

CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



Annex CSC General requirements

**PROJECT: 368-2909
GLAZING REPLACEMENT - MIRADOR**

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PART 1 GENERAL

1.1. WORK COVERED BY CONTRACT DOCUMENTS

- .1 All the work necessary for the construction of one (1) security yard adjacent to Pavilion S, including but not limited to:
 - .1 Removal of existing glazing
 - .2 Preparing and painting the interior side of the steel frames.
 - .3 Supply and installation of new security glazing.
- .2 The work include restoring the premises and the site to their initial condition at the end of the work.
- .3 All other work indicated in the plans and specifications as well as work not explicitly described, but required for the complete execution of the contract.

1.2. SECURITY REQUIREMENTS

- .1 Execute the construction of the new yard and site work inside the security perimeter, in accordance with the prescriptions of section 01 35 13 - Security requirements. The machinery used cannot remain within the safety perimeter when the site is not in operation.

1.3. WORKS PERFORMED BY THIRD PARTIES

- .1 Work in collaboration with other contractors and execute the instructions of the Departmental Representative.
- .2 Coordinate work with that of other contractors. If the performance or result of any part of the work covered by this contract depends on the work of another contractor, report without delay, by writing to the Departmental Representative any anomaly or defect that could adversely affect the good execution of works.

1.4. FUTURE WORK

- .1 Ensure that the works do not encroach on the areas targeted by future work.

1.5. WORK ORDER

- .1 Perform the work in stages, so that the Departmental Representative can use the premises continuously during the work.
- .2 Coordinate the work progress schedule according to the occupation of the site by the Departmental Representative.
- .3 Steps to plan
 - .1 Manufacturing and galvanizing of custom barriers.
 - .2 Demolition
 - .3 Concrete enclosure wall construction
 - .4 Construction of the pavement structure.
 - .5 Installation of galvanized steel barriers.
 - .6 Electrical connection of prison locks.
- .4 Perform the work in stages so as to allow continuous use of the site by the public. Maintain public access to the premises as long as the progress of the work prevents offering an alternative solution.
- .5 Maintain access for fire fighting purposes; also provide the means of fire fighting.

1.6. USE OF PREMISES BY THE CONTRACTOR

- .1 The site can be used without restriction until the substantial completion of the work.
- .2 The use of the premises is limited to the areas necessary for the execution of the storage and access work to allow:
 - .1 the occupation of the premises by the Departmental Representative;
 - .2 partial occupation of the premises by the Departmental Representative;
 - .3 execution of work by other contractors;
 - .4 use of the premises by the public;
 - .3 Coordinate the use of the premises as directed by the Departmental Representative.
 - .4 Find additional work or storage areas required to perform the work under this contract and pay the cost.
 - .5 Remove or modify existing work to avoid damaging the parts that must remain in place.
 - .6 Repair or replace, as directed by the Departmental Representative, for the purpose of connection to the existing work or to an adjacent work, or for the purpose of harmonization with these, the parts of the existing work which have been modified during construction work.
 - .7 Once the work is completed, the existing work must be in a state equivalent to or better than the state it presented before the start of the work.

1.7. OCCUPANCY OF PREMISES BY THE REPRESENTATIVE OF THE MINISTRY

- .1 The Departmental Representative will occupy the premises for the duration of the construction work and will continue his normal activities during this period.
- .2 Collaborate with the Departmental Representative in establishing the work schedule, in order to reduce conflicts and facilitate the use of the site by the latter.

1.8. PARTIAL OCCUPANCY OF THE PREMISES BY THE CONTRACTOR

- .1 Establish a schedule for the substantial completion of the work in the designated areas, to allow the occupation of these by the Departmental Representative before the substantial completion of all of the work subject of the contract.
- .2 The Departmental Representative will occupy the designated areas for the storage of equipment installation supplies and equipment.
- .3 Perform the obligations related to the issuance of the certificate of substantial completion for each designated area, before the Departmental Representative occupies the premises. The Contractor must allow:
 - .1 access to the premises of the Departmental Representative's staff;
 - .2 use of parking areas;
 - .3 operation of HVAC systems and electrical installations;

1.9. ELEMENTS PROVIDED BY THE REPRESENTATIVE OF THE MINISTRY

- .1 Responsibilities of the Departmental Representative
 - .1 Arrange for the delivery of shop drawings, data sheets, samples, manufacturers' instructions and certificates to the Contractor.
 - .2 Submit the nomenclature of materials and equipment ordered to the Contractor.
 - .3 Arrange for these materials and equipment to be delivered to the site in accordance with the work progress schedule, and pay the costs.

