

APPENDIX 1

GLOSSARY OF TERMS

**CANADIAN FORCES HOUSING AGENCY**

**EFFECTIVE PERIOD: 1 APRIL 2020 – 31 MARCH 2025**

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1. The following is an explanation of some of the key words used in the Statement of Work and Appendices. Note that some definitions are trade specific.

- .1 Asbestos – Asbestos is the generic name of a variety of fibrous minerals found naturally in rock formations. Asbestos fibres are strong, durable and non-combustible and are used by industry in construction and friction materials. Asbestos fibres are divided into two broad mineralogical groups: serpentine (chrysotile) and amphibole (tremolite, actinolite and others).
- .2 Technical Authority – Housing services Centre (HSC) staff.
- .3 Canada – Public Service and Procurement Canada (PSPC) representative and/or Technical Authority.
- .4 Coordination – Multi-trade scheduling to facilitate the Work between Contractors of different Standing Offer.
- .5 Contaminated Site – A site at which substances occur at concentrations above background levels and pose, or (1) are likely to pose, an immediate or long-term hazard to human health or the environment or (2) exceed levels specified in policies and regulations. Background levels refer to the ambient levels of a contaminant in the local area of the site.
- .6 Difficult Access - Access is restricted and/or the usual, average, or typical state or conditions expected to complete a task or job is increased as per discretion of Technical Authority.
- .7 Halocarbons – Halocarbons are synthetic chemical compounds that consist of halogenated bromine, chlorine and fluorine combined with carbon. They are used as refrigerants in air-conditioning, refrigeration and fire-extinguishing systems. These compounds contribute to the depletion of the stratospheric ozone layer and to global warming. Halocarbons are commonly known as Ozone Depleting Substances (ODS).
- .8 Hazardous Building Material – Refers to any substance or product used in the construction of a building, or the equipment/products contained within a building, that contains prohibited levels as described in Schedule 1 “List of Toxic Substances” under the *Canadian Environmental Protection Act*. Also refers to any building materials that contain prohibited levels of biological or chemical agents named or described in any applicable Provincial Acts and/or Regulations as a designated substance. Examples of hazardous building materials asbestos-containing drywall joint compound, asbestos-containing cement siding shingles, mercury-containing thermostats, etc.
- .9 Hazardous Material Disposal – Requires the application of provincially regulated handling, transportation and procedures. All substances that are considered designated by Federal and/or Provincial jurisdictions in which the work is being undertaken. These substances must be handled, transported and disposed in accordance with Provincial regulations.
- .10 HSC - Housing Services Centre.

- .11 Inspect and Report – Assessment, analysis and communication of an issue and its resolution.
- .12 Install - Item to be supplied by others, but installed by Contractor. Includes all site visits required to complete the work.
- .13 MSDS - Material Safety Data Sheets.
- .14 Polychlorinated biphenyls – Polychlorinated biphenyls (PCBs) are synthetic compounds that contain chlorine and can occur in different chemical configurations. PCB manufacture and processing was stopped in North America in 1979 because of concerns for the environment and human health. PCBs can be found in old fluorescent light ballasts in CFHA RHUs, and these ballasts must be disposed of as hazardous waste.
- .15 Refinish – Apply a new finish to a surface, object or material. Includes all site visits required to complete the work.
- .16 Relocate – Change position or location of an item, material or equipment. Includes all site visits required to complete the work.
- .17 Remove and Dispose – Uninstall, transport and discard items, materials or equipment. Includes all site visits required to complete the work.
- .18 Remove and Reinstall – Uninstall item to facilitate other work, store it and install it after the associated work is complete. This includes all associated work, fasteners, fittings, sealant and caulking. Includes all site visits required to complete the work.
- .19 Resecure, Refit, Rework – Adjust item, material or equipment. Includes removal and reinstallation if necessary. Includes all site visits required to complete the work.
- .20 Replace – Remove, supply and install item, material or equipment. Includes all associated materials and activities such as inspection, measuring, sizing and related modifications, removal and disposal of old items, supply and installation of replacement items, etc. This includes all associated work, fasteners, fittings, sealant and caulking. Includes all site visits required to complete the work.
- .21 RHU – Residential Housing Unit. Dwelling unit within a building.
- .22 Silica – Crystalline silica, or silicon dioxide, is the basic component of sand, quartz, granite, sandstone, flint, slate, and limestone. Silica can be found in concrete, cement, mortar, asphalt, and brick. There are adverse health effects, including silicosis, associated with inhalation of tiny silica particles. Workers can be exposed to silica-containing dust while loading, dumping, hauling, drilling, and crushing rocks, cutting, grinding or chipping stone, and while demolishing concrete or masonry structures.
- .23 SO – Standing Offer.
- .24 Spill – The intentional or unintentional abandonment, deposit, discharge, dump, emission, empty, exhaust, throw, inject, leak, pour, place, release, seep, or spray of materials into the environment.

