid Requirements (WSIB Reg. 1101)	Yes	No	N/A
1(1)(b)(i)	In case of injury poster (form 82) (posted)			
S1(1)(a)	First Aid Kit			
S1(1)(b)(i)	Valid First Aid Certificate of first aider on duty (posted)			
S1(1)(b)(ii)	Inspection card for first aid kit (posted)			
5	Employer records of first aid treatment given (available)			
	Other Documents	Yes	No	N/A
	Work Permit			
	Site Specific Safety Plan & Hazard Assessment			
	Hot Work Permit			
	Emergency Phone Numbers			
	Designation of Project			