- .4 Check materials and equipment in collaboration with the Contractor at the time of their delivery.
 - .5 Submit, if applicable, claims for damage caused during transportation.
 - .6 Take the necessary measures to replace damaged, defective or missing elements.
 - .7 Take the necessary measures regarding the services provided on site by the manufacturer. Also make the necessary arrangements to obtain guarantees and guarantees from the manufacturer and to ensure their routing to the Contractor.
- .2 Responsibilities of the Contractor
- .1 Designate, for the purposes of the work progress schedule, the documents and samples to be submitted as well as the delivery date of each product.
 - .2 Review shop drawings, technical sheets, samples and other documents to be submitted. Report to the Departmental Representative any deviations observed or problems anticipated due to the non-compliance of the products with the requirements of the contractual documents.
 - .3 Receive and unload products on site.
 - .4 Inspect the products upon delivery, in collaboration with the Departmental Representative, and take note of missing, damaged or defective elements.
 - .5 Handle products on site, in particular to unpack and store them.
 - .6 Protect products from damage and weather.
 - .7 Assemble, install, connect, adjust and finish the products.
 - .8 Ensure, after installation, the inspections required by the competent authorities.
 - .9 Repair or replace damaged elements on site by the Contractor or by a subcontractor serving the latter.
- .3 List of items provided by the Departmental Representative
- .1 Manual and electric detention locks for gates.
- 1.10. MODIFICATIONS, ADDITIONS OR REPAIRS TO THE EXISTING BUILDING**
- .1 Execute the work while reducing as little as possible the operation of the building to the occupants to the public and the normal use of the premises. Make the necessary arrangements with the Departmental Representative to facilitate the execution of the work.
 - .2 For the transportation of workers, materials and equipment, use only elevators, dumbwaiters, transporters, or existing escalators in the building.
 - .1 Protect to the satisfaction of the Departmental Representative the walls of the elevators before using them.
 - .2 Assume the safety of the equipment as well as the responsibility for the damage caused by the work and the overloads imposed on the existing equipment.
- 1.11. EXISTING UTILITY SERVICES**
- .1 Before interrupting utility services, inform the Departmental Representative as well as the utility companies concerned, and obtain the necessary authorizations.
 - .2 If it is necessary to perform tapping on existing utility pipes or connections to these pipes, give the Departmental Representative 48 hours prior notice before the scheduled time of interruption of the corresponding electrical or mechanical services. Keep the duration of interruptions as short as possible. Carry out the work at the times fixed by the competent local authorities, with the least possible interference with pedestrian traffic, vehicle traffic and tenant activities.
 - .3 Provide alternative routes for the movement of personnel, pedestrians and vehicles.

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- .4 Before the start of work, define the extent and location of utility pipes located in the work area and inform the Departmental Representative.
 - .5 Submit to the Departmental Representative for approval a schedule for the shutdown or closure of active facilities or structures, including the interruption of communications services or electrical power. Respect the approved schedule and inform the parties affected by these inconveniences.
 - .6 Provide temporary utility services as directed by the Departmental Representative so that critical building systems and tenants are maintained.
 - .7 Install walkways for crossing trenches to maintain normal pedestrian and automobile traffic.
 - .8 When utility pipes not listed are discovered, immediately inform the Departmental Representative and record them in writing.
 - .9 Protect, move or maintain in service utility lines that are functional. If non-functional pipes are discovered during the work, close them in a manner authorized by the competent authorities.
 - .10 Record the location of utility lines that are maintained, moved or abandoned.
 - .11 Construct barriers in accordance with section 01 56 00 - Temporary access and protection structures.
- 1.12. REQUIRED DOCUMENTS
- .1 Keep a copy of each of the following documents on site:
 - .1 Contract drawings.
 - .2 Specifications.
 - .3 Addendum.
 - .4 Revised shop drawings.
 - .5 List of shop drawings not reviewed.
 - .6 Change orders.
 - .7 Other modifications to the contract.
 - .8 Field test reports.
 - .9 Copy of approved work schedule.
 - .10 Health and safety plan and other safety related documents.
 - .11 Other documents indicated.
- 1.13. BUILDING PERMIT
- .1 The contractor is responsible for making the request for a building permit to the City of Port-Cartier and paying the fees related to this request.

PART 1 GENERAL

1.1. USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building and provide for personnel and vehicle access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Departmental representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.
- .5 Use only elevators, dumbwaiters, conveyors or escalators existing in building for moving workers and material.
 - .1 Protect walls of passenger elevators, to approval of Departmental Representative prior to use.
 - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.
- .6 Closures: protect work temporarily until permanent enclosures are completed.

1.2. ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.3. EXISTING SERVICES

- .1 Notify, Departmental Representative and utility companies of intended interruption of services and obtain required permission.

1.4. SPECIAL REQUIREMENTS

- .1 Paint and carpet public or Departmental Representative occupied areas Monday to Friday from 18:00 to 07:00 hours only and on Saturdays, Sundays, and statutory holidays.
- .2 Carry out noise generating Work Monday to Friday from [18:00] to [07:00] hours [and on [Saturdays,][Sundays,][and statutory holidays]].
- .3 Submit schedule in accordance with Section 01 32 16.07 - Construction Progress Schedule - Bar (GANTT) Chart.
- .4 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .5 Keep within limits of work and avenues of ingress and egress.
- .6 Ingress and egress of Contractor vehicles at site is limited to 4 vehicles.
- .7 Deliver materials outside of peak traffic during working hours from 8:00 to 17:00 unless otherwise approved by Departmental Representative.

1.5. SECURITY

- .1 See section 01 35 13 - Security SCC

1.6. BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. Smoking is not permitted.

PART 2 PRODUCTS

2.1. NOT USED

.1 Not Used.

PART 3 EXECUTION

3.1. NOT USED

.1 Not Used.