- .25 Supply and Install – Supply and install item, material or equipment. Includes all associated materials and activities such as inspection, measuring, sizing and related modifications, supply and installation of replacement items, etc. This includes all associated work, fasteners, fittings, sealant and caulking. Includes all site visits required to complete the work.
- .26 Unit – Signifies Unit of Measure.
- .1 EA. Signifies each
  - .2 HR. Signifies hour
  - .3 KG. Signifies kilogram
  - .4 M. Signifies meter
  - .5 M2. Signifies square meter
  - .6 M3. Signifies meter cubed
  - .7 M2/L. Signifies square meter per litre
  - .8 O/C. Signifies on centre
  - .9 RHU – Residential Housing Unit.
  - .10 VM. Signifies vertical meter
- .27 Urea Formaldehyde Foam Insulation – Urea Formaldehyde Foam Insulation (UFFI) is a mixture of urea-formaldehyde resin, a foaming agent, and compressed air. During the 1970s UFFI became an important insulating product for new and existing houses. However, it was believed that the installation of UFFI may have contributed to higher concentrations of formaldehyde in indoor air. As a result UFFI was banned in Canada in 1980 and is considered hazardous waste once removed from a building.
- .28 Volatile Organic Compounds – Volatile organic compounds (VOCs) are emitted as gases from certain solids or liquids. VOCs include a variety of chemicals, some of which may have short- and long-term adverse health effects. VOCs are emitted by a wide array of products. Examples include: paints and lacquers, paint strippers, cleaning supplies, pesticides, building materials and furnishings as well as glues and adhesives. As much as possible, products used for CFHA activities must be zero or low VOC.
- .29 WHMIS - Workplace Hazardous Materials Information System.
- .30 Work Site – Work location identified on each call up.



# APPENDIX 2

## CUSTOMER CARE REQUIREMENTS

**CANADIAN FORCES HOUSING AGENCY**

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**1. General**

- .1 These requirements pertain to the work associated with all repair and maintenance work conducted under the Standing Offer and as identified by CFHA.

**2. Description of work**

- .1 Special requirements when dealing with or when in contact with the Residential Housing Unit (RHU) occupant on Canadian Forces Housing Agency work.

