
PART 1 - GENERAL1.1 References

- .1 Canada Labour Code, Canada Occupational Safety and Health Regulations.
- .2 Canadian Standards Association (CSA)
 - .1 CSA S350-M1980, Code of Practice for Safety in Demolition of Structures.
- .3 Province of Ontario
 - .1 Occupational Health and Safety Act and Regulations for Construction Projects 213/91 as amended.

1.2 Definitions

- .1 Competent Person:
 - .1 Person with the knowledge, training and expertise in organizing the work and its performance.
 - .2 Person familiar with the acts and the regulations that apply to the work.
 - .3 Person with the knowledge of any potential or actual danger to Health and Safety in the workplace.
- .2 "Working Alone" (Travailler seul) means the performance of any function by an employee who:
 - .1 Is the only employee in the workplace at any given time.
 - .2 Is not within the range of sight, or within the hearing distance of another employee for more than five minutes at a time.
 - .3 Must follow applicable provincial regulations.

1.3 Submittals Requirements

- .1 Bids not meeting all of the following submittal requirements will be given no further consideration.
- .2 Submit the following requirements to the Departmental Representative within (24) hours after date of notice to proceed and prior to commencement of work:
 - .1 Submit proof of liability insurance paper with a Valid clearance certificate from the Workplace Safety Insurance Board (WSIB) and/or Commission des normes, de l'équité,

de la Santé et de la Sécurité du Travail (CNESST).

- .3 Submit site-specific Health and Safety Plan: Within 24 hours after date of notice to proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site Specific Safety Hazard Assessment.
 - .2 Results of Health and Safety Risk or Hazard Analysis for site tasks and operation found in work plan.
 - .3 Company Health and Safety Policy.
 - .4 On-site Contingency and Emergency Response Plan: Address standard operating procedures to be implemented during emergency situations.
- .4 The Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 120 hours after receipt of plan. Revise plan as appropriate and resubmit plan to the Departmental Representative within 24 hours after receipt of comments from the Departmental Representative.
- .5 Submit to Departmental Representative, submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.

Do not proceed with Work affected by submittal until review is complete
- .6 Departmental Representative's review of Contractor's final Health and Safety Plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .7 Submit copies of reports or directions issued by federal, provincial and territorial Health and Safety Inspector.
- .8 Submit copies of incident and accident reports.
- .9 Submit WHMIS 2015 - Safety Data Sheets (SDS) in accordance with

Section 01010.

- .10 Personnel training requirements including as follows:
 - .1 Submit names of personnel and alternates responsible for site health and safety hazards present on site, and use of personal protective equipment.

1.4 Submittals Prior To Construction

- .1 Submit Copies of all contractors and worker:
 - .1 Proof of liability Insurance. Insurance must be Site Specific with PWGSC indicated.
 - .2 MOL Registration of constructors and employers engaged in construction form (Form 1000) completed (Ontario Projects).
 - .3 Employees Working at Heights Training Certificates (Ontario Projects).
 - .4 Employees WHMIS Certificates (Ontario Projects).
 - .5 Employees CCQ training certificates (Quebec Projects).
 - .6 Employees ASP training certificates (Quebec Projects).

1.5 Document Validity

- .1 PWGSC reserves the right to verify the applicability and validity of all documents submitted. No contract will be awarded without the submission of the above documents.

1.6 Filing of Notice

- .1 File notice of project or “ouverture de chantier de construction” with Provincial Authority prior to commencement of work and leave a copy on site. (if applicable)

1.7 Meetings

- .1 Pre-construction meetings: Attend health and safety pre-construction meetings.

1.8 Regulatory Requirements

- .1 Comply with specified standards and regulations to ensure safe operations at site containing hazardous or toxic materials.

1.9 Responsibility

- .1 Comply with and enforce compliance by employees with safety requirements of Contract Documents, follow federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .2 Do not allow any person to work alone as per provincial regulations.

