

## **APPENDIX 3 STATEMENT OF WORK**

### **General Construction**

#### **1. PURPOSE**

The purpose of this General Construction Standing Offer Agreement (SOA) is for Construction services, that include but are not limited to, installations, alterations and repair work, on and as and when requested basis, throughout the Yukon Region for the Royal Canadian Mounted Police (RCMP). The work will comprise the supply of all labour, material, tools, equipment, transportation and supervision necessary to carry out repairs, alterations and additions.

The Statement of Work (SOW) has been developed to ensure that the Standing Offer holder has a clear understanding of the work scope, procedures and services.

#### **2. BACKGROUND INFORMATION**

Work will be conducted throughout the Yukon Territory at various RCMP facilities, including detachments, warehouses, office buildings or residences.

The RCMP locations include but are not limited to:

- Beaver Creek
- Carcross
- Carmacks
- Dawson City
- Faro
- Haines Junction
- Mayo
- Old Crow
- Pelly Crossing
- Ross River
- Teslin
- Watson Lake
- Whitehorse

The Standing Offer Holder will be required to perform work in both urban and remote communities.

#### **3. THE PSPC GENERAL CONDITIONS (GC)**

- The SOW must be used in conjunction with the General Conditions (GC), as the two are complimentary.
- The SOW describes work-specific requirements, services and deliverables while the GC outlines the term and conditions of the contract .
- In the case of a conflict between the two documents, the requirements of the GC override this document (Appendix 3 SOW document).

#### 4. CATEGORIES OF REQUIRED PERSONNEL

The Offeror shall be qualified/certified to provide the necessary professional services to the full extent in the Yukon Territory for the Class of Labour listed. A copy of the required ticket or certificate is to be provided at solicitation close.

Individuals must have the following minimum years of relevant experience. This does not include time at school or time working in a different discipline.

The Project/Program Manager/Coordinator and Carpenter must be in house employees in the Offerors organization/company.

| Personnel Category                      | Minimum years of Experience | Tickets/Certificates     |
|---|-----------------------------|--------------------------|
| Project / Program Manager / Coordinator | 5                           | N/A                      |
| Carpenter                               | 5                           | Red Seal Trade Certified |

The following Personnel may be in-house or subcontracted.

| Personnel Category     | Minimum years of Experience | Tickets/Certificates     |
|------------------------|-----------------------------|--------------------------|
| Refrigeration Mechanic | 3                           | Red Seal Trade Certified |
| Electrician            | 3                           | Red Seal Trade Certified |
| Plumber                | 3                           | Red Seal Trade Certified |
| Painter                | 3                           | NA                       |

A maximum of two resource categories of required personnel may be fulfilled by one individual (i.e. Project Manager may also be the Carpenter.)

Carpenters are not to perform outside of their designation (ie. electrical or other specific trades work) unless proof of tickets/certificate are provided.

#### 5. GENERAL INFORMATION

Each project conducted under this agreement will commence with a request for a quotation (RFQ) from the Departmental Representative. The RFQ SOW will contain specific details that will be sufficient for the contractor to create and respond with a quotation complete with cost breakdowns. Approved quotations will result in contracts.

#### 6. REQUIRED SERVICES

##### SUMMARY OF MAINTENANCE, REPAIR AND REPLACEMENT WORK

The scope of work will vary from project to project, but may include any combination of the following services identified in this Statement of Work.

Services may include, but shall not be limited to, the following:

**Exterior construction**

- Roof repairs or replacement
- Siding installation or repairs
- Window installation or repairs
- Grounds work (installation or maintenance)
- Concrete or Asphalt work (foundations, walkways, driveways and parking lots)
- Installation or repairs of fences and gates
- Landscaping
- Painting

**Interior construction**

- Repairs or alterations to walls (i.e. repairs to gypsum board, painting, relocating or constructing new walls)
- Repairs or alterations to floors (i.e. repairs or installation of vinyl, laminate or carpeting)
- Cabinetry and finish carpentry work
- Repairs or installation of domestic water supply and drain lines including wells
- Installation of plumbing fixtures and hot water tanks
- Painting

**Foundations**

- Inspection and/or repairs to concrete slabs and foundations.

**Heating Ventilating Air-conditioning systems (HVAC)**

- Installation, repair or maintenance on HVAC equipment

**Electrical**

- General electrical installations or repairs.
- Maintenance, repairs, inspections (monthly/annually) and installation of Emergency Generators.
- Maintenance, repairs and installation of Uninterruptable Power Supplies (UPS).