**3. Appointments**

- .1 Where access to a premise is to be disturbed due to progress of the Work, twenty-four (24) hours written notice shall be given to the occupant giving specific details of the disturbance and the proposed duration. Pedestrian access must be maintained where required and as directed.
- .2 Where work is to be performed on an occupied RHU, the Contractor shall be responsible for making arrangements at a mutually convenient time with occupants of dwellings owned and/or managed by CFHA for access or entry to premises to carry out Work required under each Call-up. At no time, shall the Contractor arrive at an occupied RHU to perform work, without a pre-scheduled appointment with the occupant.
- .3 Should the occupant not attend the first scheduled appointment(s) the contractor is to leave a business card or other suitable notice which identifies where the occupant can contact them to arrange for a more suitable appointment time. The contractor shall inform the Technical Authority that a first attempt to schedule an appointment was made.
- .4 Should the occupant not attend to the second appointment, the contractor is to immediately inform the Technical Authority.
- .5 If the work identified on the Call-up cannot be performed due to non-access to premises after a third attempt by the Contractor to gain access, the contractor is to immediately inform the Technical Authority.
- .6 Follow up / deficiency work and warranty work may not be done until an appointment has been confirmed with the Occupant.
- .7 Where there is a requirement for the Contractor, his employees or agents to obtain an entry permit to a particular secure area the Contractor shall, as early as practical, before any person is required to enter the site for any purposes in connection with the Call-up, furnish to the Technical Authority a document setting out in respect of the Contractor, his employees or agents their names, residential addresses and dates and places of birth.
- .8 All persons desiring to enter the site shall comply with all local Base/Wing regulations and requirements relating to the issue of an entry permit and with all conditions relating to entry to the site.

**4. Discussions with the Occupant and Code of Conduct**

- .1 Maintain courteous discussions with the occupant at all times.
- .2 Inform occupant prior to the commencement of any work:
  - .1 What work needs to be done;
  - .2 How the work will be done;
  - .3 Who will be involved in the performance of the work;
  - .4 How long the work will take to be completed;
  - .5 What degree of inconvenience there might be to the occupant;

- .6 How the occupant premises will be kept secure during the repair, maintenance and or construction work and;
- .7 How the occupant will be reimbursed by the contractor for any damages to their personal property that may occur as a result of the performance of the maintenance/construction work. Advise occupant to immediately report to CFHA any damages done by contractor to the unit or personal Furniture & Effects;
- .8 What safety measures and other protections are being implemented to protect the occupant and family members;
- .9 What the daily clean up schedule will be during the performance of the work;
- .10 Contractors are to refrain from disclosing any information relating to potential future improvements for the particular Residential Housing Unit.
- .11 Contractors shall refrain from contacting any occupants (including solicitation) outside of the scheduling of an appointment and during the performance of the work on the occupied housing unit.

**5. Contractors Duties, Observations and Opinions**

- .1 The contractor is to only perform the work of the contract and is not to undertake any work for the occupant while this contract is in effect. Occupant concerns or questions regarding the scope or nature of the work should be directed to the Technical Authority.
- .2 Should the contractor observe any aspects of the work to be performed as being defective, limited, ineffective, wasteful or in any other way unacceptable in their opinion, this shall not be discussed or in any way indicated to the occupant. Any observations are to be brought only to the attention of the Technical Authority.
- .3 At no time is the contractor to enter into any discussions with the occupant that may leave the occupant with any expectations either positive or negative with respect to the work being performed.

**6. Contractor's Site Etiquette**

- .1 Contractor's etiquette when working in or about the occupant's premises will consist of but not be limited to:
  - .1 Knock (or ring the bell) on the front door of the occupant's RHU and obtain approval prior to entrance;
  - .2 Be prepared to provide photo identification;
  - .3 Offensive language or gestures will not be used;
  - .4 Drinking, smoking or the use of any form of tobacco product is not to be used in or about the premises of the occupant;
  - .5 The contractor is only to use his own prearranged washroom facilities and is NOT to use the washroom facilities of the occupant;
  - .6 Contractors are responsible to ensure that the workers wear appropriate clothing (ex. no torn jeans);
  - .7 Should any confrontation occur with the occupant, terminate discussions immediately and inform the Technical Authority.
  - .8 Disposable boot/shoe covers shall be worn by the Contractor and workers upon entering the occupied unit.

