Orientation for Contractors and Contract Workers

Brant Community Healthcare System

Revised (BCHS Sites) 2026-09-15

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Introduction

Brant Community Healthcare System believes that occupational health and safety are important components of every work activity. All contract work performed for BCHS or on BCHS premises must comply with all municipal, provincial, and federal laws and regulations; BCHS' occupational health and safety policies and procedures; and the guidelines outlined in this publication. Contractors are solely responsible for all their workers and their subcontractors, and for ensuring that they know, understand, and follow the above. Failure to comply with these requirements will constitute a breach of contract and the immediate stoppage of work on any contract underway.

This document is not all inclusive. It is intended to provide minimum guidelines. Any questions regarding the occupational health and safety aspects of our contract should be directed to the Project Designate assigned as the contact person for your project. As BCHS continuously develops and revises its corporate safety policies, this contact person will be able to provide you with the most current information.

Please refer to the Contractor Safety Orientation website below under “Documents for All BCHS Sites” to access “**Brant Community Healthcare System Mission, Vision and Values**;”

www.bchsys.org/aboutus/bidsandtenders/

1. Workplace Overview

1.1 Parking

Contractor vehicles shall be parked in designated parking areas only and at the contractor's expense. Parking in reserved spaces, patios, walkways, sidewalks or roadways or receiving areas is prohibited. Improperly parked vehicles will be ticketed or towed at the vehicle owner's expense. Contractor representatives must arrange parking for workers to be employed on a project with the consent of the Project Designate.

- Parking in receiving dock lanes and areas is prohibited.
- BCHS reserves the right to manage facilities and property as needed to minimize interruption to hospital core business. Failure of contractors to follow the above requirements will include ticketing, vehicle tow and or suspension of access to hospital property.
- Daily parking rates are available in each of the lots
- Monthly paid parking can be arranged through the parking kiosks.

1.2 Access

1.2.1 Personnel

Entrance to an area, other than the contractor's work area, is prohibited unless authorized by the Project Designate. Building emergency exits are to be used only in the event of an emergency or with prior consent of the Project Designate. All exterior entrances are to be directly monitored against unauthorized intruders or otherwise kept locked. Secure areas, such as interstitial spaces, must not be left propped open, unlocked, or unattended.

Contractors are responsible for all deliveries related to their contracted work and are responsible for the proper instruction and conduct of delivery persons who may require entry into the facility, use of the receiving area, entrances, and elevators.

Regular hours of work are between 7:00am and 4:00pm, Monday through Friday, excluding statutory holidays unless otherwise stated in agreed upon contract. Any workers needing to work other than these hours must notify the Project Designate of their intentions so that Security may be alerted to such activities. Contact names and phone numbers are required for crews or individuals who wish to work outside of regular daytime hours. Contractors are responsible for ensuring that competent supervision, as defined by the O.H.S.A and Regulations for Construction Projects, is provided for such activities.

1.2.2 Materials

Materials, tools, and equipment must be transported by way of suitable conveyances that do not cause undue noise or vibration within the building. Specific routes to and from work areas established by contract documents or the Project Designate are to be strictly followed by all workers. At all BCHS Sites, long construction materials can be transported using service elevators in which access is to be coordinated with Project Designate. Loading materials and equipment via the front entrance is prohibited. Caution is to be exercised at all times to ensure the safety of staff, patients, and visitors. All loads are to be

covered with clean opaque tarpaulins or poly coverings. Material longer than 8'-0" is to be carried by two persons. Contractors are responsible for all deliveries to their work areas and the conduct of third parties who may be moving materials within the facility.

No new materials used in the construction process shall contain any ACM or other Designated Substances without the prior approval of the Project Designate.

1.2.3 Equipment

Equipment required for projects is subject to the same regulation as materials. Tools and machinery are to be moved about the building in closed job boxes or covered with opaque tarpaulins. Protective measures are required to avoid damage to metal foot grills, flooring finishes, doorways, at entrances. Oversized objects that must be moved into the building require coordination with the Project Designate to determine acceptable route and timing.

1.2.4 Truck Routes

Truck Route issues should be arranged with the Project Designate at each site.

1.2.5 Receiving Dock

Use of the BCHS receiving dock for moving tools, equipment and materials to and from the building is permitted, however under strict guidelines as follows: BCHS receiving area may be used for unloading and loading at the discretion of BCHS to ensure that core hospital business is not interrupted. At all the sites, limited receiving bays are available from 7:00am to 3:00pm; however, traffic varies and access is not guaranteed. At all other BCHS Sites, access times are to be confirmed with the Project Designate. Hospital deliveries must always take precedence over construction deliveries. The following conditions always apply concerning use of the receiving lanes:

Notification that access to the Receiving Dock is required for major deliveries of construction materials, furnishings or equipment, is to be provided to the Project Designate. The Project Designate will provide advanced written communication/request (e-mail) for the project need to use the receiving facilities to the Store Supervisor or their appointed representative as soon as possible (minimum three business days). This communication is to include the following information:

- BCHS Project Manager/Designate identification to include contact information.
- Project Details such as location, duration, contractor identification, and any other relevant details.

- Contractors must contact Receiving Staff before unloading and get parking instructions.
- Contractors violating the instructions of the Stores Supervisor or Project Designate will be subject to the following: vehicles being ticketed, towed, or that company being prohibited from use of the receiving area.
- Contractor vehicles are never to be left unattended or idling at any time.
- Contractors must provide identification and contact information as well as

maintain contact with Receiving Staff.
- Contractors are to follow all instructions/directions of Receiving staff upon their arrival until departure.
- Contractors are also required to remove/clean all debris they may generate because of their activity in the Receiving area, including packaging, skids, pallets, etc.
- BCHS staff do not receive items that arrive at the receiving dock whether they arrive as parcels or deliveries. If contractors are expecting shipments of this nature, arrangements must be made in advance with receiving staff to receive and remove such items promptly from the receiving area.
- The receiving facility parking lot is restricted to the use of authorized activity only.

Note: It is the responsibility of Project Designate to review these requirements with each project contractor in advance.

1.2.6 Entrances, corridors, stairwells, exterior storage

Entrances must not be left unsecured or unsupervised at any time or blocked with equipment or materials. Corridors may not be used to store materials at any time. Shaft and other doors must never be blocked, even temporarily.

Storage space within the facility is extremely limited and consists only of space within construction areas or specifically designated rooms. Construction materials and equipment must be delivered to the site on an as needed basis to avoid storage problems. Arrangements to store or stage materials outside the building must be made in advance with Project Designate. Large roll off bins are prohibited unless coordinated with Project Designate for coordination with appropriate internal departments

1.3 Use of Facilities

Workers must ensure that clothing and footwear are dust-free when exiting work areas to access public areas of the hospital.

1.3.1 Washrooms

Public washrooms occur throughout the facility and may be used by workers. This does not include patient washrooms within wards or patient areas. Washrooms that are local to a construction area are preferred as these receive increased maintenance during the construction period. Contractors are expected to maintain clean and tidy washroom facilities after use.

1.3.2 Cafeteria and Retail Outlets

Workers may use the retail food services at all BCHS sites, subject to the conditions noted above.

1.3.3 Accessible Customer Service Policy

Brant Community Healthcare System is committed to providing exceptional and

accessible service for its customers. In keeping with our philosophy of Patient and Family Centered Care, goods and services will be provided in a manner that respects the dignity and independence of all customers. The provision of services to persons with disabilities will be integrated wherever possible. Persons with disabilities will be given an opportunity equal to that given to others, to obtain, use or benefit from the goods and services provided by and on behalf of the organization. Every attempt will be made to accommodate accessibility needs as identified. When access to resources impedes accommodation, an alternate measure will be taken to provide the service, in consultation with relevant parties. BCHS expects Contractors and Trades to respect and apply these premises.

1.4 Prohibitions

1.4.1 Personal conduct and Music

All persons working at BCHS facilities are expected to conduct themselves in a professional manner befitting a health care institution. Rude, disrespectful, or offensive language, behaviors apparel will not be tolerated on hospital property. Boisterous, loud, or inappropriate conduct that is contrary to an environment that is meant to be caring and sympathetic to compromised patients and their visitors is unacceptable. Contractors are also required to limit music in construction sites to reasonable volumes.

1.4.2 Cellular phones/Photos

Cellular phones are used widely throughout the facility. ABSOLUTELY NO PHOTOS OR VIDEOS are ALLOWED in patient or staff areas to ensure patient confidentiality and privacy.

1.4.3 Smoking/Vaping

Smoking or vaping is forbidden on hospital property, including parking areas, outdoor areas, utility, and roof areas. Violators of this policy may find themselves permanently banned from the site and fined by public health authorities.

1.4.4 Alcohol, drugs, firearms

Possession of alcoholic beverages, prescription drugs used for non-medical purpose, illegal drugs and their consumption are prohibited on hospital property. Persons suspected of being impaired in any way from such substances will be escorted from the property with the possibility of future prohibitions.
Firearms, ammunition, or any other material considered a weapon of any description have no place on hospital property, whether carried on the individual or within a vehicle. Discovery of the same will result in penalties.

1.4.5 Latex materials

A latex policy is in effect for the health and safety of staff, visitors, and patients. Gloves or other articles made of latex are expressly forbidden on the property due to the extreme allergic reaction that some patients or individuals may have to this material.

If a contractor requires the use of gloves, the articles must have labeling identifying that

they are not latex containing. Latex balloons are prohibited from BCHS sites. Any materials to be used for installation that may contain latex must be reviewed by Project Designate or BCHS consultants prior to purchase.