**Other tasks:**

- Being able to outsource work to establish existing environmental hazards applicable to safely performing installations or remediation of assets.
- Prepare, review and submit all required Shop Drawings for approval
- Preparation and submission of As-Built drawings to the Departmental Representative upon completion of the Work.
- Preparation and submission of maintenance manuals and standard operating procedures (SOP) to the Departmental Representative upon completion of the Work.

## **7. CONSTRAINTS AND CHALLENGES**

1. The Contractor will be required to become familiar with the work site and obtain local information as required.
2. Construction services, repairs and/or replacement installations on the work site may or may not be performed during the full operation of the facilities. Work phasing must be planned to ensure that disruption to the daily operation of the facilities is kept to a minimum.
3. The RCMP has its own particular security level and subsequently unique security regulations. The Contractor will become familiar and must comply with these regulations.

## **8. PROJECT DELIVERY APPROACH**

- For complex projects, Plans and Specifications (if available), will be provided
- In the case of less complex work the Call-up scope may be described by sketch and/or narration.

A quotation will be submitted to the DR and shall be based off of the Scope of Work. The quotations will be based on the firm hourly rates and/or mark-up that has been identified in Appendix 1 Price Proposal.

For each Call-up, the RCMP security department will determine which type of Security Clearance is required for the contractor.

Canada reserves the right to request and review Certifications of required personnel.

Requirements for the Contractor during the project include but not limited to:

- The Contractor shall ensure full co-ordination of the work of all sub-contractors.
- Upon completion of the Work, and as requested in the SOA Call-up, the Contractor is to prepare and submit to the Departmental Representative a detailed listing of all makes and models of equipment used to complete scope of work.
- Work may be carried out during normal working hours.
- Work may be carried out after normal working hours, or on weekends.
- Work may be carried out when the site is occupied and operational.
- In the absence of a statement regarding hours of work or occupancy, it is assumed that the work will be carried out during normal working hours, when the facility is fully occupied and operational.
- Minimize disruption and interference with occupants, including the prevention of transmission of noise, when demolition or construction work occurs in the building or on the property.

## **9. PRINCIPAL CONTRACTOR REQUIREMENTS**

- The Contractor will be assigned the duties and responsibility of Principal Contractor (as defined by Yukon Worker's Compensation Health and Safety Board) when the contractor is the sole contractor on the call up work site.
- The Contractor may be assigned the duties and responsibility of Principal Contractor when sub-contractors occupy the same space and time.
- When the Contractor is acting in the capacity of the Principal Contractor, both construction and construction supervision for services are included within the assigned Work.

## 10. SUB-CONTRACT

- Subcontracting is permitted under the terms of this SOA. The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. When they do so they are then acting as the Prime Contractor with all the inherent responsibilities and obligations.
- Before any subcontracting, approval must be given by the DR.
- Subcontracting does not relieve the Principal Contractor from fulfilling any of its obligations under the terms of the SOA.
- In any subcontracts, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the SOA.

## 11. EXISTING DOCUMENTATION

### DOCUMENTS AVAILABLE FOR THE SUCCESSFUL CONTRACTOR

- Copies of all work specific documentation will be made available to the Contractor at the time of the SOA Call-up.
- Operation & Maintenance Manuals and log books may be available on the work site. If referenced, the Contractor will be responsible for verifying the accuracy of the information contained and adding pertinent information upon completion of Standing Offer Agreement work.

## 12. DISCLAIMER

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

## 13. CODES, ACTS, STANDARDS AND REGULATIONS

The Work shall, unless otherwise specified, be conducted in a manner which:

- a. Is compliant with all applicable federal, territorial, municipal, acts, regulations, and Codes.
- b. Adherence to all applicable codes and standards and without limiting the generality of the foregoing shall include the most current edition of the following:
  - a. The NRC National Building Code of Canada,
  - b. The NRC National Fire Code of Canada,
  - c. The NRC National Plumbing Code of Canada,
  - d. Canada Labour Code (including latest revisions of all regulations)
  - e. The Canadian Electrical Code,
  - f. C282 Emergency Electrical Power Supply for Buildings,
  - g. B52 Refrigeration Code,
  - h. National Fire Protection Association (NFPA) standards,
  - i. American Society for Testing and Materials (ASTM),
  - j. American Society of Heating, Refrigeration, and Air Conditioning Engineers, (ASHRAE)
  - k. American National Standards Institute (ANSI),
  - l. Local and/or municipal codes and bylaws.

In the event of a conflict between Codes, the more stringent shall take precedence.