**7. Protection of Premises and Liabilities**

- .1 The contractor shall ensure the health and safety of the occupant at all times and protect the premises and belongings of the occupant by performing but not limited to the following duties:
  - .1 The Contractor shall not move furniture for the performance of the Work. Should the area be not ready for the work, the Contractor is to advise Technical Authority.
  - .2 The Contractor shall be liable for any breakages and damage to property which may take place during the course of the Work and which are directly attributable to any action or lack of appropriate action by the Contractor;
  - .3 Use well-maintained and acceptable drop sheets in any interior areas that form part of the work area, including areas leading to and from the work areas;
  - .4 Appropriately ventilate from the premises any areas that may have objectionable odors or dust;
  - .5 Stockpiles of materials, tools or equipment are not to be on any occupant premises. All materials shall be stored in a designated area;
  - .6 Contractors' employees or any individuals associated with the contractor are to park their vehicles in areas approved by the Technical Authority. Contractor's shall not block access to any driveways with their vehicles or equipment;
  - .7 The work site and access to it are to be kept clean and tidy at all times. A complete cleanup is to be undertaken at the end of each workday prior to the contractor leaving the site, removing all garbage and debris;
  - .8 Because of the nature of the work in the contract, seasonal plantings of shrubs, flowers, and plants, undertaken by the occupants including annuals, perennials, and shrubs, shall be protected, removed and replanted without damage. Otherwise, occupants shall be compensated by the contractor, for the destruction of the plantings;
  - .9 While work being conducted on vacant residential housing units, the Contractor shall ensure that the housing unit is properly secured, including windows closed, and lights turned off, prior to leaving the unit at the end of each day;
  - .10 At the end of each work day, and at the completion of work at each address, there shall be a thorough clean-up of the contractor's debris. Contractors will note that workers who demonstrate total disregard for National Defence (DND) property or unnecessarily litter the work site, will be required to leave the premises at once.

## **8. Electrical, Water and Heating Services**

- .1 The contractor is to make arrangements for and supply his own electrical, water and heat as required for the performance of the intended work.
- .2 The contractor may request the occupant in writing to enter into a per diem arrangement for the use of electrical, water or heat. The final decision will rest with the occupant. A copy shall be provided to the Technical Authority for their files.
- .3 The contractor may use the electrical, water and heating services available in unoccupied premises only with the approval of the Technical Authority.

## **9. Materials, Tool and Equipment Storage**

- .1 The contractor is to obtain approval from the Technical Authority of all locations for the storage of materials, tools and equipment.
- .2 CFHA will not be held responsible for any lost, damaged or stolen materials such as, tools or materials, while stored on the premises.
- .3 Vacant housing units will not be used for storage of any kind for the contractor.

# APPENDIX 3

## SAFETY REQUIREMENTS

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## 1. General

### .1 Submittals

- .1 The Contractor is to submit to the PSPC representative copies of the following documents, including updates issued:
  - .1 Health and Safety Program as indicated in Paragraph 8, prior to commencement of work on the work site.
  - .2 Written Emergency Response Plan
  - .3 Reports or directions issued by authorities having jurisdiction, immediately upon issuance from that authority.
  - .4 Accident or Incident Reports, within 24 hrs of occurrence.
- .2 Submit other data, information and documentation upon request by the Canada Representative.

### .2 Compliance requirements

- .1 Comply with the latest edition of the provincial Occupational Health and Safety Act, and the Regulations made pursuant to the Act in the province in which the work takes place.
- .2 As a minimum, comply with the Canada Labour Code Part II Part 125(1) (l) and 125(1)(w), and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code and applicable provincial Acts and Regulations.
- .3 In the case of direct conflict between the federal and provincial regulatory Health and Safety instruments noted above in S 1.2.1 and 1.2.2, the Canada Labour Code shall be the default regulatory instrument.
- .4 A copy of the Canada Labour Code Part II may be obtained by contacting:

Canadian Government Publishing  
Communication Canada  
Ottawa, Ontario, K1A 0S9  
Telephone: (613) 941-5995 or 1-800-635-7943  
Catalogue No. L31-85-2003 (E or F) ISBN0-660-18897-X

