1. **GENERAL**
	1. **General**
		1. References:
			1. Section 01 51 00 Temporary Facilities and Controls.
			2. SSEM website: <https://www.bcit.ca/safety-security/forms-documents/>
		2. The responsibility for safety on construction sites shall rest with the Contractor(s). The regulations of the Worker's Compensation Board (WorkSafeBC) and the most recent adopted British Columbia Building Code apply as a minimum. For the purpose of Part 8 of the British Columbia Building Code the following definitions apply:
			1. Service Company: shall mean BCIT Facilities Services for steam, water, gas, sanitary sewers and storm sewers, and BCIT IT Services for telephone, communications and cable television.
			2. Street: shall mean any thoroughfare uses by the public, service vehicles or pedestrians.
			3. Public property: shall mean all property on the BCIT campus outside the area defined or shown as the project site - normally delimited by the hoarding line.
		3. All Contractors and Sub-contractors must be registered employers with the Workers Compensation Board and must conform to all WorkSafeBC requirements for construction safety.
		4. The Owner will provide the Contractor with any known information regarding hazards to the health or safety of persons in the workplace.
	2. **Construction Safety Program**
		1. References:
			1. Section 01 51 00 Temporary Facilities and Controls.
			2. SSEM website: <https://www.bcit.ca/safety-security/forms-documents/>
		2. The Prime Contractor shall have in place a safety program acceptable to the Worker’s Compensation Board. At the start of a job the Contractor shall submit a Notice of Project to WorkSafeBC, with copies to BCIT.
		3. The contractor shall provide a copy of WorkSafeBC compliant lock-out procedures as well as obtain information on notice required if services such as power or water may be shut off. Applicable form(s) must submitted to the BCIT liaison the stated minimum business days ahead of the proposed shut down date, as stated on the Utilities Shutdown Form. Ensure the form is complete and thorough to be processed within this timeframe. If the exact date is unknown, submit the form(s) listing the anticipated timeframe, and confirm closer to the date, when the shutdown date is known. Refer to Safety and Security Emergency Management (SSEM) website (above).
		4. The contractor shall abide by the recent adopted *Information to Contractors,* as posted on the SSEM site.
		5. Prior to the start of work, all contractors and subcontractors must complete the BCIT Contractor Safety Orientation.
	3. **Site Safety Plan**
		1. A Site Safety Plan is required for all additions, renovations and all new buildings regulated under Part 3 of the British Columbia Building Code or when required by WorkSafeBC.
		2. The Prime Contractor shall conduct a job hazard assessment and prepare a Site Safety Plan giving the names and emergency telephone numbers of:
			1. The Prime Contractor.
			2. The Project Manager.
			3. The Prime Consultant.
			4. The Trades Safety Coordinator.
			5. BCIT Safety and Security Emergency Management (SSEM) 24-hour phone number (604-451-6856).
			6. BCIT Facilities 24-hour phone number (604-432-8777).
			7. The Plan shall also show the details of the construction procedure relating to site access, maintenance of any required exits, barricades, traffic control, scaffolding and swing stages, hoisting equipment, fire protection facilities, emergency shut-off locations, material storage, waste materials, control of dust and debris, protection of the edges of each floors and any other items required by the Chief Building Inspector. The Site Safety Plan will be presented to the Project Manager at the first Project Meeting.
		3. The Site Safety Plan shall be adjusted to reflect the current stage of construction activities. The Site Safety Plan shall be posted on the job site on a 600mm by 600mm piece of plywood protected from the weather and staked into the ground so as to be visible from the street. Alternatively it may be posted and protected from the weather on the principal construction site entrance or shelter provided for workers or equipment.
		4. A separate Fire Safety Plan for the construction site shall also be submitted in accordance with the BC Fire Code.
	4. **Proximity to Overhead Power Lines**
		1. Where work must be conducted in an area which is in close proximity to overhead power lines, BCIT Facilities - Electrical and SSEM will require assurance in writing via an approved safe work procedure, that the power lines will be de-energized, or require guarding. The Contractor shall contact the BCIT Facilities - Electrical to coordinate appropriate procedures and to obtain the WorkSafeBC form 30M33. All work procedures must be in conformance with Part 19 of the WorkSafeBC Regulations. It shall be the sole responsibility of the contractor to coordinate with BC Hydro if required.
	5. **Roof Access**
		1. References:
			1. Section 01 51 00 Temporary Facilities and Controls.
			2. SSEM website: <https://www.bcit.ca/safety-security/forms-documents/>
	6. **Procedure for Entering Confined Spaces**
		1. References:
			1. Section 01 51 00 Temporary Facilities and Controls.
			2. SSEM website: <https://www.bcit.ca/safety-security/forms-documents/>
	7. **Protective Clothing & Equipment**
		1. Contractors are required to provide their own protective clothing and equipment (PPE) when required for access to any restricted location on the BCIT Campus. This would include, but not be limited to items such as, hard hats, safety footwear, visibility vests, safety glasses, gloves, respirators, and protective coveralls. Items which require custom fitting, such as respirators, shall not be made available for use by more than one person.
		2. Contractors to confirm if there are any special requirements for PPE required by the School where the work is occurring. Special requirements vary from School to School.
	8. **Barricades and Barriers**
		1. Reference:
			1. Section 01 56 00 Temporary Barriers and Enclosures.
		2. All walkways in close proximity to job sites shall be built with overhead protection where overhead work is being performed in close proximity.
		3. Before setting up barricades in pedestrian areas, notify the BCIT liaison at least two (2) business days in advance.
		4. Before setting up barricades in vehicular areas, notify the BCIT liaison at least two (2) business days in advance. The placement of all barriers in vehicular areas must be approved by BCIT Transportation and Grounds Services and if applicable, the Ministry of Transportation and Highways. In vehicular areas, barriers shall conform to the requirements of Part 8 of the recent adopted B.C. Building Code.
	9. **First Aid**
		1. Reference:
			1. SSEM website: <https://www.bcit.ca/safety-security/safety-on-campus/first-aid/>
		2. The Contractor shall arrange for the provision of first aid facilities and an Accident Prevention Program to the requirements of the Workers' Compensation Board of B.C.
	10. **Lockout Procedures**
		1. References:
			1. Section 01 51 00 Temporary Facilities and Controls.
			2. SSEM website: <https://www.bcit.ca/safety-security/forms-documents/>
		2. All Contractors shall adhere to compliant lockout procedures at all times. BCIT Facilities shall have oversight of all shutdowns and lockouts in coordination with BCIT SSEM. Copies of all procedures shall be provided to the BCIT liaison assigned to the project.
	11. **X-Rays and Other Construction Testing**
		1. Reference:
			1. SSEM website: <https://www.bcit.ca/safety-security/forms-documents/>
		2. Non-destructive testing involving x-ray sources or x-ray emitting devices shall be in accordance with the Canadian Nuclear Safety Commission Regulations to minimize radiation exposure to workers, other building occupants and passersby. All testing of this nature must be reported in writing, at least three (3) days in advance, to the BCIT liaison.
	12. **Fire Protection During Construction and Demolition**
		1. Refer to Part 8 of the recent adopted B.C. Building Code and the requirements of the Fire Services Act, Regulations and Bulletins.

\*\*\* END OF **HEALTH, SAFETY, and EMERGENCY RESPONSE PROCEDURES** SECTION \*\*\*