END OF SECTION

PART 1 GENERAL

1.1. PURPOSE

- 1.1.1. To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

1.2. DEFINITIONS

- 1.2.1. "prohibited items" :
- a) Intoxicants, including alcohol, drugs and narcotics;
 - b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
 - c) An explosive or a bomb, or a component thereof;
 - d) An amount of money exceeding the regulatory limit;
NOTE: Consult the Corrections and Conditional Release Regulations (SOR/92-620): \$50 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.
 - e) Any other item possessed without prior authorization that could jeopardize the security of the penitentiary or the safety of persons;
 - f) Electronic or telecommunication devices;
 - g) Tobacco products and associated products (including, but not limited to, cigarettes, electronic cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are considered unauthorized items.
- 1.2.2. "commercial vehicle": Vehicle intended for the transportation of material, equipment or tools necessary for the work.
- 1.2.3. "work site": Area in which the Contractor is authorized to work, as indicated in the project plans. This area may be isolated from the institution's security perimeter.
- 1.2.4. "perimeter": Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.

1.3. PRELIMINARY MEASURES

- 1.3.1. Cooperate with institutional staff to ensure that their employees comply with the security requirements.
- 1.3.2. Inside the institution, all the usual appropriate rules & codes apply.

1.4. CONTRACTOR'S EMPLOYEES

- 1.4.1. According to the Warden's preference, the Contractor must be aware that no employee will be admitted access to the institution without valid security clearance and have a recent photo identification card, such as a provincial driver's licence.
- 1.4.2. The Contractor must submit to the technical authority a list of the names and birth dates of all hi employees scheduled to work in the institution or all other CSC site, as well as their completed security clearance forms (Federal Institution Access Request form). Allow two (2) weeks for the security clearance forms to be processed.
- 1.4.3. The Warden may require that headshots be taken of the Contractor's Employees so that their pictures can be posted in appropriate areas throughout the institution or entered into a database for identification purposes. The Warden may also require that the Contractor's

Employees prominently display photo identification on their clothing when they are within the institutional perimeter.

1.4.4. An individual will be refused entry to institutional premises if there is reason to believe that they pose a security risk.

1.4.5. Individuals will be immediately removed from institutional premises if:

- a) they appear to be under the influence of alcohol, drugs or narcotics;
- b) they behave in an abnormal or disorderly manner;
- c) they are in possession of prohibited items.

1.5. VEHICLES

1.5.1. The personal vehicles of the Contractor's Employees are not allowed within the perimeter of medium- or maximum-security institutions without the express permission of the Warden.

1.5.2. All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and trunk. The owner of the vehicle or the employee from the company that owns the vehicle must ensure that the keys are kept safely in their personal possession. NOTE: The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.

1.5.3. The Warden can limit the number and type of vehicles permitted within the perimeter at any time.

1.5.4. Those delivering materials needed for the work may be required to have security clearance.

1.5.5. Should the Warden allow trailers to be left within the institution's perimeter, the doors and windows must remain closed and locked when left unattended. Windows must be equipped with expanded metal grates.

1.6. PARKING

1.6.1. The CSC Representative designates authorized parking areas for vehicles. If the Contractor's Employees park elsewhere, their vehicle may be towed.

1.7. SHIPMENTS

1.7.1. All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that his employees are on site to receive deliveries, as CSC staff will not accept deliveries of materials, equipment or tools intended for the Contractor.

1.8. COMMUNICATION DEVICES

1.8.1. Cellular or digital cordless phones (including, but not limited to, text messaging devices, pagers, BlackBerry, and telephones used as two-way radios), laptop computers and tablets are prohibited in the institution without the express authorization of the Warden. Even when permitted, they are not to be used by inmates.

1.8.2. The Warden may approve but limit the use of two-way radios.

NOTE: In some institutions, cellular or digital phones and two-way radios are permitted; however, conditions may apply. For example, their use may not be permitted in areas accessible to inmates.

1.9. TOOLS AND EQUIPMENT

1.9.1. The Contractor must keep a comprehensive list of the tools and equipment used during the work. This list must be kept up-to-date for the length of the work and be submitted for inspection when necessary.

NOTE: A list of unauthorized or restricted tools and equipment may be provided to the Contractor if necessary.

1.9.2. The Contractor's Employees must never leave tools unattended, particularly mechanical tools, files, saw blades, hacksaws, wire, rope, ladders and any item used for lifting (jacks, cylinders, etc.).

1.9.3. The Contractor's Employees must store tools and equipment in a secure, authorized location.

1.9.4. The Contractor's Employees must lock all toolboxes after use and keep the keys with them at all times. They must also lock scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the CSC representative.

1.9.5. The Contractor's Employees must notify the Technical Authority immediately if any tools or equipment have been lost or are unaccounted for.

1.9.6. The Warden will ensure that security staff verifies the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:

- a) at the beginning and end of each project;
- b) each week, if the work lasts more than one (1) week.

NOTE: Some institutions require that tools and equipment be removed from the work site on a daily basis (e.g., in a busy area).

1.9.7. Some tools and equipment - such as cartridges and metal saw blades - are closely controlled. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges must be returned to the security personnel at the end of each day.

1.9.8. The use of fastening tools or other tools with cartridges is strictly prohibited.

NOTE: Controlled items are managed differently from one institution to another and must be verified with the specific institution.

1.9.9. If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work site outside of regular working hours.

NOTE: This is a concern if the work site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

1.10. KEYS

1.10.1. During the work, the Contractor must use regular cylinders in regular locks.

1.10.2. Once the security locks are installed, the CSC representative who escorts the Contractor's Employees must obtain the keys in order to open doors according to the Contractor's needs. The Contractor must inform his employees that only the CSC representatives escorting them are authorized to use the keys.