A condensed version can be viewed on-line at <http://laws.justice.gc.ca/en/index.html>
- .5 Where the Base/Wing/Formation/ASU Health and Safety Program may stipulate more stringent requirements than identified in the Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code, the Canada representative shall provide the Contractor with the applicable excerpts from the Base/Wing/Formation/ASU Health and Safety Program prior to the commencement of the work of the Standing Offer.
- .6 Observe and enforce construction safety measures required by:
  - .1 National Building Code of Canada (latest edition).
  - .2 Provincial Workplace Safety Insurance Board.
  - .3 Municipal statutes and ordinances.
- .7 In event of conflict between any provisions of above authorities the most stringent provision shall apply. Should a dispute arise in determining the most stringent requirement, the Canada representative shall advise on the course of action to be followed.

- .8 Provide and maintain Worker's Compensation Board coverage for all employees for the duration of the Standing Offer. Prior to commencement of the work of the Standing Offer, provide to the Canada representative a certificate of Clearance from the Workers' Compensation Board indicating that the Contractor's account is in good standing.
  - .1 Should the Contractor be a sole proprietor, provide documented proof in a form acceptable to the Canada representative of an alternative means of personal coverage that meets or exceeds the requirements set out above for Worker's Compensation Board coverage.

## **2. Responsibility**

- .1 In accordance with the Canada Labour Code Part II, the obligations and responsibilities for safety reside with the Contractor. The Contractor will monitor safety at the location of the Standing Offer work in accordance with the Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.
- .2 The Contractor is responsible for safety of persons and property on the work site and for protection of federal employees and the general public circulating adjacent to work site operations to extent that they may be affected by conduct of work.
- .3 The Contractor is responsible to carry out work placing emphasis on health and safety of workers, the public, Residential Housing Unit occupants, site personnel and protection of the environment.
- .4 The Contractor is responsible to ensure compliance by its employees and sub- contractors accessing the location of the Standing Offer work with safety requirements of Contract Documents, and all applicable federal, provincial, local statutes, regulations, and ordinances.
- .5 The Contractor is to enforce compliance by workers and other persons granted access to work site with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with the Contractor's Health and Safety Program.
- .6 Contractors are required under the Canada Labour Code Part II to conduct occupational health and safety meetings. For the purpose of this Standing Offer, the Contractor is responsible to establish and conduct occupational health and safety meetings on a monthly basis.
- .7 The Contractor is responsible to record and post minutes of all occupational health and safety meetings in a location where they are in plain view for all workers to have access to such minutes. Make copies available to the Canada representative upon request.
- .8 The Contractor is responsible to conduct formal safety inspections on a minimum monthly basis, with no less than one (1) inspection for Standing Offer work that is less than one (1) week in duration and is provide a written report to the Canada representative for each formal site safety inspection, document deficiencies, remedial action needed and assign responsibility for rectification to the appropriate party.
- .9 The Contractor is responsible to ensure Contractor employees, sub-contractors, and all persons accessing the work site are in possession of and wear appropriate personal protective equipment (PPE).
- .10 Should an unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise the Technical Authority verbally and in writing of the hazard or condition.

## **3. Site control and access**

- .1 The Contractor shall be responsible to control access and activity to the immediate location of the Standing Offer work. Delineation and isolation of the work site from adjacent and surrounding areas may not be possible as the Residential Housing Unit may remain fully operational and occupied throughout the duration of the work of this Standing Offer.

