

TENANT IMPROVEMENT **HANDBOOK**

Facilities & Campus Development

BCIT PROJECT SERVICES

TENANT IMPROVEMENT (TI) HANDBOOK

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BCIT TI HANDBOOK

To provide a guide for the tenant improvement process

01

TI SUMMARY

ROLES AND RESOURCES

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ROLES AND

RESPONSIBILITIES

TR TENANT / TENANTS REPRESENTATIVE

- » **Lease agreement responsibilities to be added by Corporate Services (the contractor/SSEM must be written into the lease agreement)**
- » Adhere to BCIT Tenant Improvement Delivery Guidelines as instructed by the assigned BCIT Project Manager
- » Communicate the tenant improvement scope, budget and timelines to BCIT Corporate Services and BCIT Project Services
- » Obtain consultants and contractors from BCIT preferred consultant and contractor list
- » Coordinate and provide copies of permits and certifications as needed
- » Report unsafe work to BCIT Project Manager or BCIT Safety, Security and Emergency Management (SSEM)
- » Is responsible to execute their responsibilities in a timely fashion
- » Is responsible for maintaining all tenant-owned equipment installed within their suite
- » Is responsible for individual connections to building systems as required within the suite

CS BCIT CORPORATE SERVICES

- » **Lease agreement responsibilities to be added by Corporate Services (the contractor/SSEM must be written into the lease agreement)**
- » Submit a New Installation Request via the FCD request platform
- » Coordinate all design and construction implications with adjacent tenants affected
- » Provide a copy of the lease agreement to FCD
- » Communicate Lease Agreement items that have tenant improvement implications (Short and Long term)
- » Ongoing alterations to the tenant space are to be communicated to FCD via New Installation Request via the FCD request platform
- » Report unsafe work to BCIT Project Manager or BCIT Safety, Security and Emergency Management (SSEM)

PS BCIT PROJECT SERVICES

- » Manage the design and construction work as per the BCIT Technical Standards, Safety, Security and Emergency Management protocol, and the BCIT Project Delivery Guidelines
- » Manage the tenant improvement scope, budget and schedule
- » Report unsafe work to BCIT Safety, Security and Emergency Management (SSEM)

KEY CONTACTS

AND RESOURCES

BCIT COMMERCIAL LEASING COORDINATOR			Tenants@BCIT.ca
BCIT COMMERCIAL REALTOR	Andrew Altow		Andrew@AltowRealtyGroup.com
BCIT DIRECTOR, CORPORATE SERVICES Commercial Leasing	Vince Laxton	604.432.8717	Vince_Laxton@BCIT.ca
BCIT OWNERS REPRESENTATIVE	Project Services Representative		
BCIT FCD FACILITY MAINTENANCE DTC, ATC, BMC	Chris McPhee	604.295.7056	CMcphee11@BCIT.ca or Facilities_Services@BCIT.ca



DELTA BUILDING PERMIT REQUIREMENTS

www.delta.ca/services/permits-licences/building-plumbing-permits



BCIT TECHNICAL STANDARDS

www.bcit.ca/facilities/projectservices/policies.shtml



VANCOUVER BUILDING PERMIT APPLICATION REQUIREMENTS

<https://vancouver.ca/home-property-development/field-review-inspection.aspx#redirect>



RICHMOND COMMERCIAL TI BUILDING PERMIT REQUIREMENTS

www.richmond.ca/plandev/building/permits.htm



NORTH VANCOUVER TI BUILDING PERMIT REQUIREMENTS

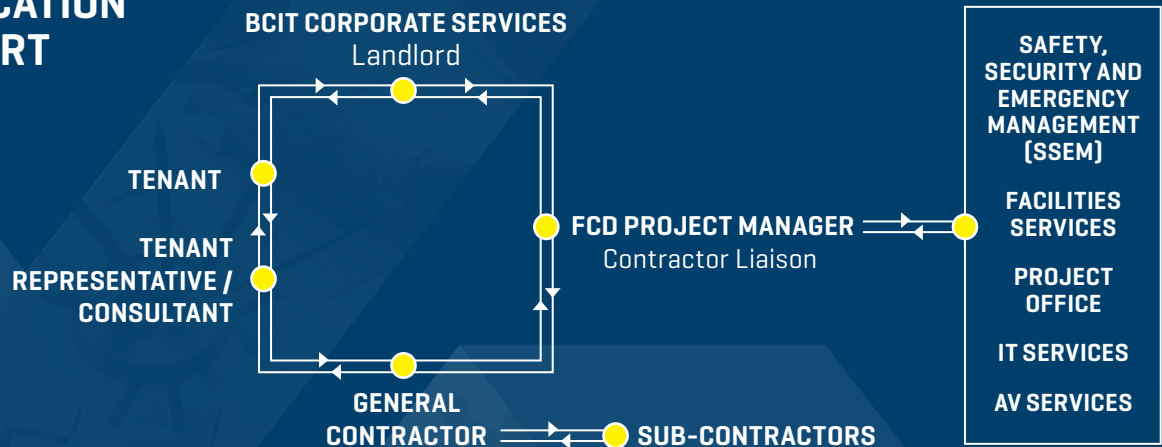
www.cnv.org/property-and-development/building-and-development/permits-and-inspections