## 14. PROJECT ADMINISTRATION

### GENERAL REQUIREMENTS

In response to the request for quotation and an accompanying Scope of Work the contractor is responsible, at no cost to PSPC, to submit a quotation in conjunction with the Scope of Work that shall include but is not limited to:

- a. Description of the Work being completed.
- b. Resourcing, that includes roles and responsibilities of key personnel (internal) or external sub-contractors.
- c. Appendix of detailed cost estimate table of personnel, rates, and hours compliant with the Price Proposal.
- d. Appendix of detailed disbursements with rationale and back up quotes compliant with the Price Proposal.
- e. The approach must be cost-efficient and ensure that the stated objectives of the project must be achieved. Proposed cost estimate must not be exceeded without a revision signed by the DR.
- f. Proposed milestone schedule (including shop drawings submissions and approval timelines and any other deliverables) is reasonable and able to be completed within the time set in the quotation.

Prior to commencing work, the Contractor must confirm the following:

- The Call-up has been issued to the Contractor.
- DR approval on work schedule and DR and client approval for building access if required.
- All related permits that adhere to the local community, municipality, approvals, and agreements to a specific project are in place.
  - All Health and Safety and Environmental Protection requirements are in place.
  - Understanding of the potential risks during the completion of Work.

Upon completion of work, the contractor is responsible for the following:

- Inform the Department Representative when Work is completed, site inspection maybe required.
- Complete site log books on site if required (e.g. HVAC, Electrical)

## **15. COMMUNICATIONS AND MEETINGS**

If any communication with the Client Departments results in the need for any change to the scope of work, quality, cost or schedule, the Contractor shall inform the Departmental Representative (DR) and seek written direction. Only the DR can authorize scope of work changes; any unauthorized scope change will be at the cost of the Contractor.

There shall be no correspondence between occupants or users of the facilities and the Contractor, unless directed by the DR.

During the Work, the Contractor's Key Personnel shall be:

- Available to attend meetings and respond to inquiries within one (1) working day notice.
- Shall provide emergency contact information to be used in the event of any urgent project related event.

## **16. ROLES AND RESPONSIBILITIES**

### **A. CONTRACTOR**

The "Contractor's Team" must be eligible and registered to work in the Yukon Territories. The Contractor's Team is composed of the Contractor and designated employees along with sub-contractors and their designated employees.

The contractor must obtain RCMP Security Clearance prior to work starting.

The Contractor and sub-contractors must perform the work to a professional standard as outlined in the SOA and SOA Call-up.

The Contractor must, during the construction phases, participate in construction meetings, ensure sub-contractors attend required meetings and attend site inspection meetings.

The Contractor may be assigned the duties and responsibility of Principal Contractor when the contractor is the sole contractor on site and/or will oversee/monitor sub-contractors. This may include reviewing sub-contractor's documents for adherence.

The Contractor may be required to provide a full construction team as outlined in the SOA Call-up documents.

All those employed to work on the site are to meet the requirements of the provincially legislated Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeyman, skilled, qualified and supervised.

The Contractor will schedule, record and distribute the record of decisions for all meetings.

## **B. THE PSPC TEAM**

Pertaining to PSPC Issued Call-ups

- The PSPC Project Manager is the Departmental Representative and is responsible for conveying all Client Department requirements to the Contractor.
- The Departmental Representative will facilitate discussions between the main stakeholders of the overall project including, but not limited to; PSPC, the Consultant, the Contractor and Client Department stakeholders.

## **C. CLIENT DEPARTMENT RESPONSIBILITIES**

- The Client representative is responsible for communicating the interests of the Client, in collaboration with the PSPC Departmental Representative.
- Unless directed otherwise, all communication with the Client is through the PSPC Departmental Representative.
- Client Departmental Representative is responsible for the resolution of all security issues including but not limited to providing the contractor with the required documents, conduct the required security clearance for the scope of work in certain areas.

## **17. TEMPORARY STRUCTURES**

The Contractor shall furnish and maintain all equipment such as scaffolding, ladders etc. as may be required for the proper execution of the work.

## **18. REMOVAL OF MATERIAL AND EQUIPMENT**

The Contractor shall not remove any salvageable material and equipment from the job site without prior permission for the DR. This will be addressed on a project by project basis.

## **19. CLEAN UP**

On completion of the workday, remove all surplus material, plant tools, equipment and debris, and leave the job site in a clean, tidy and secure condition to the satisfaction DR.