1.4.6 Scent Policy

A scent policy is in effect for the health and safety of staff, visitors, and patients. BCHS maintains a fragrance-free work environment. Please refer to the policy for further details.

1.4.7 Use of Hospital utilities

Use of hospital utilities, including emergency or normal electrical power receptacles, compressed gas outlets, janitor's closets and equipment, medical gas outlets, etc. is expressly forbidden without prior review with and authorization by the Project Designate. Where power sources are required, the task must be evaluated to determine the suitability of local outlets.

1.4.8 Dress Code

- No cut off shirts
- Crude comments on shirts are not allowed
- Workers and trades are expected to change dirty clothing prior to using Hospital facilities such as cafeteria, washrooms, etc.
- ID badges shall always be visible as identified in Section 2.3.2
- Appropriate clothing and footwear PPE, for the task assigned

1.5 Contractor Compliance

Contractors are required to attest to BCHS onboarding requirements, prior to entering into any Agreement with BCHS for the provision of the deliverables as outlined in on the Contractor Safety Orientation website which also require include WSIB and insurance requirements. All costs, if any, associated with registering contractor compliance shall be at the Contractor's expense.

2. Departments, Locations, Contacts

2.1 Maintenance

It is important to understand the organizational structure of the Maintenance department so that should communication be received from these individuals, their clear authority and responsibility are understood. Generally, such communication would occur via the Project Designate for a particular project.

The Maintenance Department is responsible for the maintenance and condition of the physical plant, which includes projects. The BCHS **Director of Corporate Infrastructure** is responsible for all BCHS Sites. In addition to the Director of Corporate Infrastructure, other managers include the **Maintenance Manager**.

Each project is assigned to a Project Designate, who serves as the primary representative of BCHS throughout the project lifecycle. The Project Designate is responsible for coordinating project development and implementation, communicating with hospital managers and stakeholders who will ultimately occupy and operate the completed space, managing project scope, budget, schedule, and revisions, and coordinating any required departmental, staff, or service relocations.

2.2 Capital Projects Department

The Capital Projects Department is responsible for all aspects of capital and renovation project delivery within BCHS. This includes planning, design, and construction coordination; liaison with healthcare professionals, user groups, consultants, contractors, and hospital departments; management of project documentation; and oversight of project execution from inception to completion.

The department is led by the Manager of Capital Projects, who has overall responsibility for the planning, delivery, and oversight of all capital and renovation construction projects. Each project is assigned a Project Designate, who serves as the primary representative of BCHS throughout the project lifecycle. The Project Designate is responsible for coordinating project development and implementation, communicating with hospital managers and stakeholders who will ultimately occupy and operate the completed space, managing project scope, budget, schedule, and revisions, and coordinating any required departmental, staff, or service relocations.

Depending on the size and complexity of the project, the role of Project Designate may be fulfilled by the Manager of Capital Projects or another member of the Capital Projects team.

For the purposes of this policy, the term Project Designate refers to the individual assigned as the primary point of contact between BCHS and contractors, consultants, and other external service providers. Contractors shall direct all project-related communications,

requests, and concerns through the Project Designate and should understand the responsibilities and authority associated with this role when interacting with BCHS representatives.

2.3 Security

2.3.1 Signing in

All workers entering a BCHS facility must report to the designated sign-in location before commencing work.

The BCHS contact person, or the Project Designate responsible for the project or task, must be notified of the worker's intended activities for the day or shift. It is the visitor's responsibility to ensure that all required sign-in information is completed accurately.

Workers assigned to projects managed by a General Contractor under contract with BCHS are not required to report to Maintenance or Security each day. The General Contractor will maintain sign in sheets for site projects and will provide to project designate upon request.

Sign-In Log Information

The following information must be recorded:

Date	Visitor Name	Visitor Phone #	Location of visit	BCHS Contact	Time in	Time Out	Badge#

Sign-In Locations

Brantford General Hospital (BGH)

- During regular business hours (08:00–16:00), visitor badges must be signed in and out at the Maintenance Office (Room AM.140).
- After hours, visitor badges must be signed in and out at the Security Office at the Emergency Department Entrance. (Room B1).

The Willett Hospital (TWH)

- Visitor badges must be signed in and out at the Security Office (Room A.124)

2.3.2 Identification Badges

All individuals working at BCHS facilities must wear and visibly always display an identification badge.

Contractors must also display a BCHS visitor identification badge. Visitor badges can be obtained from the designated sign-in locations identified above.

2.3.3 Key Requests

Access to certain areas within BCHS facilities may require the use of keys or a programmed access badge.

Keys and access badges can be obtained from the designated sign-in locations. Contractors are required to sign for any keys or access badges issued to them and are responsible for their safekeeping while in their possession. Contractors who do not return keys are badges will be billed back for expenses related to replacement of keys or badges.

2.3.4 Enforcement and penalties

Workers who do not comply with BCHS policies and procedures may be disciplined, up to and including permanent prohibition from BCHS properties. Instructions and orders received from Security personnel and agents of BCHS such as the Project Manager/Delignate department managers and supervisors must be complied with without reservation.

2.3.5 Theft Policy

All employees, affiliates (including contractors), and all Professional Staff are obliged to preserve and safeguard Hospital property by strict adherence to the rules included in the "Theft and Vandalism–Policy." Please refer to the Contractor Safety Orientation Website below under "Documents for All BCHS Sites" to access "Theft Policy;"

2.4 Accidents, Incidents and First Aid, Occupational Health and Safety

2.4.1 Injuries

All accidents and incidents occurring on BCHS premises, involving a contractor's workers, must be promptly investigated by the contractor and a copy of the investigation report submitted to the Project Designate immediately following the investigation. An accident or incident that involves a contractor and a patient or visitor must immediately be reported to Protection Services who will notify and provide a copy of the investigation report to Risk Management.

The contractor is responsible for providing first aid to their workers as per Regulation 1101 First Aid Requirements (Under the Workplace Safety and Insurance Act, 1997).

Contractors working at BCHS are expected to comply with provisions of the current edition of the Occupational Health and Safety Act of Ontario and Regulations for Construction Projects. This includes provisions for properly equipped First Aid Kits within proximity of work areas and as determined by the number of workers employed. Construction supervisors are expected to have current First Aid certificates as required by regulation. All construction safety aspects must be practiced.

Adult care may be obtained at the following facilities:

The Willet Hospital Urgent Care Centre
Brantford General Hospital Emergency Department

It must be understood that the BCHS Code Blue team and Emergency responders will not enter mechanical spaces, interstitial spaces, or construction sites. Should serious injuries occur in these areas, the Worker Down procedure provided by the contractor and accessible to the construction site supervisor must be followed to obtain medical aid. In the absence of the contractor prescribed procedure, one must be created and agreed upon as outlined in the BCHS Contractor Safety policy and accessible with the project documentation.

2.4.2 Critical Injuries

ONTARIO REGULATION 420/21, made under the O.H.S.A. Ontario, "critically injured" means an injury of a serious nature that,

(a) places life in jeopardy,
(b) produces unconsciousness,
(c) results in substantial loss of blood,
(d) involves the fracture of a leg or arm but not a finger or toe,
(e) involves the amputation of a leg, arm, hand, or foot but not a finger or toe,
(f) consists of burns to a major portion of the body, or

Incident reporting to allow for site specific investigation with Organizational Health for Risk and Hazard assessment.

2.4.3 Insurance and WSIB Requirements

All contractors and vendors performing work on BCHS property must provide proof of WSIB coverage and liability insurance prior to issuance of a Purchase Order (PO) and before any site access is permitted.

- WSIB Coverage: Contractors must maintain active Workplace Safety and Insurance Board (WSIB) coverage applicable to work performed in Schedule 1 workplaces, which includes public hospitals. Proof of current WSIB clearance must be submitted to the Project Designate prior to commencing work.

- Liability Insurance: Contractors must provide a valid certificate of Commercial General Liability (CGL) insurance with a minimum limit of $2,000,000 per occurrence. The certificate must name Brant Community Healthcare System (BCHS) as an additional insured.

- It is the contractor's responsibility to ensure coverage remains active and up to date for the entire duration of the project.

Contractors are not permitted on site without valid WSIB and insurance documentation on file with the Project Designate. When a critical injury occurs, ad defined above, the Contractor must **immediately** contact the Ministry of Labour and the BCHS Project Designate. A copy of the contractor's investigation report is to be submitted to the Project Designate as soon as possible, following the proscribed investigation.

2.4.4 Working Alone Procedure

BCHS Working Alone procedure is available on the Contractor Safety Orientation website and specifically govern procedures to be followed should a worker need to work in restricted areas, confined space, and interstitial spaces.

3. Working in a Health Care Facility

3.1 Infection Control

It is the responsibility of every worker to observe all policies and procedures related to infection control to prevent exposure of patients, staff, and other workers from harmful bacteria that may be associated with construction activities. The primary source of organisms that may be hazardous to immunocompromised persons is dust, and water sources which may contain legionella and/or other harmful bacteria. It is therefore incumbent upon all workers to take measures to ensure that sources of dust are contained within work areas, and that migration of dust particles from construction spaces does not occur.

Contractors responsible for work sites must maintain tack mats, damp mats, HEPA vacuums, or other means at exit points from construction spaces to provide workers with a means to clean clothing and footwear as they leave said areas. It is the responsibility of each worker to avail himself of these means to ensure dust and debris remain within the contained work area.