1.11. PRESCRIPTION MEDICATION

1.11.1. If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

- 1.12. RESTRICTIONS ON TOBACCO USE**
- 1.12.1. Neither Contractors nor the Contractor's Employees are permitted to smoke inside correctional institutions, nor outside while within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.
 - 1.12.2. All individuals who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.
 - 1.12.3. Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the CSC representative.
- 1.13. PROHIBITED ITEMS**
- 1.13.1. Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.
 - 1.13.2. The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.
 - 1.13.3. The Contractor must be vigilant in monitoring their employees as well as the employees of their Subcontractors. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.
 - 1.13.4. If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.
- 1.14. SEARCHES**
- 1.14.1. All individuals and vehicles arriving on the institution's premises may be searched.
 - 1.14.2. If the Warden has reason to believe that one of the Contractor's Employees is in possession of a prohibited item, the Warden may order a search of that individual.
 - 1.14.3. The personal belongings of all the Contractor's Employees arriving at the institution may be checked to search for the residue of contraband drugs.
- 1.15. CONTACT WITH INMATES**
- 1.15.1. It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.
 - 1.15.2. It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the present contract.
- 1.16. ACCESS TO THE INSTITUTION**
- 3.1.1. Neither the Contractor's Employees nor commercial vehicles may be admitted to the institution's premises outside normal working hours without the express authorization of the CSC representative.
- 1.17. VEHICLE TRAFFIC**
- 3.2.1. Vehicles may enter and leave the facility escorted through the vehicle access barrier, at the times specified by the Technical Authority for each site. Note that service barriers will be inaccessible during the lunch hour.

NOTE: Hours vary from one institution to the next. They should be verified with the institution in question.

- 3.2.2. The Contractor must provide the Technical Authority forty-eight (48) hours' notice of the arrival of heavy equipment.
 - 3.2.3. Vehicles carrying detritus or other material deemed impossible to search must constantly be monitored by CSC employees or security personnel who report to the Warden or must wait for an official head-count of the inmates to be conducted.
 - 3.2.4. Before a commercial vehicle may be admitted onto the institution's perimeter, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.
 - 3.2.5. Entry will be refused to all vehicles carrying materials that the Warden believes pose a risk to institutional security.
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- 1.18. **CIRCULATION OF THE CONTRACTOR'S EMPLOYEES ON INSTITUTIONAL PREMISES**
 - 3.3.1. Subject to proper institutional security, the Warden will give the Contractor and the Contractor's Employees as much freedom of movement and autonomy as possible.
 - 3.3.2. The previous paragraph notwithstanding, the Warden may:
 - a) prohibit access to sections of the institution;
 - b) require that the Contractor's Employees be accompanied by CSC security personnel in designated sections;
 - c) require that the Contractor's Employees remain on-site during coffee/health and lunch breaks, depending on the institution and the situation. The Contractor's Employees are not authorized to eat in the break room of CSC employees, but they may use another area designated by the Technical Authority.
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- 1.19. **UNINSTALLED EQUIPMENTS AND ACCESSORIES**
 - 3.4.1. The Contractor must submit all uninstalled devices, machines, equipment, accessories or hardware to the Technical Authority, who will ensure that they are destroyed or stored safely for later use. If so authorized by the Technical Authority, the Contractor must dispose of the object according to established security standards.
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- 1.20. **MONITORING AND INSPECTION**
 - 3.5.1. CSC security personnel will monitor and inspect the Contractor's Employees activities as well as related movement and vehicle traffic to ensure that established security standards are being followed.
 - 3.5.2. At the start and throughout the duration of the work, CSC staff will convey to the Contractor's Employees the necessity of monitoring and inspections.
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- 1.21. **WORK STOPPAGE**
 - 3.6.1. At any time, the Warden may ask the Contractor, the Contractor's Employees, or Subcontractors not to enter the work site or to leave immediately if a security incident is in progress in the institution. The Contractor's Employees must note the name of the CSC

employee issuing the request as well as the time and comply with the order as soon as possible.

- 3.6.2. Once notified, the Contractor must inform the CSC representative of work stoppage without delay.

1.22. WORK COMPLETION

- 3.7.1. Unless otherwise indicated in the contract, once the project is completed or the facilities handed back to the SCC, the Contractor must remove all materials, tools and equipment from the institution, as well as perform a final clean-up of the site.

PART 2 PRODUCTS

- 2.1. N/A

PART 3 EXECUTION

- 3.1. N/A

END OF SECTION

PARTIE 1 GENERAL

GENERAL NOTE: IN THIS SECTION THE TERM "SITE" INCLUDES ALL THE FACILITIES LOCATED AT THE SITE WHERE THE WORK IS TAKING PLACE (CONSTRUCTION SITE, BUILDINGS, ACCESS, INFRASTRUCTURE, PARKINGS, BAYS, ETC.).

1.1 RELATED REQUIREMENTS

- .1 Section 08 10 00 Table of windows, Frames and Hardware
- .2 Section 08 80 50 Glazing
- .3 Section 09 91 23 Interior Painting

1.2 REFERENCES

- .1 Province of Québec
 - .1 Loi sur la santé et la sécurité du travail L.R.Q., c. S-2.1 (Act respecting occupational health and safety).
 - .2 Code de sécurité pour les travaux de construction L.R.Q., c. S-2.1, r.4 (Safety code for the construction industry).