Conduct cleaning and disposal operations to comply with local authorities:

- Do not bury rubbish and waste materials on project site.
- Do not dispose of waste into streams or waterways.
- Store volatile waste in covered metal containers and remove from premises daily.
- Prevent accumulation of waste which create hazardous conditions. Do not conceal waste material in hidden spaces.

## 20. REPLACEMENT PERSONNEL

The replacement personnel must meet both qualifications and security requirements for the individual they are replacing. The Contractor must submit the qualifications of the proposed replacement. If the Qualifications are acceptable, they must then obtain Security clearance prior to commencing work. The DR will evaluate each proposed replacement resource against the original bid evaluation criteria for these categories. Any replacement resources must have the prior authorization of the Departmental Authority before starting work.

The rates for the replacement personnel must be the same rate as the category their replacement was in or whichever category is appropriate based on their skills.

If the Contractor plans to move a pre-approved personnel listed in a certain category into another category, they must get pre-approval by PSPC and have qualifications and experience equal or better than the requirements of the new category.

## 21. SUMMARY OF HEALTH AND SAFETY REFERENCES

- **Government of Canada**
  - Canada Labour Code - Part II
  - Canada Occupational Health and Safety Regulations.
- **National Building Code of Canada (NBC)**
  - Part 8, Safety Measures at Construction and Demolition Sites.
- **Canadian Standards Association (CSA) as amended**
  - CSA Z797-2009 Code of Practice for Access Scaffold
  - CSA S269.1-1975 (R2003) Falsework for Construction Purposes
  - CSA S350-M1980 (R2003) Code of Practice for Safety in Demolition of Structure
  - CSA Z1006-10 – Management of Work In Confined Space
- **National Fire Code of Canada 2010 (as amended)**
  - Part 5 – Hazardous Processes and Operations and Division B as required.
- **American National Standards Institute (ANSI)**
  - ANSI A10.3, Operations – Safety Requirements for Powder-Actuated Fastening Systems.
- **Yukon Territory**
  - Workers Compensation Act Occupational Health and Safety.
  - Occupational Health and Safety Regulations

## 22. COMPLIANCE WITH REGULATIONS

PSPC may terminate the Contract without liability to PSPC where the Contractor, in the opinion of PSPC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.

It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

## 23. SUBMITTALS

When requested based on complexity of the project being undertaken. Submit to Departmental Representative any or all of the following.

Work affected by submittal shall not proceed until review is complete.

Submit the following:

- General Health and Safety Plan of the Company.
- Copies of reports or directions issued by federal and provincial health and safety inspectors.
- Copies of incident and accident reports.
- Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements.

Copy of current Health and Safety Plan including safe work procedures.

Emergency Evacuation Procedures.

The Departmental Representative Regional Safety Coordinator will review the Contractor's Site Specific Project Health and Safety Plan and Emergency Procedures, and provide comments to the Contractor within 5 (five) days after receipt of the plan. Revise the plan as appropriate and resubmit to Departmental Representative.

Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to Departmental Representative.

Submission of the Health and Safety Plan, and any revised version, to the Departmental Representative is for information and reference purposes only. It shall not:

- Be construed to imply approval by the Departmental Representative.
- Be interpreted as a warranty of being complete, accurate and legislatively compliant.
- Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

## 24. RESPONSIBILITY

If one or more contractors are employed at the site, you may be requested to assume responsibility as the Principal Contractor for work under this contract and appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location in accordance with the Workers Compensation Act.

Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.

Comply with and enforce compliance by employees with safety requirements of Contract documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan, control personnel, and temporary lighting as required.

## 25. HEALTH AND SAFETY PLAN

Depending on the complexity of the work as and when directed by the Departmental Representative conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.

Develop, implement, and enforce a Site Specific Project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:

Primary requirements:

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

## **26. HEALTH AND SAFETY COORDINATOR**

When required by Yukon Workers' Compensation Health and Safety Board regulations the Principal Contractor shall appoint a Health and Safety Coordinator and shall:

- Be responsible for completing all health and safety training, and ensuring that personnel that do not successfully complete the required training are not permitted to enter the site to perform work.
- Be responsible for implementing, daily enforcing, and monitoring the site-specific Health and Safety Plan.
- Be on site during execution of work.

## **27. UTILITY CLEARANCES**

The Contractor is solely responsible for all utility detection and clearances prior to starting the work.

The Contractor will not rely solely upon the Reference Drawings or other information provided to identify utility locations.