- .2 Make provisions for granting permission to access onto work site to all persons who require access. Procedures for granting permission to access are to be in accordance with provincial Occupational Health and Safety Acts, and Regulations made pursuant to the Acts and the Contractor's Health and Safety Program.
- .3 Ensure persons granted access to the work site are in possession of and wear the minimum personal protective equipment (PPE) designated by the Contractor's Health and Safety Program. Ensure persons granted access to the work site are provided with, trained in the use of, and wear, appropriate PPE that are required above and beyond the designated minimums previously noted and as specifically related to the work site activity that they are involved in. Be responsible for the efficacy of the PPE that is provided above and beyond the designated minimums.
- .4 Erect signage at access points and at other strategic locations around the work site clearly identifying the work site area(s) as being "off-limits" to unauthorized persons. Signage must be professionally made with well understood graphic symbols and is not to be used as advertising but for the specific use as related to site safety and key contact information.
  - .1 Information to be provided on the signage is as follows:
    - .1 Project Name/Description:
    - .2 Contractor Company Name:
    - .3 Project Superintendent's Name/Phone No.:
- .5 Secure the work site at all times to protect against unauthorized access.

#### **4. Permits**

- .1 Obtain permits, licenses and compliance certificates at appropriate times and frequencies as required by the authorities having jurisdiction.
- .2 Post all permits, licenses and compliance certificates in a location that is in plain view by all at the location of the work and provide copies to the Canadian Forces Housing Agency.

#### **5. Project/site conditions**

- .1 As part of the Work involved in this SO, the Contractor is advised that hazardous materials may be encountered. The known hazardous substances and/or hazardous conditions that may be encountered at the work site are identified in the specifications. These materials shall be considered as health or environmental hazards and shall be properly managed should they be encountered as part of the work.
- .2 In addition to the basic information regarding hazardous materials that is included in the specifications, the CFHA will inform the Contractor of any specific information that is, or becomes, available with respect to the presence of known hazardous materials that may be encountered as part of the Work. The known hazardous substances and/or hazardous conditions shall not be construed as being complete and inclusive of all safety and health hazards encountered as a result of Contractor's operations during the course of work.
  - .1 Contractors are required to be aware of the known hazardous substances and/or hazardous conditions and are to include in their tender price all work associated in working with, in and around the hazards.
  - .2 When the Contractor encounters any latent or previously unidentified / undocumented hazardous Material (s), or has reasonable grounds to believe that additional hazardous Material (s) may exist at the site of the Work, the Contractor shall:
    - .1 Take all reasonable steps, including stopping the Work, to ensure that no Person suffers injury, sickness or death, and that neither property nor the environment is injured or destroyed as a result of the contaminated site condition;



- .2 Immediately notify the Canada's Representative of the circumstances;
- .3 Take all reasonable steps to minimize additional costs, which may accrue as a result of any work stoppage.
- .3 Upon receipt of a notification, the Canada's Representative shall, in a timely manner, determine whether a hazardous substance or contaminated site condition exists, and shall notify the Contractor in writing of any action to be taken, or Work to be performed, by the Contractor as a result of the Representative's determination.

**6. Other precautions in carrying out work**

- .1 Unless otherwise specified in the Call-up, the Contractor shall observe, in the absence of any statutory requirement to the contrary, the relevant current standard published by the Canadian Standards Association relating to storage, transport, use of Materials, explosives, fire precautions in arc or flame cutting, flame heating and arc or gas welding operations, Plant and equipment, work processes and safety precautions.

**7. Meetings**

- .1 Prior to commencement of work under this Standing Offer a pre-commencement meeting will be conducted by the Canada representative. Ensure minimum attendance by the Contractor's superintendent/supervisor. Additional safety meetings may be held throughout the period of the Standing Offer to provide supplementary information or respond to unique issues as required. The Canada representative will advise of time, date and location of the meeting. The Contractor will be responsible for recording and distributing the minutes.
- .2 The Contractor is responsible to conduct safety meetings as required by Section 2 above.