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Make submittals in accordance with Section [01 33 00 - Submittal Procedures].
- .2 Submit to Departmental representative the site-specific prevention program, as outlined in the article "GENERAL REQUIREMENTS", at least 10 days prior to the start of work.
- .3 Departmental representative will review Contractor's site-specific prevention program and provide comments to Contractor within 10 days after receipt of the document. Revise plan as appropriate and resubmit to Departmental representative within 5 days after receipt of comments from Departmental representative. Departmental representative reserves the right not to authorize the start of work on the construction site as long as the content of the prevention program is not satisfactory. The Contractor shall then update his prevention program and resubmit it to the Departmental representative if the scope of work changes or if the working methods of the Contractor differ from his initial plans or for any other applicable new condition.
- .4 Departmental representative's review of Contractor's site-specific prevention program should not be construed as approval of the program and does not reduce the Contractor's overall responsibility for construction Health and Safety during the work.
- .5 Submit copies of Contractor's authorized representative's construction site health and safety inspection reports to Departmental representative, [determine frequency, but at least once a week].
- .6 Submit to Departmental representative within 24 hours a copy of any inspection report, correction notice or recommendation issued by Federal, Provincial and Territorial health and safety inspectors.

- .7 Submit to Departmental representative within 24 hours an investigation report for any accident involving injury and any incident exposing a potential hazard.
- The investigation report shall contain at least the following:
1. date, time and place of accident;
 2. name of sub-contractor involved in the accident;
 3. number of persons involved and condition of wounded;
 4. witness identification;
 5. detailed description of tasks performed at the time of the accident;
 6. equipment being used to accomplish the tasks performed at the time of the accident;
 7. corrective measures taken immediately after the accident;
 8. causes of the accident;
 9. preventive measures that have been put in place to prevent a similar accident.
- .8 Submit to Departmental representative WHMIS MSDS - Material Safety Data Sheets in accordance with Section 01 33 00 - Submittals [01 47 15 - Sustainable Requirements: Construction] and Section [02 81 01 - Hazardous Materials]. Contractor must also keep one copy of these documents on the construction site.
- .9 Medical Surveillance: where prescribed by legislation, regulation or prevention program, submit certification of medical surveillance for construction site personnel prior to commencement of Work, and submit additional certifications for any new construction site personnel to Departmental representative.
- .10 Submit to Departmental representative an on-site Emergency Response Plan at the same time as the prevention program. The Emergency Response plan must contain the elements listed in the article "GENERAL REQUIREMENTS" of this section.
- .11 Submit to Departmental representative copies of all training certificates required for the application of the prevention program, in particular (if applicable) for the following:
- .1 first aid in the workplace and cardiopulmonary resuscitation;
 - .2 work likely to release asbestos dust (mandatory for all work where asbestos is present);
 - .3 work in confined spaces (mandatory for all work in confined spaces);
 - .4 lockout-tagout procedures (mandatory for all work requiring lockout);
 - .5 safely operating forklift trucks (mandatory for all forklift usage);
 - .6 safely operating elevating work platforms (mandatory for the use of all elevating platforms);
 - .7 any other requirement of Regulations or the safety program.
- In addition, the certifications of the *Cours de santé et sécurité générale pour les chantiers de construction* (General Health and Safety Training for Construction Sites) shall be available on demand on the construction site.
- .12 Engineer's plans and certificates of compliance: Contractor must submit to the Departmental representative and to the *Commission des normes, de l'équité, de la santé*

et de la sécurité du travail (CNESST) a copy signed and sealed by engineer of all plans and certificates of compliance required pursuant to the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry) or by any other legislation or regulation or by any other clause in the specifications or in the contract. The Contractor must also submit a certificate of conformity signed by an engineer once the facility for which these plans were prepared has been completed and before a person uses the facility. A copy of these documents must be available on site at all times.

1.4 FILING OF NOTICE OF CONSTRUCTION SITE OPENING

- .1 Notice of construction site opening shall be submitted to the CNESST before work begins. A copy of such notice and acknowledgment of receipt from the CNESST shall be submitted to Departmental representative.

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

- .2 The Contractor shall assume the role of being the Principal Contractor in the limits of the construction site and elsewhere where he must execute work within the framework of this project. The Contractor shall recognize the responsibility of being the Principal Contractor of the project and identify himself as such in the notice of the construction site opening he provides to the CNESST.
- .3 The Contractor shall accept to divide and identify the construction site adequately in order to define time and space at all times throughout the course of the project.

1.5 HAZARD ASSESSMENT

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

1.6 MEETINGS

- .1 Schedule and administer Health and Safety meeting with Departmental representative prior to commencement of Work.
- .2 Contractor's representative with decision power must attend any meetings at which construction site safety and health issues are to be discussed.
- .3 If it is anticipated that there will be 25 workers or more on the construction site at any given time, the Contractor shall set up a worksite committee and hold meetings as required by the *Code de sécurité pour les travaux de construction* (S-2.1, r. 4) (Safety code for the construction industry). A copy of the minutes of the meetings of the committee shall be provided to the Departmental representative no later than 5 days after the committee meeting.