## 28. PROJECT/SITE CONDITIONS

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

Work at sites may involve some or all of the following conditions:

- Confined space and restricted access space.
- Working at heights. (Roof tops, ladders, scaffolding, etc.)
- Working alone.
- Hazardous material. (i.e. asbestos, lead, silica, mold)
- Vehicle traffic.
- Machinery (hot/cold or moving parts).

## 29. REGULATORY REQUIREMENTS

Comply with all codes, acts, bylaws, standards and regulations to ensure safe operations at site.

In event of conflict between any provisions of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Departmental Representative will advise on the course of action to be followed.

## 30. WORK PERMITS

Obtain speciality permits related to the work before start of work.

Examples of specialty permits include the following:

- Confined space entry.
- Electrical work.
- Building permits.

## 31. EMERGENCY PROCEDURES

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

2. Include the following provisions in the emergency procedures:
  - a. Notify workers of the nature and location of the emergency.
  - b. Evacuate all workers safely.
  - c. Check and confirm the safe evacuation of all workers.
  - d. Notify the fire department or other emergency responders.
  - e. Notify adjacent workplaces which may be affected if the risk extends beyond the work site.
  - f. Notify Departmental Representative.
3. Provide written rescue/evacuation procedures as required for, but not limited to:
  - a. Work at high angles.
  - b. Work in confined spaces or where there is a risk of entrapment.
  - c. Work with hazardous substances.
  - d. Underground work.
4. Design and mark emergency exit routes to provide quick and unimpeded exit.

### **32. HAZARDOUS PRODUCTS**

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

### **33. ELECTRICAL SAFETY REQUIREMENTS**

Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all Electrical personnel are completely familiar with existing and new Electrical circuits and equipment and their operation.

Before undertaking any work, coordinate required energizing and de-energizing of equipment.

Maintain Electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this SOA, as well as safety of other personnel on site.

Develop, implement and enforce a communication plan with Departmental Representative for all Electrical work and lockout procedures.

### **34. ELECTRICAL LOCKOUT**

Develop, implement and enforce use of established procedures to provide Electrical lockout and to ensure the health and safety of workers for every event where work must be done on any Electrical circuit or facility.

Prepare the lockout procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request/authorization form. Have procedures available for review upon request by the Departmental Representative.

Keep the documents and lockout tags at the site and list in a log book for the full duration of the SOA. Upon request, make such data available for viewing by Departmental Representative or by any authorized safety representative.

### **35. OVERLOADING**

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

### **36. FALSEWORK**

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

### **37. SCAFFOLDING**

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

### **38. CONFINED SPACES**

Carry out work in confined spaces in compliance with Work Safe Yukon Confined Spaces and CSA Z1006-10 Management of Work in Confined Space.

### **39. RESTRICTED ACCESS**

Contractor shall perform a hazard assessment and develop an appropriate restricted access entry plan in accordance with Yukon Workers' Compensation Health and Safety Board regulations.

### **40. CONFINED SPACE AND RESTRICTED SPACE OUTSIDE OF DEFINED WORK SITE**

Carry out work in confined spaces in compliance with Yukon Workers' Compensation Health and Safety Board Confined Spaces and CSA Z1006-10 Management of Work in Confined Space. Coordinate all confined space entry work with PSPC Departmental Representative through the contractor's confined space entry permit system.

Contractor shall perform a hazard assessment and develop an appropriate restricted access entry plan in accordance with Yukon Workers' Compensation Health and Safety Board regulations. Coordinate all restricted access space entry work with the PSPC Departmental Representative prior to entry.

The Contractor is required to provide a reasonable amount of time to the Departmental Representative for making arrangements for entry and/or access to Confined Space or Restricted Access spaces located outside the designated work site.

### **41. POWDER-ACTUATED DEVICES**

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

### **42. FIRE SAFETY AND HOT WORK**

Obtain Departmental Representative's authorization before any welding, cutting or any other hot work operations can be carried out on site.

Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

### **43. FIRE SAFETY REQUIREMENTS**

Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.

Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

#### **44. FIRE PROTECTION AND ALARM SYSTEM**

Fire protection and alarm systems shall not be:

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

#### **45. UNFORESEEN HAZARDS**

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

#### **46. POSTED DOCUMENTS**

When requested based on complexity of work, post legible versions of the following documents on site:

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

#### **47. MEETINGS**

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

#### **48. CORRECTION OF NON-COMPLIANCE**

Immediately address health and safety non-compliance issues identified by the Departmental Representative.

Provide Departmental Representative with written report of action taken to correct non-compliance with health and safety issues identified.

The Departmental Representative may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time.

The Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".