Additional documents are available on the Contractor Safety Onboarding documents website. Specific infection control knowledge is required of all workers employed at BCHS sites with Infection Control Risk Assessment forms completed by policy and procedure and copies made available to the Project Designate.

All contractors must complete an infection control risk assessment tool (ICRA) in consultation with the project designate, which must be reviewed and signed by an infection control professional before starting any work at any BCHS facility.

Infection Control practitioners perform routine inspections of the construction sites. Failure to comply with the Infection Control policies and procedures may result in a Stop Work order.

Infection prevention and control practices are aligned with CSA Z317.13.22 – Infection Control during Construction, Renovation and Maintenance of Health Care Facilities.

3.1.1 Responsibilities

Hand Hygiene and PPE

- Clean your hands when entering and leaving patient care areas and whenever hands become contaminated.
- Wear Personal Protective Equipment (PPE) as required by the work being performed and by posted signage.

- Follow all facility requirements related to Routine Practices and Additional Precautions.

Additional Precautions
If working in patient care areas:

- Follow all posted Contact, Droplet, or Airborne Precaution signs and follow instructions provided by unit staff, the Project Lead, or IPAC.

Dust and Construction Containment
You must:

- Follow all Infection Control Risk Assessment (ICRA) requirements.
- Keep construction barriers, hoarding, and containment systems intact.
- Keep doors, zippers, and access points closed when not in use.
- Use designated construction entrances and exits.
- Clean tools, equipment, clothing, and footwear before leaving the work area.
- Use dust-control measures identified for the project.

You must not:

- Remove barriers or containment without authorization.
- Disable or unplug negative air machines or HEPA filtration units.
- Allow dust or debris to migrate into adjacent areas.

Water Systems, Leaks, and Mould
You must:

- Obtain approval before altering, disconnecting, or shutting down water systems.
- Report all water leaks, flooding, and water damage immediately.
- Stop work and notify the Project Designate if mould or suspected mould is discovered.

Do not disturb mould-contaminated or water-damaged materials without authorization

Additional Facility Considerations:
Ventilation and Air Quality
You must:

- Obtain approval before working on HVAC, exhaust, or air-handling systems. Follow all project requirements regarding negative air and pressure monitoring.
- Immediately report ventilation failures or unexpected interruptions.

Stop Work and Notify Immediately
Notify the Project Lead or Designate immediately if any of the following occur:

- Damage to construction barriers or containment.
- Failure of negative air equipment.
- Dust escaping the work area.
- Water leaks, flooding, or plumbing disruptions.
- Discovery of mould or suspect mould.
- HVAC or ventilation disruptions.

- Discovery of asbestos or hazardous materials.
- Any condition that may place patients, residents, staff, visitors, or workers at risk.

Infection Control Risk Assessment (ICRA) and Preventative Measures Checklist

All construction, renovation, or maintenance activities with the potential to generate dust and/or disrupt water systems shall be assessed through an Infection Control Risk Assessment (ICRA) process prior to the commencement of work, as required by CSA Z317. Infection prevention and control sign off is required for any Class III or IV projects and identified risk mitigation strategies shall be implemented and monitored as outlined in the preventative measure checklists for the duration of the project

3.2 Emergency Codes

Workers at BCHS sites must familiarize themselves with the Emergency Management Program that applies to the Brantford General Hospital and the Willett Hospital. The Emergency Procedures that are applicable to contractors or other non-BCHS personnel are described in the Emergency Code document available on the Contractor Onboarding website. It is the contractor's responsibility to ensure that every worker is aware of their responsibilities related to each code and where to report when emergency codes are announced.

4. Material Handling

4.1 Hazardous Materials, Designated Substances

Designated Substances, as defined under regulation made under the OHSA, such as asbestos, lead, mercury and isocyanates, occur on the premises of BCHS. Where it is likely that a contractor may come into contact with or work near a Designated Substance, the Project Designate will provide this information to the contractor by way of the contract documents. While working at BCHS, the contractor will comply with the Designated Substance Regulation and all pertinent policies and procedures, as established by BCHS.

Do not perform destructive work until authorization has been obtained.
Examples include:

- Drilling, coring, or cutting into walls, ceilings, or floors.
- Removing flooring, ceiling systems, or wall materials.
- Any activity that may disturb asbestos-containing materials (ACM) or other hazardous building materials.
- Contractors are required to remove HazMat materials promptly using appropriate means of disposal.

If you encounter suspect hazardous materials **STOP WORK immediately and notify the Project Lead or Designate.**

4.2 Paints and solvents

Refer to sections on "Chemicals" and "Chemical Waste Disposal" for other applicable requirements with respect to paints and solvents.

Adequate ventilation must be maintained when paints or solvents are used. Contractor personnel must use proper respiratory protection and protective clothing when required.

Low- or zero-VOC (Volatile Organic Compound) paints are strongly preferred. BCHS has numerous patient, staff, and visitor sensitivities to odors and airborne irritants; therefore, minimizing emissions and maximizing ventilation during and after painting is essential. Contractors must plan work to ensure appropriate air exchange and avoid introducing strong odours into occupied areas.

Flammable solvents and materials must be used with extreme caution when exposure to ignition sources is possible. Contractors' flammable paints and solvents are not to be stored on BCHS premises. Flammable liquids must be dispensed in safety cans with flash arrestors bearing a Factory Mutual or Underwriters for approval and must be grounded and bonded. Where dispensing is required, contractors will determine a suitable location in collaboration with Project Designate. The contents of containers must be clearly identified on a clearly marked WHMIS label. Flammable liquids and acids must never be

stored together.

Only products that comply with contract documents are permitted for use at BCHS sites.

4.3 Compressed Gas Cylinders

If a contractor needs to store compressed gases on BCHS property, prior approval of the Project Designate must first be obtained by the contractor.

All compressed gas cylinders shall be legibly marked with the description of the material contained, including a proper WHMIS label. All compressed gas cylinders will be secured (roped or chained) in a vertical position during transportation storage or use. They must never be rolled, slid, or dropped. If a compressed gas cylinder contains acetylene, it must always be in an upright position.

Cylinders shall be stored in a well-ventilated area, away from any source of ignition or heat. Compressed gas cylinders containing flammable gasses are to be stored at least six meters from any cylinder containing oxygen or with a barrier of non-combustible material at least 1.5 meters high, having a fire resistance rating of at least one-half hour separating it from any cylinder containing oxygen. Cylinders shall not be placed where they can come into contact with an electrical outlet.

Cylinder valve protection caps shall be firmly installed (hand tight) when compressed gas cylinders (empty or full) are transported or stored. The correct regulators, in proper working order, shall be used for each type of gas. Regulators or regulator connections will not be modified in any way. Cylinder valves shall be closed when work is finished and when cylinders are empty or being moved.

4.4 WHMIS and Chemicals

Contractors must submit copies of Safety Data Sheets (SDS) to the Project Designate for any chemicals they plan to use on BCHS property as a part of the contract to work. All SDS's must be submitted and approved for use prior to contractor starting work; **no exceptions.** Chemicals include, but are not limited to:

- acids, bases
- adhesives, glues, cements, epoxies
- bleaches, cleaners, detergents
- compressed and liquefied gas
- core solder (acid, resin)
- fluxes
- greases, oils
- paints, dyes, pigments, fillers
- pesticides, herbicides
- solvents, thinners

All chemicals used will be in the original container with the original supplier labels. The labels must include the specified information, as determined in the WHMIS Regulation.

Where it is necessary to decant a product into another container, or where the original supplier label has been damaged or removed, the contractor is responsible for ensuring that a WHMIS workplace label is affixed to the product, with the three pieces of information required by the WHMIS regulation.

Contractors are responsible for providing their workers with WHMIS Generic and WHMIS Specific education. Documentation of such education is to be kept available on the job site.

All chemicals for the contract will be purchased and supplied by the contractor unless the contract specifically states otherwise. Where special precautions are required, the Project Designate will inform the contractor regarding hazardous chemicals used at BCHS.

Contractors are responsible for instructing their employees in emergency procedures in the event of a personal injury or spill of a chemical (refer to section on Emergency Preparedness). The contractor will make known the location of emergency showers and eyewash stations to their employees. All spills are to be reported immediately to the Project Designate, who will determine whether a Code Brown is to be initiated.

The contractor will only bring on site those chemicals that are designated for use at BCHS. Contractors will not store any chemicals on BCHS property, including overnight storage, unless prior written approval is obtained from the Project Designate.

4.5 Waste Disposal

Contractors are responsible for proper disposal of all waste and recycling associated with their on-site activities. This includes asbestos waste, chemical waste (including paints), general construction waste, cardboard, scrap metal, furniture, equipment, etc.

Contractors must arrange for their own waste and recycling bins which shall be placed at the hospital site in a location approved by the Project Designate and BCHS Environmental Services Management.

At no time should waste be staged or left visible in-patient care areas, public corridors, or within hoarding anterooms. Waste must be removed from work zones promptly and managed in a manner that prevents disruption, odour, or safety hazards within occupied areas.

Construction/general waste shall be transported in carts covered with opaque tarps or 6 mil polyethylene and secured with a bungee. The exterior side of the carts, including the wheels, and the cover must be clean when leaving the construction site. The carts are to always remain covered and until the contents are disposed of in the contractor's waste bin(s). Contractors are allowed to transport construction waste after 1:00pm unless otherwise coordinated with project designate. If contractors are using trucks to dispose of their construction waste, the trucks must be parked outside the canopy area in Shipping and Receiving. Loading construction waste within the Shipping and Receiving premises

and loading docks is prohibited.