<u>1.10 Compliance Requirements</u>	.1	Comply with Ontario Health and Safety Act and/or Quebec Occupational Health and Safety Act, Industrial and Commercial Establishments Regulations, R.R.Q
	.2	Comply with the most recent Provincial Electrical Code.
	.3	Comply with Z-462 (Workplace Electrical Safety)
<u>1.11 Unforeseen Hazards</u>	.1	Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, immediately stop work and advise the Departmental Representative verbally and in writing.
<u>1.12 Construction Safety Checklists</u>	.1	Complete the PWGSC General Safety Orientation Checklist from the Departmental Representative prior to starting work on site.
	.2	PWGSC General Safety Orientation Checklist will be kept on site in a three ring site binder unless stated otherwise.
	.3	Review and implement applicable Health and Safety information as per the PWGSC General Safety Orientation Checklist provided by the Departmental Representative.
<u>1.13 Correction of Non-compliance</u>	.1	Immediately address health and safety non-compliance issues identified by the Departmental Representative.
	.2	Provide the Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
	.3	The Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.
<u>1.14 Powder Actuated Devices</u>	.1	Use of powder actuated devices are not permitted in occupied buildings unless receipt with a written permission from the Departmental Representative.
<u>1.15 Power Actuated Fastening Devices</u>	.1	Unless receipt with a written permission from the Departmental Representative, power actuated fastening devices will not be permitted in occupied buildings.
<u>1.16 Work Stoppage</u>	.1	Give precedence to the Health and Safety of public and site personnel and protection of environment over cost and schedule considerations for Work.

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- .2 Assign responsibility and obligation to Site Supervisor to stop or start work when, at Site Supervisors discretion, it is necessary or advisable for reasons of health or safety. The Departmental Representative may also stop Work for health and safety considerations.

1.17 Public Safety

- .1 Precaution shall be taken to ensure that no person is exposed to undue risk. Risk area shall be adequately barricaded and warning signs(in both official language) or lights shall be installed on each section of the barricades. Barricades shall be without opening.

Section A:

Submit Paperwork in Section "A" prior to issuance of the Purchase Order.

- ☒ *Copy WSIB (proof of coverage from WSIB or private company)*
- ☒ *Liability Insurance Certificate (minimum \$5 million)*
Site specific to: PWGSC, 1010 Somerset St, 2nd Floor Ottawa, Ontario K1A 0K9
- ☒ Ontario Minister of Labour Clearances, Form 1000 - Dated for project start date
- ☐ Electrical Contractor's Registration Form (ECRA) - for Electrical projects only

Section B:

Submit Paperwork in Section "B" after issuance of the PO before starting any work.

- ☒ *Contractors Health and Safety Program*
- ☒ Contractors Health & Safety Policy Statement - signed and date
- ☒ Site / Task Specific Hazard Assessment
- ☒ Site Specific Emergency Plan
- ☒ *Copies of Workers Trade Certificates / Competences Cards*
- ☐ *Copies of Fall Protection Cards*
- ☒ *Copies of WHMIS Cards*
- ☒ Copies of First Aid Training Certificate
- ☒ *Other Certificates when required (Confined space, Man Lift, Asbestos, etc.)*
- ☒ *Ministry of Labour Employee Record of Training or Equivalent*
- ☒ *Ministry of Labour Supervisors Record of Training or Equivalent*
- ☒ Safety Data Sheets (SDS) for all hazardous materials used onsite
- ☐ Master Electrician License (Electrical projects only)
- ☐ ESA Notification (Electrical Projects only)
- ☒ Other Forms: Lock out tag out procedures

☐*Ministry of Labour Notice of Abatement Work - for abatement jobs only*☐*CSST Clearance (Quebec Projects)*☐*Job Protection Card and Registration (Quebec Contractors working in Ontario)*☐*ASP Quebec construction safety course*

Failure to supply the **REQUIRED DOCUMENTATION** within 48 hours of after receiving the PO/Contract for contractor's signature date may result in **DISQUALIFICATION** of Contractor / Bidder

Section C:

Submit Paperwork in Section "C" at completion of work.

☒*Letter of Warranty (as per spec.)*☒*Closeout Document (as builds, inspection certificates, operating manuals, ect.)*☒*Hydro Permit / Plumbing Permit*☒*Statutory Declaration (contracts over \$10K)*☐*Fire Alarm Verification Report*