1.7 REGULATORY REQUIREMENTS

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

- .2 Comply with all legislation, regulations and standards applicable to the construction site and its related activities.
- .3 Comply with specified standards and regulations to ensure safe operations on a site containing hazardous or toxic materials.
- .4 Always use the most recent version of the standards specified in the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry), notwithstanding the date indicated in that *Code*.

1.8 COMPLIANCE REQUIREMENTS

- .1 Comply with the *Loi sur la santé et la sécurité du travail* (L.R.Q., c. S-2.1) (Act Respecting Occupational Health and Safety) and the *Code de sécurité pour les travaux de construction* (S-2.1, r. 4.) (Safety code for the construction industry) in addition to respecting all the requirements of this specification manual.

1.9 RESPONSIBILITIES

- .1 The Contractor must acknowledge and assume all the tasks and obligations which customarily devolve upon a principal Contractor under the terms of the *Loi sur la santé et la sécurité du travail* (L.R.Q., ch. S-2.1) (Act Respecting Occupational Health and Safety) and the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry).
- .2 The Contractor must be responsible for health and safety of persons on construction site, safety of property on construction site and for the protection of persons adjacent to construction site and the environment to the extent that they may be affected by conduct of the work.
- .3 No matter the size or location of the construction site, the Contractor must clearly define the limits of the construction site by physical means and respect all specific regulation requirements applicable in this regard. The means chosen to define the limits of the construction site must be submitted to the Departmental representative.
- .4 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific prevention Plan.

1.10 WORK PERFORMED BY EXTERNAL CONTRACTORS

- .1 The Contractor must take the necessary steps to protect the health and safety of external contractors that have no contractual link with the Contractor but have been mandated by the Departmental representative to perform certain work. In return, these external contractors are obligated to submit to the authority of the Contractor (Principal Contractor). A subordination agreement must be signed by the Contractor and by each

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

1.11 GENERAL REQUIREMENTS

- .1 Before undertaking the work, prepare a site-specific prevention program based on the hazards identified according to the article "HAZARD ASSESSMENT" and the article "RISKS INHERENT TO THE WORKSITE" in this section. Apply this program in its totality from the start of the project until demobilization of all personnel from the construction site. The prevention program shall take into consideration the specific characteristics of the project and cover all the work to be executed on the construction site.

The safety program must include at least the following:

- .1 company safety and health policy;
- .2 description of the stages of the work;
- .3 total costs, schedule and projected workforce curves;
- .4 flow chart of safety and health responsibilities;
- .5 physical and material layout of the construction site;
- .6 risk assessment for each stage of the work, including preventive measures and the procedures for applying them;
- .7 identification of the preventive measures relative to the specific risks inherent to the worksite indicated in the article "RISKS INHERENT TO THE WORKSITE";
- .8 identification of preventive measures for health and safety of employees and / or public works site as indicated in the article "SPECIFIC REQUIREMENTS FOR THE HEALTH AND SAFETY OF OCCUPANTS AND PUBLIC";
- .9 training requirements;
- .10 procedures in case of accident/injury;
- .11 written commitment from all parties to comply with the safety program;
- .12 construction site inspection checklist based on the preventive measures;
- .13 emergency response plan which shall contain at least the following:
 - .1 construction site evacuation procedures;
 - .2 identification of resources (police, firefighters, ambulance services, etc.);
 - .3 identification of persons in charge of the construction site;
 - .4 identification of the first-aid attendants;
 - .5 communication organizational chart (including the person responsible for the site and the Departmental representative);
 - .6 training required for those responsible for applying the plan;
 - .7 any other information needed, in the light of the construction site's characteristics.

If available the Departmental representative will provide the evacuation procedures to the Contractor who shall then coordinate the construction site procedure with that of the site and submit it to the Departmental representative.

- .2 Departmental representative may respond in writing, where deficiencies or concerns are noted in the prevention program and may request resubmission with correction of deficiencies or concerns.
- .3 In addition to the prevention program, during the course of the work the Contractor shall elaborate and submit to the Departmental representative specific written procedures for any work having a high risk factor of accident (for example: demolition procedures, specific installation procedures, hoisting plan, procedures for entering a confined space, procedures for interrupting electric power, etc.) or at the request of the Departmental representative.
- .4 The Contractor shall plan and organize work so as to eliminate the danger at source or ensure collective protection, thereby minimizing the use of personal protective equipment.
- .5 Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed.
- .6 All mechanical equipment (for example, but not limited to: hoisting devices for persons or materials, excavators, concrete pumps, concrete saws) shall be inspected before delivery to the construction site. Before using any mechanical equipment, the Contractor shall obtain a certificate of compliance signed by a qualified mechanic dated less than a week prior to the arrival of each piece of equipment on the construction site; the certificate shall remain on the construction site and transmitted to the Departmental representative on demand.
- .7 Ensure all inspections (daily, periodic, annual, etc.) for the hoisting devices for persons or materials required by the current standards are carried out and be able to provide a copy of the inspection certificates to the Departmental representative on demand.
- .8 The Departmental representative can at all times, if he suspects a malfunction or the risk of an accident, order the immediate stop of any piece of equipment and require an inspection by a specialist of his choice.
- .9 The Departmental representative must be consulted for the location of storing gas cylinders and tanks on the construction site.