Disposal companies utilized by contractors shall be approved by the Ontario Ministry of Environment and carry a Certificate of Approval for a Waste Management System. Contractor waste must be disposed of at a licensed waste management facility.

The following waste materials are prohibited from disposal as general waste and must be managed according to the applicable waste management regulations:

- Asbestos waste
- Propane tanks and other compressed gas tanks
- Batteries Fluorescent tubes
- Liquid waste (non-hazardous and hazardous)
- Biomedical waste and pharmaceutical waste
- Radioactive waste

Liquid waste (hazardous or non-hazardous, e.g., paint, grout), is prohibited from entering any sink, drain, or sewer.

Contractors are forbidden from utilizing BCHS waste bins, waste compactors, or cardboard balers for disposal of waste generated from their on-site activities.

Contractors must manage their general waste and recycling in accordance with the BCHS General Waste and Recycling Protocols. All packaging materials, including wood pallets, skids, crates, cardboard, etc. must be removed from the hospital site.

Any questions regarding BCHS policies concerning waste disposal are to be directed to the BCHS Waste Coordinator via the Project Designate.

4.5.1 Asbestos waste

Contractors must dispose of asbestos waste in accordance with the BCHS Asbestos Management Plan and Ontario Reg. 278/05.

4.5.2 Biomedical waste

Biomedical waste must be managed on site as per the BCHS Biomedical Waste Disposal Protocol. If this type of waste is encountered during activities provided by the contractor on site, contact Project Designate for direction.

4.5.3 Chemical waste disposal

The contractor shall not dispose of any chemical waste on BCHS property. Chemical waste includes, but is not limited to:

- acids, bases
- adhesives
- bleaches, cleaners, detergents
- compressed and liquefied gas
- core solder (acid, resin)
- fluxes
- greases, oils

- paints, dyes, pigments, fillers
- pesticides, herbicides
- solvents, thinners
- fluorescent tubes
- PCBs
- empty containers that once contained any chemicals
- empty aerosol cans
- flammable waste
- toxic waste

Chemical waste shall be contained, stored, transported, and disposed of by the contractor in compliance with applicable municipal, provincial, and federal laws, including but not limited to Ontario Reg. 347, transportation of Dangerous Goods Regulations and WHMIS.

Where it has been determined that a contractor is not in compliance with these requirements, termination of their contract will be seriously considered by the Project Designate and the Safety Specialist.

4.5.4 Asbestos

Asbestos is present at all BCHS sites. It is the responsibility of the BCHS Project Designate to provide contractors with a copy of the most recent Asbestos Management Plan and Building Survey applicable to the site of the work. This information is to be included with contract documents. Contractors are required to complete any work that has the potential to disturb asbestos containing materials in compliance with BCHS policies, asbestos management plans, and with the Occupational Health and Safety Act and its Regulations. It is the responsibility of contractors and individual workers to ensure they are thoroughly familiar with the contents of these documents.

5. Building Systems

5.1 Mechanical

5.1.1 Shutdown procedures - Ventilation systems

Work on the ventilation systems typically requires shutting down and isolation of portions of the system. To accomplish this, the contractor must submit to the Project Designate a Utility shut down request a minimum of 10 business days prior to the requested shutdown date. The request form is available on the Front-End Documents website. Complete information must be provided, including air handlers or volume boxes along with their identification. This information is required to enable BCHS staff to determine the impact of the ventilation interruption on staff and patients and to coordinate the work in advance. Lock out – tag out procedures are to be observed whenever shutting down mechanical equipment.

5.1.2 Water

Work on plumbing services similarly requires a Utility Shut Down Request to be submitted for a minimum of ten days in advance to Project Designate. Considerations prior to a water shutdown include the condition of existing valves, which may be in poor condition, and

departments that may be affected. Freezing of existing lines may be required to achieve the shutdown. Consultation with BCHS Infection Control may be required when water service is resumed to determine if flush or hypo chlorination of water of the water lines is required. Any treatment needs to follow CSA Z317.13 (Infection control in construction, renovation, maintenance, and repair of health care facilities) and CSA Z317.1 (Special requirements for plumbing installations in health care facilities) and Infection Control direction.

5.1.3 Medical gas systems

Work on medical gas systems is strictly governed by building codes and CSAZ7396.1. Any interference with medical gas services must be preceded by submission of a Medical Gas Shutdown Request available on the Contractor Safety Orientation website. Contractors must be prepared to determine what may be affected by interruption of said services in advance of such requests. Lockout of medical gas valves will require that locks on affected valves be placed both by BCHS and the contractor, similar to electrical lock-out procedures. Considerable coordination that will be required with affected departments to make early notification of proposed shutdowns imperative.

5.1.4 Controls, BAS

Careless removal of devices and equipment from the BAS may result in unnecessary alarms and unintended results. No alteration of the Building Automation System, including removal of thermostats or other devices, is permitted, therefore, without first notifying the Project Designate. Pneumatic lines disturbed by such removals must be properly and permanently capped and sealed.

5.1.5 Sprinkler Systems

Work on sprinkler systems must be preceded by a Utility Shutdown Request that specifies which sprinkler zones may be affected. Systems must be re-filled at the end of each shift and re- activated. Failing this, the contractor must be prepared to implement a fire watch that meets BCHS requirements. All areas of the building must be protected by either fire detection devices, the sprinkler system, or a fire watch.

5.2 Electrical

5.2.1 Electrical - General (300v - less than 750v)

All electrical work performed at BCHS sites shall comply with the Ontario Occupational Health and Safety Act, Ontario Reg. 67/93 (Health Care and Residential Facility Regulation), and Ontario Reg. 213/91 (Construction Regulations). As per the Construction regulations, all work shall comply with the Electrical Utility Safety Rules and ESA (Electrical Safety Authority).

All work performed on electrical equipment shall be performed by a licensed electrician or apprentice as outlined in the Ontario Trades Qualification and Apprenticeship Act.

The contractor will not perform any work on energized panels, distribution boards, busways, or other electrical devices that may expose personnel to accidental contact with energized parts. If it is not practicable to disconnect electrical installations, the contractor

must receive approval from the Project Designate prior to proceeding and follow a lock-out, tag-out procedure.

Approval will only be granted, providing all regulatory requirements are met.

Ground fault circuit interrupts (GFCI) devices shall be used on power circuits serving outlets in damp, wet, or outdoor locations, and any other areas where personnel using electrical equipment may be exposed to hazardous voltages. The GFCI requirement is in addition to the requirement for ground or double insulated tools and appliances.

All non-current-carrying metal parts of fixed, portable, or plug-connected equipment shall be grounded. Portable tools and appliances protected by an approved system of double insulation need not be grounded.

Extension cords shall be the three-wire type for grounded tools (two wires are acceptable for double insulated tools) and will be protected from damage; do not fasten with staples or extend across an aisle way or walkway. Worn or frayed cords shall not be used. Cords must not be run through doorways where the door could cut or damage the cord. Extension cords are to be used only on a temporary basis.

The contractor will install approved factory-made closures for any potentially energized electrical parts prior to the part being energized.

No work shall be performed on any alarm system (fire, security, card system, CCTV, timers, or door buzzers) without prior approval from the Project Designate.

Exposed bulbs on temporary lights shall be guarded to prevent accidental contact, except where bulbs are deeply recessed in the reflector. Temporary lights will not be suspended by their electrical cords unless designed for this use.

Receptacles for attachment of plugs shall be approved, concealed, contact type. Where different voltages, frequencies or types of current are supplied, receptacles shall be of such design that attachment plugs are not interchangeable. In patient-care areas, only hospital-approved outlets may be installed.

5.2.2 Electrical - High Voltage (over 750v)

The Contractor shall not perform any work on energized electrical panels, distribution boards, busways, switchgear, transformers, generators, transfer switches, or other electrical equipment that may expose personnel to accidental contact with energized parts. All electrical work shall be performed by qualified and authorized electrical personnel in accordance with applicable legislation, codes, standards, and Electrical Safety Authority (ESA) requirements. [esasafe.com], [ontario.ca]

Even insulated high-voltage cables shall be considered energized and shall be treated with the same precautions as exposed conductors. Work on high-voltage equipment shall only be undertaken after the equipment has been de-energized, isolated, locked out, tagged out,

tested, and properly grounded in accordance with BCHS procedures and all applicable regulatory requirements. In addition to any grounding provided by BCHS, the Contractor is responsible for providing and maintaining all necessary grounding and protective measures required for the safe execution of the work.

If it is not practicable to de-energize an electrical installation, the Contractor must obtain written approval from the Project Designate and Maintenance Department prior to proceeding. Such approval will only be granted where all applicable legislative, regulatory, and safety requirements have been satisfied, and appropriate risk mitigation measures have been implemented.

Equipment covers, doors, or panels shall not be removed or opened on any high-voltage compartment containing exposed energized conductors or components unless specifically authorized by the Contractor's supervisor, the Project Designate, and the Maintenance Department.

Contractors shall not access, operate, isolate, energize, de-energize, modify, test, commission, or perform switching operations on hospital electrical distribution systems without prior authorization and coordination through the Project Designate and Maintenance Department. Any planned electrical shutdowns, service interruptions, or work affecting critical building systems shall be reviewed and approved by BCHS before work commences.