**8. Health and safety program**

- .1 The Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code provides the Contractor with the overall program of health and safety for operations on the Base/Wing/Formation/ASU. For the purpose of this Standing Offer, the Contractor shall perform hazard assessment of the location of the Standing Offer work in order to acknowledge, assess and address the hazardous substances and/or hazardous conditions known and identified by the CFHA, and to develop a written site-specific Health and Safety Plan as related to these known hazards. The Contractor shall be required to provide the site-specific Health and Safety Plan to the Canada representative. The site-specific Health and Safety Plan shall include provisions for on-going hazard assessments performed during the progress of work identifying and documenting new or potential health risks and safety hazards not previously known and identified.
- .2 The format of the site-specific Health and Safety Plan shall at a minimum for the purpose of this Standing Offer contain the following three (3) parts: .
  - .1 Part 1: Detailed description of the work identified in the work order and a list of individual health risks and safety hazards identified by the contractor's detailed site specific hazard assessment(s).
    - .1 List of critical activities to be communicated with the CFHA which could affect occupant operations, or pose a risk to the health and safety of the occupants, Contractor employees and to the general public.
  - .2 Part 2: List of specific measures to control or mitigate each hazard and risk identified in part one of the Plan. Describe the engineering controls, personal protective equipment, safe work practices and any other applicable means to be implemented and followed when performing work related to each identified hazard or risk. Part 2 of the Plan must also include:
    - .1 In the management of safety responsibility, provide the name of the person assigned as contractor's site safety representative.

- .2 A written statement, where applicable, that the Contractor has been made aware of known hazards and hazardous substances referred to under Section 5 and that the Contractor will inform all Contractor employees, sub-contractor employees and any persons affected or potentially affected by the work of this contract of the known hazards.
- .3 A written statement confirming that Contractor employees, sub-contractors and other authorized persons accessing the work site are trained, licensed, and have been fully instructed in:
  - (a) Safe operation of tools and equipment.
  - (b) Proper wearing and use of personnel protective equipment (PPE) as applicable to the purpose and activities to be conducted on site.
  - (c) Safe work practices and procedures to be followed during the performance of their given work tasks or function on the work site.
  - (d) Work site conditions and minimum site safety rules provided through safety orientation sessions.
- .4 A copy of the Contractor's health and safety policy and disciplinary policy that will be followed to enforce compliance by Contractor employees and sub-contractors with safety requirements of contract documents, applicable regulations and the Contractor's site-specific Health and Safety Plan.
- .3 Part 3: Emergency Measures and Communications Procedures as follows:
  - .1 Emergency Measures: On-site operating procedures, evacuation measures and emergency response to be implemented in the occurrence of an accident or incident. Procedures to be specific and relevant to identified hazards.
  - .2 The location of emergency equipment and supplies including but not limited to first aid kits, emergency eye wash stations, spill kits/equipment and fire extinguishers. Including confirmation that equipment and supplies have been verified/certified for use.
  - .3 The names of all persons assigned responsibility by the Contractor as a first aid attendant at the project.
  - .4 An inventory listing the common name of all controlled products (WHMIS Products) complete with material safety data sheets (MSDS) that the Contractor knows or intends to bring to the project site. List to be updated as necessary as project proceeds.
  - .5 A copy of the Contractor's accident/incident investigation policy and incident and accident report form(s) to be used by the Contractor to document any incident or accident that might occur during the course of the Standing Offer work
  - .6 Communication procedures:
    - (a) List of names and telephone numbers of designated official(s), to be contacted should an incident or emergency situation occur, including the following:
      - (i) Contractor and all sub-contractors.
      - (ii) Federal and Provincial departments and local emergency resources organizations, as applicable to the hazards identified and type of accident or incident which might occur, in accordance with applicable laws and regulations.

- (b) Procedures implemented at site to communicate and share information between Contractor employees, sub-contractors, and the Contractor on activities at the location of the work of the Standing Offer, and in particular those which might endanger employees and Residential Housing Unit occupants.
  - (c) The procedure to be followed by contract personnel to initiate emergency response by fire, police and medical personnel.
- .3 Provide one copy of the site-specific Health and Safety Plan to the CFHA prior to commencement of work on the work site.