1.12 UNFORESEEN HAZARDS

- .1 Whenever a source of danger not defined in the specifications or identified in the preliminary construction site inspection arises as a result of or in the course of the work, the Contractor must immediately suspend work, notify the person responsible for health and safety on the construction site, take appropriate temporary measures to protect the workers and the public and notify Departmental representative, both verbally and in writing. Then the Contractor must do the necessary modifications to the prevention program or apply the security measures required in order to resume work.

1.13 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on construction site in accordance with Acts and Regulations of the Province, and in consultation with Departmental representative.
- .2 At a minimum, the following information and documents must be posted in a location readily accessible to all workers:
 - .1 notice of construction site opening;
 - .2 identification of principal Contractor;
 - .3 company OSH policy;
 - .4 site-specific prevention program;
 - .5 emergency plan;
 - .6 minutes of worksite committee meetings;
 - .7 names of worksite committee representatives;
 - .8 names of the first-aid attendants;
 - .9 action reports and correction notices issued by the CNESST.

1.14 INSPECTION OF THE CONSTRUCTION SITE AND CORRECTION OF NON-COMPLIANCES

- .1 Inspect the construction site and complete the construction site inspection checklist and submit it to the Departmental representative in accordance with the article "ACTION AND INFORMATIONAL SUBMITTALS" in this section.
- .2 Immediately take all necessary measures to correct any situations deemed non-compliant during the inspections mentioned in the previous paragraph or noticed by the authorities having jurisdiction or the Departmental representative or his agent.
- .3 Submit to Departmental representative written confirmation of all measures taken to correct the situation in case of non-compliance in matters pertaining to health and safety.
- .4 The Contractor shall give the safety officer or, where there is no safety officer, the person assigned to safety and health responsibilities, full authority to order cessation and resuming of work as and when deemed necessary or desirable in the interests of safety and health. This person should always act so that the safety and health of the public and construction site workers and environmental protection take precedence over cost and scheduling considerations.
- .5 The Departmental representative or his agent may order cessation of work if the Contractor does not make the corrections needed to conditions deemed non-compliant in matters pertaining to health and safety. Without limiting the scope of the preceding articles, the Departmental representative may order cessation of work if, in his view, there is any hazard or threat to the safety or health of construction site personnel or the public or to the environment.

1.15 PREVENTION OF VIOLENCE

- .1 Health and safety management of Public Works and Government Services Canada construction sites includes the implementation of measures designed to protect the psychological health of all persons who access the construction site where the work is taking place. Consequently, in addition to physical violence, verbal abuse, intimidation and harassment are not tolerated on the construction site. Any person who demonstrates such actions or behaviors will receive a warning and/or could be definitely expelled from the construction site by the Departmental representative.

1.16 LOCKOUT-TAGOUT

- .1 For all work on electrically or otherwise energized equipment, the Contractor shall draw up and implement a general lockout-tagout procedure and submit it to the Departmental representative.
- .2 Supervisors and all workers concerned by work requiring lockout-tagout must have received training on lockout-tagout procedures by a recognized organization; Contractor shall submit training certificates to the Departmental representative.
- .3 Before starting the lockout-tagout procedure of a piece of equipment on an occupied site, Contractor must coordinate his work with the representative of the site if the interruption of the power sources can have an impact on the operations of the site or on its occupants.
- .4 Contractor must designate a qualified person as responsible for the lockout-tagout and must make sure that that person prepares a lockout-tagout data sheet for each piece of equipment involved. The lockout-tagout data sheet must be submitted to the Departmental representative at least 48 hours before the beginning of the work. The Departmental representative will review the data sheet with the representative of the site if the work takes place in an existing building. The data sheets for lockout-tagout must contain at least the following information:
 - .1 description of work to carry out;
 - .2 identification, description and location of the circuit and/or ~~piece of~~ equipment to lockout-tagout;
 - .3 identification of energy sources that feeds the ~~piece of~~ equipment;
 - .4 identification of each cutout point;
 - .5 sequence of lockout-tagout and the release of residual energy as well as the sequence of unlocking;
 - .6 list of material needed for the lockout-tagout;
 - .7 method of verification of zero energy implementation;
 - .8 name and signature of the person who prepared the data sheet.

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

- .5 At the time of lockout-tagout, the person responsible must date the data sheet and ensure that each worker involved in the work on the circuit/~~piece of~~ equipment to lockout-tagout puts his name on the data sheet and signs it.

1.17 ASBESTOS EXPOSURE

It is not anticipated that the work covered by the present specifications involves the manipulation of materials containing asbestos; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of containing asbestos, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain asbestos, the Contractor shall comply with the following requirements.

Prior to starting any work likely to emit asbestos dust, the Contractor must:

1. Provide a written procedure for the work, identifying the risk level of the work (low, moderate, high), as defined in section 3.23 of the Code de sécurité pour les travaux de construction S-2.1, r- 4, (Safety code for the construction industry). This procedure must take into account all the requirements of that section 3.23.
2. Submit certificates that demonstrate that all workers involved in the work have received training on asbestos hazards and on the procedure required in the preceding paragraph.
3. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

1.18 FUNGAL CONTAMINATION

It is not anticipated that the work covered by the present specifications involves the manipulation of materials contaminated by mould; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of being contaminated by mould, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain mould, the Contractor shall comply with the following requirements.