Strict written operating procedures shall be prepared, reviewed, and adhered to when working on high-voltage circuits and equipment. All contractor personnel involved in the work shall be thoroughly informed of:

1. The sequence of operations.
2. Specific instructions and responsibilities for each assignment.
3. The testing equipment to be used.
4. The required personal protective equipment (PPE) and safety precautions.

Emergency response and communication procedures. Failure to comply with these requirements may result in the immediate suspension of work and removal from the BCHS site.

All elements and questions of the job must be reviewed and resolved before the work proceeds, regardless of the qualification or experience of the personnel; where applicable arc flash training and PPE are required.

5.2.3 Electrical shut down procedures, requirements

Utility shut down request forms available on the Contractor Safety Orientation, shall be properly completed with all required information and submitted to the Project Designate any time an interruption to hospital electrical circuits is required. A minimum of ten-day advance notice is required for routine shutdowns, and considerably longer advanced notice for power interruptions that may affect large or critical care areas of the hospital as sufficient time must be provided to the Project Designate to coordinate such work with a

number of departments and BCHS Maintenance (FM) Services.

5.2.4 Lock-out, tag-out

Any time a piece of electrically powered equipment (fan, motor, switch, etc.) is serviced, repaired, installed, or worked on, the line disconnects switch or circuit breaker supplying the power must be tagged and locked in the "OFF" position. The lock key is to be kept by the person performing the job and only this person is authorized to unlock the switch and remove the tag upon completion of the job. When more than one person is working on the line, each must place a lock on the switch and retain his own key.

Lockout tags will identify the contractor's company name, the worker's name, the date, and the name of the Project Designate. Lockout tags should be approved by the Project Designate before usage. Please refer to the BCHS – Lock-out / Tag-out Policy included within the Front-End documents.

5.2.5 Existing panels, circuits, equipment

It is not unusual for legends in existing hospital lighting and distribution panels to be out of date, which may make it difficult for electrical contractors to reliably interrupt or disconnect circuits that may affect areas beyond the construction area. When such circumstances arise, the contractor must contact the Project Designate who will arrange a review with BCHS Maintenance services to attempt to determine what may be powered by the circuits in question.

Once a review has been conducted, the contractor must advise the Project Designate of his intentions to "ring-out" or explore such circuits so that affected departments may be notified at least one day in advance of this activity. Such activities are typically scheduled for brief periods prior to 8:00am.

5.2.6 Fire Alarm System (FAS), magnetic lock system

Construction projects often require alteration of the fire alarm system by way of relocating smoke or heat detectors, speakers, pull stations, etc. Notification by way of a submitted Utility Shut Down request must precede any interruption of the fire alarm system. It is not necessary to maintain FAS coverage of a construction area if the sprinkler system coverage is not interrupted. Either FAS, sprinkler coverage, or a fire watch must be in place at all times for all areas of the facility.

BCHS also has a Red Tag Permit System that must be used as it provides a clear understanding of the process to manage sprinkler systems impairments when they are taken out of service. The procedure will allow the MRP to follow steps to ensure safe shutdown. This process was developed by sprinkler contractor and is used as a method to monitor and retain records of impairments and inform project designate when impairments occur. If FAS or any life safety system is taken out of service, fire watch must be provided for the duration of the shutdown.

The magnetic lock system must never be interrupted as may be required for system

verifications without written notification, in advance, to the Project Designate. Certain areas of the building are dependent upon the security of the magnetic lock system (NICUt Mental Health, Pharmacy, Labour and Delivery, Critical Care Units, Operating Rooms, and Recovery areas, etc.) and cannot tolerate breaches in security, even for brief periods. BCHS Security must always participate in any release of the mag lock system and require advanced notification of such activities to enable suitable coordination. Bell testing must always be preceded by notification to the Project Designate and appropriate announcements whether by the FAS operator or BCHS Switchboard.

5.2.7 ICT, IT closets

Contractor access to any IT closet or hub that is required to complete a project must be preceded by a review meeting with ICT representatives and the Project Designate. Numerous stakeholders access IT closets and take responsibility for the condition of the closets, and their infrastructure must be established at the outset. IT closets house systems that are critical to patient care and careless or inadvertent disturbance of such systems may result in dire consequences. Only workers with a clear understanding of the equipment and systems and are thoroughly familiar with BCHS ICT Specifications and Procedures (BCHS Infrastructure Specifications for Data / Voice Communications Rev. Oct 2020 V1.14) are permitted to work within these rooms.

Sealing openings into interstitial spaces above closets and control of dust is imperative in these environments. Use of electrical receptacles within closets for any purpose other than operation of BCHS equipment is prohibited.

5.2.8 Telecom

No work is permitted on BCHS telecommunications equipment without first securing permission from the department with the assistance of Project Designate.

5.2.9 CCTV, Security Systems, Card Readers

Work on BCHS CCTV and related systems is prohibited without first notifying the Project Designate. Specific standards and procedures are applicable to these systems, and no interference with these is permitted without first meeting with BCHS Security supervisors.

5.2.10 Nurse Call, Code Blue systems

Disturbance of nurse call circuits can result in alarms which may result in the unnecessary deployment of hospital Code Blue personnel. No demolition or work is permitted on BCHS Nurse Call/Code Blue systems without first consulting with Maintenance Department technicians with the assistance of the Project Designate.

5.2.11 Network Systems

The network system currently in use at BCHS Sites is not robust and is easily damaged by inappropriate activity. This system is maintained by a third party. Contractors must first meet with Project Designate and related persons to ensure familiarity with this system.

5.2.12 CATV, Entertainment systems

No work is permitted on BCHS CATV or entertainment systems without first securing permission for the Maintenance Department with the assistance of the Project Designate

5.2.13 Demolition

Any areas of demolition are to be reviewed with the Project Designate prior to any demolition occurring to identify items for handover to Owner.

6. Construction Sites - Interior

6.1 O.H.S.A. Regulations

All projects conducted on BCHS property are governed by the current Occupational Health and Safety Act of Ontario and Regulations for Construction Projects. This includes comprehensive legislation, statues, practices, and procedures that are meant to ensure a safe and responsible manner to execute construction projects. The following items interpret how said practices are to apply to work undertaken at BCHS building sites.

Within the context of the O.H.S.A, work sites are the jurisdiction of the General Contractor who is responsible for compliance by all workers and visitors with these regulations. This includes BCHS personnel and their vendors who may be required to access work areas. It is incumbent upon BCHS personnel and vendors to properly contact the contractor supervisor prior to entering any site, the only exception being a dire emergency.

6.2 Personal Protective Equipment

Hard hats and Class 1 safety footwear are required at all times, as well as supplementary equipment such as safety eyewear and appropriate protective clothing and any specialized PPE required to complete the task safely. Short pants are not permissible on BCHS jobsites. No exception to the minimum requirements is permitted without the express consent of the contractor supervisor under specific conditions, including BCHS staff that may require access to jobsites

6.3 Warning signage, caution tape, pylons

Warning signage is required for the purpose of identifying contractor work areas and is to be filled in with project title, estimated duration dates, contractor supervisor names, phone numbers, BCHS Project Designate name and contact info in the spaces indicated. Further signage warning of construction conditions and hazards are to be provided to supplement the approved signage.

No construction activity is permitted outside of hard or soft hoarded areas without the written permission of the Project Designate and BCHS Infection Control. Minor work may require the use of caution tape, traffic pylons, signage, and other methods of ensuring the safety of BCHS patients, visitors, and staff.

Contractor workers are expected to observe and obey BCHS warning, safety and security signs and barriers that are posted for their protection.

6.4 Hoardings

When required by BCHS, hard hoardings consisting of metal stud and gypsum board partitions (GWB both sides) and including sound attenuating insulation and 2-layer polyethylene seals shall be constructed to contain all construction work that may cause the generation of dusts. Alternate forms of hoarding may be approved by the Multi-Disciplinary Team. Tops of partitions are to seal to the underside of the GWB fire barrier, not ceiling tiles. Doors used for entry to these areas are to be of hollow metal construction, are to be equipped with gasket seals at the perimeter, and an operating door closer and functional lockset equipped with a keypad mechanism. Keypad combinations must be provided to Project Designate, BCHS Security, and BCHS Maintenance. Doors must not swing into the paths of corridors. Entry points are to be equipped with, as a minimum, tack mats, or other means of dust control.

Soft hoardings consisting of securely supported tarpaulins or 6 mil polyethylene and equipped with overlapping or zippered entry points are permitted only with the written consent of the Project Designate and BCHS Infection Control.

Tapes that are used to seal hoarding edges must not damage existing surfaces upon removal. Surfaces damaged by hoarding installation must be made good at the expense of the contractor.

HEPA exhaust equipment must be ducted in a manner approved by the Project Designate to the exterior of the building unless specifically exempted from this requirement by BCHS Infection Control.

Hoarding design to be approved by Project Designate and IPAC Practitioner prior to installation.

6.5 Floor openings, window openings

Floor and window openings shall be guarded by substantial barriers, railings, and/or covering material and substantial enough to sustain twice the load of pedestrian or vehicular traffic.

Barriers and appropriate signage shall be supplied and installed by the contractor for his contract Work. Coverings for openings shall be cleated, bolted, or otherwise installed to prevent movement from the floor or roof openings.

Elevated floors and window areas must be provided with guard rails where a danger of falling exists for workers. The contractor shall provide toe boards in accordance with O.H.S.A practice where there exists the possibility of objects falling striking workers or other persons.