**9. Accident reporting**

- .1 Incidents and accidents are investigated and reported where required by Canada Labour Code Part II and the provincial Occupational Safety and Health Act, and the Regulations made pursuant to the Act in the province in which the work takes place.
- .2 For the purpose of this contract immediately investigate and provide a report to the Technical Authority on incidents and accidents that involve:
  - .1 A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s).
  - .2 Exposure to toxic chemicals or substances.
  - .3 Property damage.
  - .4 Interruption to adjacent and/or integral infrastructure operations with potential loss implications.
  - .5 Unsafe activity or conditions.
  - .6 Spills: As a minimum, the following spills must be reported to the Technical Authority:
    - .1 A spill or release of halocarbons greater than 0.5 kilograms;
    - .2 Any halon spill regardless of size;
    - .3 Petroleum oil and lubricant spills;
    - .4 Hazardous Material spills that meet or exceed the quantities or levels for reporting specified in the Table in Part 8.1 of the Transportation of Dangerous Goods Regulations;
    - .5 Untreated or partially treated discharges from sewage treatment plants, storm sewers or sanitary sewers;
    - .6 A spill that may migrate or is likely to migrate beyond DND property boundaries;
    - .7 A spill that is defined by any federal legislation;
    - .8 A spill that may cause or is likely to cause injury or damage to property, or to plant or animal life; or
    - .9 A spill that may result or is likely to result in media or public involvement.
- .3 In the investigation and reporting of incidents and accidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advise in writing on the action taken to prevent a re-occurrence of the incident and/or accident.

**10. Records on site**

- .1 The Contractor shall maintain at the location of the work of the Standing Offer a copy of the safety documentation as specified in this section and any other safety related reports and documents issued to

or received from the authorities having jurisdiction, including but not limited to occupational health and safety meeting minutes, permits, licenses, and compliance certificates.

- .2 Provide and maintain one copy of the site-specific Health and Safety Plan at the location of the Standing Offer work, in a location that is easily accessible by all Contractor employees, sub-contractor employees and any persons affected or potentially affected by the work of this contract.
- .3 Upon request, make copies available to the Canada representative.

# APPENDIX 4

## WASTE REPORTING FORM

**CANADIAN FORCES HOUSING AGENCY**

**EFFECTIVE PERIOD: 1 APRIL 2020 – 31 MARCH 2025**

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1. General

.1 Submittals

- .1 CFHA uses the Waste Reporting Form to collect data from Contractors who complete work that has an impact on CFHA's construction waste, hazardous waste and hazardous material inventory tracking. The form is a component of the contract between the Canada and the Contractor. Where applicable, the Technical Authority shall identify the relevant sections of the form for the Work assigned and the Contractor shall complete the form included below accordingly. The Contractor shall record accurate information to the best of their ability.
- .2 The Contractor must return the Waste Reporting Form with the completed Work Order/Call-Up for the Contractor to receive payment.

### 1. General Information

*Sections in gray are to be completed by the Technical Authority and will indicate to the Contractor which sections are required to be completed.*

CFHA Location	
Contractor Name	
Work Order Number	
Date	
RHU Address(es)	

### 2. Building Material Disposal (e.g. asphalt, drywall, brick)

*Provide an estimate of the quantity and type of waste sent for disposal/recycling.  
Record only non-hazardous waste typically sent to landfill or recycled.*

To be completed <input type="checkbox"/>	
Total number of RHUs	
Type(s) of waste sent for disposal	
Quantity of non-hazardous waste disposed (kg/lb)	
Bill of Lading is attached (y/n)	

### 3. Hazardous Waste Disposal (e.g. asbestos, mercury, lead, Polychlorinated Biphenyls (PCB), Urea Formaldehyde Foam (UFFI))

To be completed <input type="checkbox"/>	
Total number of RHUs	
Type(s) of waste sent for disposal	
Quantity of hazardous waste disposed	
Bill of Lading is attached (y/n)	