Prior to starting any work where workers are likely to be in contact with materials contaminated by mould, the Contractor must:

1. Provide a written procedure for the work which respects all the requirements of the Code de sécurité pour les travaux de construction S-2.1, r- 4, (Safety code for the construction industry), as well as the requirements indicated in the document "Mould Guidelines for the Canadian Construction Industry" published by the Canadian Construction Association (<http://www.cca-acc.com/documents/electronic/cca82/cca82.pdf>).

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

1.19 EXPOSURE TO SILICA

For any interior or exterior work generating silica, the Contractor must respect the following requirements, in addition to those in the *Code de sécurité pour les travaux de construction* S-2.1, r.4 (Safety code for the construction industry).

1. Work in wet environment or use tools with the inflow of water in order to reduce dustiness, if not, collect dust at the source and retain it with a high-efficiency filters not to propagate dust in the environment.
2. Clean surfaces and tools with water, never with compressed air.
3. Sand and pickle surfaces by using an abrasive containing less than 1% of silica (also called amorphous silica).
4. Install shields or other containment device to prevent silica dust from migrating toward other workers or the public.
5. Wear individual respiratory and ocular protection equipment during all the operations that could generate silica dust in accordance with the requirements of the *Code de sécurité pour les travaux de construction, S-2.1, r.4* (Safety code for the construction industry).
6. Wear coveralls to prevent contamination outside the construction site.
7. Do not eat, drink, or smoke in a dusty environment.
8. Wash the hands and the face before drinking, eating or smoking.

1.20 RESPIRATORY PROTECTION

1. Contractor must ensure that all workers who must wear a respirator as part of their duties have received training for that purpose as well as fit testing of their respirator, in accordance with CSA Standard Z94.4 *Selection, use and care of respirators*. Submit the certificates of the fit testingS to the Departmental representative on demand.

1.21 FALL PROTECTION

1. Plan and organize work so as to eliminate the risk of fall at the source or ensure collective protection, thereby minimizing the use of personal protective equipment. When personal fall protection is required, workers must use a safety harness that complies with CSA standard CAN/CSA Z-259.10 M90. A safety belt must not be used as fall protection.
2. Every person using an elevating platform (scissors, telescopic mast, articulated mast, rotative mast, etc.) must have a training regarding this equipment.

3. The use of a safety harness is mandatory for all elevating platforms with telescopic, articulate or rotative mast.
4. Define the limits of the danger zone around each elevating platform.
5. All openings in a floor or roof must be surrounded by a guardrail or provided with a cover fixed to the floor able to withstand the loads to which it could be exposed, regardless of the size of the opening and the height of the fall it represents.
6. Everyone who works within two metres from a fall hazard of three metres or more must use a safety harness in accordance with the requirements of the regulation, unless there is a guardrail or another device offering an equivalent safety.
7. Despite the requirements of the regulation, the Departmental representative may require the installation of a guardrail or the use of a safety harness for specific situations presenting a risk of fall less than three metres.

1.22 HOT WORK

Hot work means any work where a flame is used or a source of ignition may be produced, i.e., riveting, welding, cutting, grinding, burning, heating, etc.

1. Before the beginning of each shift of work and for each sector, the Contractor must obtain a "Hot Work Permit" emitted by the person responsible for the site.
2. A working portable fire extinguisher suitable to the fire risk shall be available and easily accessible within a 5 m radius from any flame, spark source or intense heat.
3. The Contractor must appoint an individual to do continuous monitoring of the fire risks for a period of one (1) hour after the end of the shift of hot work. This individual shall sign the section for this purpose on the permit and give it to the person in charge of the construction site after the one-hour period.
4. When the hot work is done in areas where there is combustible materials or where the walls, ceilings or floors are made of or covered with combustible materials, a final inspection of the work area must be scheduled four (4) hours after the work has finished. Unless specified otherwise by the Departmental representative, the Contractor must assign a person to carry out this monitoring.

1.23 HEALTH AND SAFETY SUBORDINATION AGREEMENT



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

ANNEX
HEALTH AND SAFETY SUBORDINATION AGREEMENT

Project: _____ Address: _____

EXTERNAL CONTRACTOR

I hereby agree to submit to the authority of (name of the Principal Contractor's business) _____, which is the Principal Contractor for the project indicated above during the entire duration of our work on the construction site. Accordingly, I confirm that I have reviewed the Principal Contractor's prevention program, and I agree to

- inform my employees of the content of the Principal Contractor's prevention program and
- ensure that its content are complied with at all times;
- apply the prevention program that is specific to the activities that we carry out under this project;
- inform the Principal Contractor of my actions or dealings on the construction site and
- obtain the Principal Contractor's agreement before the start of work; and
- follow the health and safety directives provided by the representative of the Principal Contractor on the construction site and, depending on requirements, attend training sessions and health and safety meetings organized by the representative of the Principal Contractor.

Name of representative: _____

Name of business: _____

Description of work to be done on the construction site: _____

Approximate dates of work (start-end): _____

Signature: _____ Date: _____

PRINCIPAL CONTRACTOR

I hereby agree to allow the business (name of external contractor) _____ to perform the work under this project indicated above and, as Principal Contractor, to take the necessary steps to protect the health and safety of workers on the construction site. Should the Contractor repeatedly refuse or fail to comply with my directives, I agree to inform PWGSC's Departmental Representative of this and to provide documentary evidence of my actions or dealings with the Contractor.

Name of representative: _____

Name of the Principal Contractor's business: _____

Signature: _____ Date: _____

Submit a completed and signed copy to PWGSC's Departmental Representative