6.6 FAS bypass requests, smoke detectors, and devices

Contractors are cautioned that the fire alarm system utilizes smoke detectors throughout the facility which are sensitive to products of combustion, dust, and other airborne particles that can either hamper proper operation of the detectors or cause alarms to occur. The contractor must evaluate conditions that may result from his activities and any conditions that may produce smoke, dust flying or other airborne particles, and must duly submit a fire alarm bypass request to the Project Designate for coordination with BCHS Maintenance Services. Such submissions must occur five days in advance of the required bypass and must be submitted weekly if the condition warrants until all work is completed and FAS coverage fully restored.

Detection devices are to be protected with purpose-made protective covers or "bagged" with polyethylene protection carefully taped to the device. All covers are to be removed by the contra at the end of each shift unless sprinkler system protection is provided.

6.7 Welding, Cutting, Grinding, Open flame

Any welding, cutting, grinding, soldering or open flame work, either inside or outside the building, on BCHS property, must be approved by Project Designate prior to the activity starting. Such work must be performed in strict compliance with BCHS procedures and CSA standard W117.2. Any person undertaking hot work as noted above must have a BCHS Hot Work Permit (instruction available on the Contractor Safety Orientation website). The hard copy of the Hot Work Permit should be completed and submitted to the Project Designate for his or her signature and who will retain one copy. The contractor shall submit the duplicate copy to the Maintenance receptionist and post the third copy at the location of the work.

The contractor shall continue the hot work only so long as the conditions remain safe. When working near smoke detectors or patient-care areas, special consideration shall be provided for the control of fumes and detector activation. Refer to item 6.6 - FAS bypass procedures.

The contractor is responsible for seeing that a fire watch is maintained throughout the operation. The fire watch is responsible for taking appropriate action to prevent a fire, to extinguish incipient fires, and to summon assistance by dialing 5555 to report a Code Red if any fire is noticed or extinguished. Contractors are required to provide fire extinguishers appropriate to the task prior to the work being undertaken.

Non-combustible or flame-proof shields or screens must be used by the contractor where applicable. Upon completion of welding or open flame work, the contractor shall inspect the area and remain in the area until it is determined that no smoldering or previously unnoticed fires exist or as determined by authority having jurisdiction or BCHS. The contractor will sign and return the third copy to Project Designate for the first time in the morning of the next working day.

6.7.1 Permits and Approvals

When a contractor is required to undertake one of the following activities:

- Work within 10'-0" (3 meters) of an unprotected roof edge,
- All welding, torch cutting, soldering and open flame work,
- Work on High Voltage equipment or systems (Approved switching orders are required),
- Work with powder-actuated tools,
- Partial or full impairment of automatic sprinklers or other fixed fire protection systems,
- Work in confined or restricted spaces

The contractor should ensure that those individuals doing the work are aware of the potential hazards, have the proper tools, testing equipment, personal protective equipment, and emergency control equipment.

Prior to commencing such work, the Project Designate must be notified.

6.8 Tools and Equipment

6.8.1 Internal combustion equipment

Any petroleum-powered equipment must be operated outside the building, away from any air intake openings and building entrances. Cables and hoses are to be safely brought into the building with routing determined by the Project Designate and/or Maintenance (FM) staff.

6.8.2 Lifts

Man lifts are permissible within the building for use by certified and qualified personnel with Fall Arrest Certificate of Training. Use must first be reviewed with the Project Designate prior to moving such equipment into the facility. Any damage caused using such equipment must be corrected to BCHS' satisfaction at the contractor's expense.

6.8.3 Tools

Hand and power tools shall be kept in safe operating conditions. Contractors are solely responsible for having tools, extension cords, etc. clean and free of dust when transporting them to and from the work area. All power tools must be grounded. The contractor is reminded that they are responsible for providing all the tools required to perform their work. Tools will not be provided or loaned by BCHS. Contractors are solely responsible for the security of their tools, which should never be left unattended in public areas.

Should contractor tool theft occur, it is to be reported to BCHS Security and the Project Designate.

6.8.4 Ladders

All contractors are required to provide their own ladders, with company identification clearly visible. In no case shall contractors utilize BCHS ladders for their use.

The use of ladders with broken or missing steps, broken side rails or other faulty or defective construction is prohibited. Ladders shall not be placed adjacent to a door unless

the door is locked or guarded. Metal ladders should not be used for working on any electrical systems. The contractor shall not use any ladders in an unsafe manner, including but not limited to standing on the top step. Ladders are not set-up and left unattended. Ladders not in use must be stored in a secure manner. Ladders shall be equipped with non-slip rubber feet.

When using a ladder in aisles, lobbies, cafeterias or any other area than has open access to workers or the public and is not designated as a "construction area," the area around the ladder is to be identified with barricades, ropes, cones, caution tape or another contractor employee to direct workers and visitor around the ladder work area.

6.9 Housekeeping

All materials shall be carefully stacked and located so as not to block aisles, doors, fire extinguishers, fire hose cabinets, eyewash stations, first aid stations, fixed ladders, electrical equipment, and stairways. Concrete forms, scrap lumber, and all other debris shall be kept clear of work areas. Nails protruding from boards must be removed. Combustible scrap, waste materials, and debris shall be removed from the building on a daily basis, preferably at the time of strip out. Overhead storage of debris, tools, equipment, pipes, ductwork, etc. is prohibited. No loose material shall be left in the area above suspended ceiling panels. Interior construction areas shall be kept clean, swept, mopped or HEPA vacuumed, and all trash removed at the end of each workday. The work area shall be kept free from any potential tripping hazards. All ceiling tiles removed by the contractor shall be replaced immediately after the work is completed, in an undamaged condition. At all sites, no ceiling tile can be moved unless the Project Designate is notified, and the BCHS ceiling tile procedure, as outlined in the Asbestos Management Plan, is followed. All adjacent areas and corridors shall be kept clean as indicated in the BCHS Infection Control and Provincial Infectious Diseases Advisory Committee (PIDAC) guidelines.

6.10 Confined space

Before any confined space entry work, as defined by the Occupational Health and Safety Act and Regulations for Construction Projects and confined space regulations is performed, the Project Designate must be notified. All required safety equipment shall be provided by the contractor and shall be inspected and maintained by the contractor. The contractor is required to provide a written copy of their Confined Space Procedure, training certificates and space specific plan to the Project Designate prior to commencing confined space work. Before work or related work in the confined space is performed by workers of more than one employer, the lead employer shall prepare a coordination document to ensure that the program and space specific plan has been provided to each employer of the workers.

A detailed Hazard Risk Assessment must be completed that includes the following:

- Confined Space type
- Methods of Access/egress
- Atmospheric Hazards
- Content hazards

6.11 Overhead work

No overhead work shall be performed when, as a result of that work, the possibility of a falling object injuring any person exists. Relocation of staff, patients, and visitors shall be accomplished prior to and maintained throughout the overhead work period. The contractor shall make this relocation to the Project Designate.

Contractor personnel are not permitted to crawl along duct work, cable trays, piping, or other building structures, unless prior approval has been obtained by the Contractor Designate.

7. Working in Project Areas

It is the expectation of BCHS that all contractors undertaking work on BCHS premises do so in full compliance with the Occupational Health and Safety Act and Regulations and BCHS Policies and procedures.

7.1 BCHS Man Down policy and Emergency Codes

Any worker entering or performing work in project areas must be thoroughly familiar with the Contractor Safety and Working Alone Policy, and Emergency Codes that are available on the Contractor Safety Orientation website.

7.2 Pre-inspection

Prior to commencement of any work, the contractor is to examine all areas and aspects of the proposed project areas and submit to the BCHS Project Designate a record of findings including photographs, descriptions, and locations of noted items for confirmation. To be noted are damages to sprayed fireproofing or encapsulation, holes or openings in fire separations, asbestos containing debris, lighting, water leaks, debris, missing decking, open electrical boxes, crushed or damaged ductwork, damaged insulation, faulty doors, and hardware, etc. Damaged fireproofing locations are to be marked with orange flagging tape to enable follow-up repair.
Should any of the noted damages be discovered during the course of the project, the BCHS MRP or Project Designate shall be immediately notified so that appropriate corrective action can be determined.

7.3 Job site signage

Interstitial spaces that form part of a construction area must be posted and flagged to indicate that the area is out-of-bounds to persons who are not specifically authorized to enter this area. Such work areas are subject to O.H.S.A. Regulations for Construction Projects. Signage is to be filled with project title, estimated dates, contractor contact names, phone numbers, BCHS Project Designate name and contact info in the spaces indicated. The boundaries of the I.S. work areas above and/or below the primary footprint of the project are to be delineated with caution tape with approved signage with the approved sign attached at minimal intervals of 30’0 along the perimeter. Signage must also be posted at any shaft that might be used to access the construction area. Signage and tape are to be installed prior to commencement of any work in Interstitial or mechanical spaces and kept in place and maintained until the project is fully completed and accepted by BCHS (see **Post inspections and sign-off**).

7.4 Access

Entrances/exits to or from the I.S. must not be blocked by construction debris or materials. Shaft spaces and entry points are limited in space and must be maintained for ready access in case of emergency. Where access is from a stair shaft, stairwells must not be

blocked with materials or debris. Stair shafts are used by BCHS staff and serve as fire exits and must be maintained broom clean at a minimum. Doors to shafts serve as fire barriers and are meant to keep the I.S secure and are to be kept locked or monitored at all times. The Contractor may, if desired, place their own locks or cores on shaft doors that are dedicated to the project at hand. Duplicate keys, or combination if a combination lock is used, must be provided to the BCHS Project Designate, BCHS Security and BCHS Maintenance. Shaft doors that have had contractor cores installed must be identified with a self-adhesive tag above the cylinder with the contractor's name. Contractors anticipating regular use of a shaft entry on an ongoing basis are to maintain tack mats at these locations. Workers are prohibited from entering interstitial and mechanical areas unrelated to the project to which they are assigned. All workers requiring entry into the interstitial space must have valid Green Card Training (See. Section 7.14).

7.5 Encasement precautions

Sprayed fireproofing that has been applied to the building structure contains asbestos fibers and has received a treatment of encasement paint to bind the fibrous material and prevent it from becoming airborne. This encasement material may be damaged during activity in the I.S. and must be immediately repaired, and new encasement material applied to ensure the space does not become contaminated with airborne fibers. (Please see the Asbestos Management Plan available on the Contractor Safety Orientation website). Workers who are active in the I.S. are expected to make or arrange for such repairs when they occur and to be vigilant regarding the condition of the protective encasement. Measure to carefully wrap portions of the structure that may be subject to frequent exposure during a project with cardboard or other suitable material is recommended.

The encasement was applied decades after the initial installation of the asbestos containing fireproofing. As a result, there may be areas which have not been encased due to their location and accessibility. For example, the underside surfaces of trusses are not considered to be fully treated with encasement products and, as well, may have suffered damage due to previous installation of electrical conduit or careless installation of cable. Such activities may have resulted in fireproofing material being damaged in such areas with particles left to lie upon the gypsum barrier below it or possibly finding its way through any openings that may be discovered in this barrier. For this reason, and because the GWB layer also serves as a fire barrier, particular attention must be paid to the condition of the gypsum barrier and any holes or openings immediately covered and sealed with poly, tape, or GWB (gypsum wall board). Contractors are required to review the Hazardous Building Materials Assessment before starting any work at BCHS site.

7.6 Encasement product for use in making repairs

Encasement of product for use in making repairs shall be provided by the contractor employed to do work on the premises. No alternate products such as duct tape, poly, cardboard, or other wraps are acceptable. It will be the responsibility of the contractor to supply and manage the encasement of the product so as to ensure continuous

availability for the life of the project.

7.7 Maintenance & Inspections

The contractor is expected to implement and submit to Project Designate a formal plan for regular maintenance of the condition of the fireproofing encasement and the condition of the GWB barrier on an ongoing basis during construction activity. The plan must indicate the dates and frequency of inspections, records of any deficiencies discovered, who is completing the inspections, and who are doing repairs.

The contractor is expected to implement and submit to the Project Designate **weekly** reports for regular maintenance of the condition of the interstitial spaces, fireproofing encasement, and the condition of the GWB barrier on an ongoing basis during construction activity. The Project Designate will provide the GC with a template for the weekly reports which indicate the date of the inspection, records of any deficiencies discovered, and who is completing the inspection. When the project duration exceeds 30 days, monthly inspections shall be completed. These inspections will be performed by the GC, the BCHS Hazardous Materials Specialist, and the Project Designate using the same template provided for the weekly inspections to complete the report.

7.8 Housekeeping

As with any construction site, good housekeeping practices in the interstitial work areas are expected to be followed including regular clean-up and removal of construction debris and surplus materials, new materials kept organized, and pathways kept clear of obstruction and tripping hazards. Where metal decking must be removed, loose material must be stacked away from pathways and screws collected for re-installation. Metal decking must never be laid loosely over openings. In the event that access openings must be created through the GWB separation, openings must have barriers and ladders provided and secured to O.H.S.A. standards. The GWB barrier is not meant for pedestrian traffic and will not bear a worker's weight. Should a mishap occur and the GWB barrier becomes damaged in any way, supervisors must be notified immediately, and a prompt repair must be undertaken. Such occurrences may cause injury to persons in the occupied level below. It must be emphasized that only HEPA equipped vacuums are permitted for use in the hospital, including within jobsites.

7.9 Warnings

Signage and caution tape that warn of asbestos activity must never be crossed by unqualified or unprotected workers or removed by persons other than those who have placed them. Such signage is mandatory for asbestos operations such as work on the ventilation system or removal of fireproofing. When in doubt concerning the presence of such warnings, workers must leave the space and determine the reason for their presence. Persons who direct the installation of asbestos activity warning signage must ensure that each sign identifies the purpose and dates of the proposed activity and remove signage and caution tape immediately upon completion of the work and any air

clearance that may be required. Signage approved by BCHS is to be used for this purpose and is appended to this document.

7.10 Post-inspections and sign-off

Upon completion of all work within a project space, BCHS is to be notified of readiness for inspection prior to corrugated metal decking being replaced. Cleanliness, fire stopping, repairs to the GWB barrier, junction box covers in place, and a general completion of all work will be reviewed. Decking may be secured in place only after BCHS has inspected all areas below the decked walking surface and confirmed to the contractor that the area is defect-free. A final inspection will be arranged once the contractor has notified BCHS that they have replaced all decking and all work completed.

BCHS will perform a final review of the project areas at the completion of the project. The review will consist of ensuring cleanliness of the site, checking that no damage to the asbestos encasement is present and that no other health and safety concerns are present. The inspection will be conducted by a member of Maintenance, the Project Designate, Infection Control, Health & Safety Professional and if available, a member of the joint Health and Safety Committee. The Contractor will be given a list of deficiencies to repair. If necessary, a second inspection will occur to ensure that the necessary items have been addressed. If, upon the second visit, further items are noticed or repairs have not been made, a third inspection of the Contractor's work will not be carried out by BCHS. At this time BCHS will contract a third party to remediate the remaining items at the expense of the Contractor.

7.11 Radiation

The Diagnostic Imaging department on level 1 employs equipment that emits x-rays. Workers may become concerned when working in the interstitial areas directly above this equipment. Surveys of the interstitial space with detection equipment have indicated that radiation levels are very low and inconsequential. Workers who have concerns may pursue this matter with their Project Designate for additional information. Lead shielding above the CT scanner rooms must not be disturbed.

7.12 Lighting

Lighting in interstitial spaces remains turned off unless requested to be turned on by a worker with Green Card Training who has submitted a request to Maintenance for a specific area. In cases where a project area has been identified and lighting is turned on daily at 6:00am, Monday through Friday, lighting in the I.S. and shafts is programmed to turn off at 6:00pm nightly and on weekends to conserve energy. In the event that evening or weekend work is planned, the BCHS MRP (most responsible person) or Project Designate for the project must be notified to make arrangements to have the lighting kept on in the work area.

7.13 Green Card Training

Any worker or person whose duties require them to enter the interstitial spaces, shafts or mechanical spaces must first attend the Green Card Training offered by Pinchin Environmental. Dates and times are available by contacting Pinchin's office at 875 Main St. W., Unit 11, Hamilton, Ont. L8S 4R9, 905-577-6206. The Green Card that is issued to a worker upon completion of the course is valid for two years, at which time a refresher course is required to maintain status. No person is permitted to enter the interstitial spaces without first receiving the Green Card Training course. The card must always be carried by the worker.

7.14 Interim inspections

BCHS reserves the right to review the construction area at any time to ensure that applicable BCHS policies and OHSA requirements are being followed. Inspections will also be conducted to verify that construction methods meet the BCHS Maintenance department requirements. In accordance with O.H.S.A. Regulations for construction projects, the Supervisor responsible for the jobsite will be contacted by BCHS personnel prior to entering the area.

7.15 Non-compliance

All work performed within areas designated by BCHS as requiring conformance to BCHS Asbestos Management Procedures shall be subject to penalty for non-compliance. Penalties shall be assigned to the General Contractor for non-compliance by the General Contractor and/or any of the General Contractor's Sub-Contractors. BCHS will record in writing, photograph, or video the instance of non-compliance and issue a "Notice of Asbestos Management Non-Compliance" stating the time, date, location, and nature of the non-compliance.

The first instance of non-compliance shall result in a fine of the amount of $5,000.00 being payable by the General Contractor to Brant Community Healthcare System. The second instance of non-compliance shall result in a fine in the amount of $10,000.00 being payable by the General Contractor to BCHS. The third, and any subsequent instances of non-compliance, shall result in a fine in the amount of $25,000.00 being payable by the General contractor to BCHS per instance.
Each penalty amount shall be levied against the next monthly draw or subtracted from the balance of the holdback.

In addition, individuals who are found to be in violation of the BCHS Asbestos Management Plan, BCHS Policies or O. Reg. 278/05 will have their Green Card revoked and will not be allowed to enter or work in the interstitial spaces until the worker attends an additional Green Card course and successfully obtains a new card.

7.16 Closing

The information included here is meant to supplement the procedures and practices

outlined in provisions and documentation related to construction projects at the site, and in no manner increase nor diminish the force and effect of other applicable BCHS policies. Documents specifically referenced include current versions of:
BCHS Asbestos Control Program
BGH Building Condition Assessment Ontario
Occupational Health and Safety Act and Regulations for Construction Projects, 2006 Regulations respecting Asbestos on Construction Projects and in Buildings and Repair Operations 278/05 – made under the O.H.S.A
Occupational Health and Safety Act and Regulations for Health Care and Residential Facilities, July 2010

8. Construction Sites – Exterior

8.1 Roof access, roof areas

Numerous openings throughout roof areas at the facility make roof top work particularly hazardous. Great care must be taken by workers requiring access to roof areas for their own safety and Fall Arrest Training is required of any person entering these areas.

Protection of roof surfaces is also a serious concern, and any work planned to take place on roof surfaces must consider a plan for protecting the waterproof membrane.

8.2 Cranes and Hoists

All contractor cranes and hoists used at BCHS must meet government and other regulatory requirements and have current certificates available for examination as required. Cranes and hoists must be rated for the load to be lifted or moved. Safe working loads (rated capacity) shall be prominently displayed on both sides of the crane or hoist. Hoisting devices such as slings, chains, spreaders, grabs, etc., used in conjunction with hoists or cranes must be designed and fabricated to meet the job requirements. Swivel-type, self-catching safety hooks shall be used for the load hook.

All contractor personnel who are authorized to operate cranes or hoists are to be provided with annual training, by the contractor, and documentation of such training must be made available at the work site.

Contractors shall not be permitted to use BCHS hoists or power apparatus.

Mobile cranes, including portable crane derricks, power shovels or similar equipment should not be operated within the distance as outlined in the regulations of overhead electrical power lines.

Crane lifts shall not be attempted over or adjacent to any occupied areas. Depending on the required hoisting activity, occupied areas may require evacuation of all occupants within the lift area prior to the proposed activity. If such work is necessary, it shall be coordinated with the Project Designate a minimum of 10 working days prior to the expected lift.

9. Referenced Documents are all available at the Contractor Safety Orientation website:

Resource Documents:

BCHS Mission, Vision and Values

BCHS Code of Conduct Policy

BCHS – Health Safety Policy

BCHS – Smoke Free Policy

BCHS – Critical Injury

BCHS – Violence Policy

BCHS – Harassment and Discrimination Prevention Policy

BCHS – Civility Policy

BCHS – Fragrance Free Environment and Workplace Policy

BCHS – Latex Policy

BCHS – Hazardous Building Material Assessment

BCHS Utility Shut Down Request Form

BCHS – Hot Work Permit

BCHS – Red Tag Permit

BCHS- Food & Beverage Safety Policy

BCHS- Drug and Alcohol-Free Policy

BCHS – Contractor Safety

BCHS - Working Alone Policy

BCHS – Lead Control Program

Appendices

1. Infection Control Risk Assessment Tool (ICRA) Construction, Renovation, Maintenance
2. Preventive Measures Level I or II Checklist
3. Preventive Measures Level III or IV Checklist
4. Isolation signage
    a. Airborne Precautions
    b. Contact Precautions
    c. Droplet/Contact Precautions
    d. Contact Precautions with enhanced cleaning



References

Contractors are expected to comply with all applicable BCHS infection prevention and control policies and procedures, including:

- Construction, Renovation and Maintenance Guidelines – Infection Prevention and Control
- Routine Practices Policy
- Hand Hygiene Policy
- PPE recommended steps PDF
- General Masking Policy

Appendix 5: Emergency Codes

EMERGENCY CODES

Medical Codes

Code	Stage 1	Stage 2
Blue	Cardiac arrest requiring Code Team response	2nd Code Blue occurring
Blue Pediatric	A single cardiac arrest of a patient within the hospital who is older than 28 days but less than 18 years and requiring a Code Team response	Multiple Code Blue patients occurring within the hospital
Navy	Medical emergency requiring Code Team response	2nd Code Navy occurring
OB	Patient delivering imminently outside of Labour and Delivery on hospital property or close to hospital property	There are multiple Code OB patients
Pink	Neonatal emergency requiring Code Team response	2nd Code Pink occurring
Transfusion	A single patient requiring an immediate and Massive Hemorrhage Protocol (MHP)	There are multiple Code Transfusion patients occurring within the hospital

Emergency Codes

Code	Stage 1	Stage 2
Amber	Child missing or abducted within the site	Child missing or abducted in the community
Aqua	Significant flooding, leak or water damage	Flooding, leak or water damage impacting staff and patient safety and patient care
Beige	ICT system severely impaired; workaround available	ICT system down impacting staff and patient safety and patient care
Black – Bomb Threat	Non-specific bomb threat received	Specific bomb threat received
Black – CBRNE	Not applicable	CBRNE or unknown agent intentionally released inside hospital
Black – Suspicious Package	Suspicious package assessment suggests concern	Package looks like a bomb
Black – Suspicious Vehicle	Suspicious vehicle assessment suggests concern	Vehicle looks like a bomb
Brown	Hazardous spill requiring decontamination by external resources	Contaminated or injured person; rescue decontamination required by Fire Department
DECON	Contaminated patient presents; staff can safely decontaminate	Contaminated patient presents requiring decontamination by Fire Department
Green	Horizontal or vertical evacuation	Full building evacuation
Grey – Elevator Failure	Failure of elevators affecting patient safety	Entrapment
Grey – External Air Exclusion	External contaminated air affecting non-clinical areas	External contaminated air impacting staff and patient safety and patient care
Grey – Internal Noxious Odour/Gas Leak	Internal noxious odour/gas leak affecting non-clinical areas	Internal noxious odour/gas leak impacting staff and patient safety and patient care
Grey – Medical Gas Failure	Medical gas failure affecting non-clinical areas	Medical gas failure affecting vented patients and clinical areas
Grey – Utility Failure	Unplanned utility interruption affecting non-clinical areas	Unplanned utility interruption affecting entire site(s)
Lavender	The purpose of Code Lavender is to provide immediate emotional support to staff and physicians when a traumatic event takes place. Code Lavender supports individuals who are experiencing an episode of high or emotional distress. **This is a silent code.**	
Maroon	Weather severely impacting community	Weather severely impacting the hospital; Tornado Warning issued or sighted in the area
Orange	Event-caused Mass Casualty Incident; hospital is able to operate within current capabilities	Event-caused Mass Casualty Incident requiring additional resources beyond the On-Call system
Purple	Not applicable	Hostage taking on-site
Red	Fire alarm sounded; no signs of smoke or fire	Fire alarm sounded; signs of smoke and fire
Silver	External – Lockout: person with a weapon in the community with possible threat of coming on-site	Internal – Lockdown: Person with a weapon on-site with the intent to cause harm
White	Staff feel threatened and require Security response	Violence requiring immediate emergency Police response
Yellow	At-risk adult missing within the hospital	At-risk adult has left the building and is missing within the community

Appendix 6: Contractor Safety Onboarding Checklist

Project & Authorization

☐ Scope of work reviewed and understood by the Contractor and the actual installers performing the work.
☐ Work boundaries and areas of access confirmed with the Project Designate.
☐ Obtain required permits and approvals (Hot Work, Confined Space, Lock Out/Tag Out Utility Shutdowns, etc.)
☐ Project designate has allocated appropriate oversight of resource/responsibility with Facilities and Maintenance, Environmental Services and Capital Projects & Planning
☐ Purchase Order (PO) issued (only after WSIB and insurance verification.)

Insurance & WSIB

☐ WSIB Clearance Certificate (Schedule 1 coverage – applicable to public hospitals) submitted and current.
☐ Liability Insurance Certificate (minimum $2M per occurrence) provided, with BCHS named as additional insured.
☐ Copies of both documents are on file with the Project Designate in the BCHS document repository
☐ Contractor not permitted on site until insurance and WSIB verification is complete.

ACM/HBM & Infection Control

☐ Contractor has reviewed Asbestos and Hazardous Building Materials sections with workers.
☐ All workers know to stop work immediately and contact Project Designate if suspect materials are found.
☐ Project Designate contact details posted at the work site along with asbestos warning signage.
☐ Infection Control Risk Assessment (ICRA) completed where required.
☐ Workers briefed on IPAC requirements, PPE, and containment protocols.

Hoarding & Dust Control as Required by Infection Prevention and Control Guidelines

☐ Final reviews and approved Infection control risk assessment (ICRA) tool

Chemicals, Paints & VOCs

☐ Safety Data Sheets (SDS) for all products are current and accessible to the Project Designate.
☐ Only low- or zero-VOC paints and compliant materials approved for use.
☐ Adequate ventilation plans confirmed for paint or solvent use.
☐ No chemical or solvent storage permitted without written approval.

Waste Management

☐ Contractor's waste/recycling bins approved by BCHS Environmental Services.
☐ No waste staged in patient areas, corridors, or hoarding anterooms.
☐ Waste transport scheduled and route approved.
☐ Carts covered with opaque tarp or 6 mil poly; clean wheels and covers before leaving work area.
☐ Prohibited waste items identified and disposal plans confirmed.

Site Logistics

☐ Parking, receiving, and material routes approved by Project Designate.
☐ Sign-in procedures understood and followed by all workers.
☐ ID badges obtained from Maintenance and/or Security and visible at all times.
☐ Storage, staging, and housekeeping plans reviewed.
☐ Emergency contacts, Code procedures, and Man Down/Emergency Response protocol Reviewed and approved by the project designate.
☐ Contractor has checked in with the Project Designate prior to starting work, with working alone procedures in place.

Final Pre-Work Confirmation

☐ All workers have completed required training (WHMIS, Green Card, PPE).
☐ Project safety briefing completed and provided to JHSC.
☐ Work area signage installed, including Project Designate name and contact information.
☐ Pre-work inspection of work area completed with Project Designate.
☐ All documentation filed and verified prior to mobilization

Project Lead Initials: _____ Contractor Initials: _____ Sign Off Date:_____

this signed document to be retained with contract documentation