WORKSAFE BC SILICA EXPOSURE PLAN INFORMATION

www.worksafebc.com/en/resources/health-safety/exposure-control-plans/exposure-control-plan-developing-a-silica?lang=en

MULTIDIRECTIONAL COMMUNICATION FLOW CHART



TENANT

DELIVERY SUMMARY



A guide for tenants to reference throughout the tenant improvement process.



TENANT IMPROVEMENT INITIATION PHASE/PRE-DESIGN

ESTIMATED DURATION: 2 Months

		Corporate Services	Tenant/Tenants Representative	Project Services
1	<p>Tenants notify Corporate Services that they intend to undertake tenant improvements to a new or currently leased space - the New Tenant Improvement Package is to be provided at this time.</p> <p>NOTE: This notification would also be required in the event of lease termination or end as the Tenant must restore the space to its original condition, it is also required in the event that Corporate Services undertakes renovations at their own initiative.</p>	✓	✓	
2	<p>Corporate Services informs Project Services of the intent to make renovations to a BCIT tenant space via New Installation Request via the FCD request platform with an attached Fully Completed Project Charter [see Section 2: BCIT Project Charter] to the Project Services Associate Director. The Project Services Director will then assign a Project Manager to facilitate the project in accordance with the BCIT Project Services Delivery Guidelines. Note: The Corporate Services Manager will be the BCIT project sponsor representing the tenant and authorizing Project Services to facilitate the project.</p>	✓		✓
2A	The appointed Project Manager will create a project file internally.			✓
3	<p>A Project Kick-Off Meeting with the Corporate Services, Tenant/Tenants Representative, Facilities Manager, and the assigned Project Manager, will be scheduled to review the existing site conditions and discuss the preliminary design. Base building photos (elevator and adjacent hallways, sidewalks in areas of travel, tenant space, etc) should be taken during this time.</p>			✓
3A	Check for outstanding documents via email based on step 1 of this document.			✓
3B	Provide Tenant/Tenants' Representatives with the instruction for the permit process based on the jurisdiction having authority.			✓
3C	Schedule hazmat testing if necessary.			✓

DESIGN PHASE

ESTIMATED DURATION: Based the tender agreement for the work

		Corporate Services	Tenant/Tenants Representative	Project Services
4	Tenant/Tenants Representative submits a preliminary design [in accordance with the BCIT Technical Standards] to the Project Manager for Review.		✓	
4A	Follow the permitting process based on the jurisdiction having authority.		✓	✓
5	50% Technical Review drawings provided by the Tenant/Tenants Representative to the facilitate an internal Technical Review with the BCIT Project Office of the 50% drawing package. Based on scope size and complexity, the BCIT Project Manager may request that a 75% Technical Review meeting is held.		✓	✓
5A	The Project Manager may select to hold a meeting onsite to review the Design Submittal Package with the Tenant/Tenants Representative.			✓
5B	The result of the Technical Review will determine the revisions required by the Tenant/Tenants Representative.		✓	
6	95% Technical Review drawings provided by the Tenant/Tenants Representative. The Project Manager will complete a Project Office Request Template to the Project Office Coordinator for scheduling.		✓	✓
6A	The Project Manager may select to hold a meeting onsite to review the Design Submittal Package with the Tenant/Tenants Representative.			✓
6B	The result of the Technical Review will determine the revisions required by the Tenant/Tenants Representative.			✓
6C	If the 95% drawings satisfy the BCIT Technical Standard requirements, the Project Manager will request Certified Construction Drawings.			✓



A **Technical Review** is an internal review performed through BCIT Project Services in contrast with BCIT Technical Standards.



PROCUREMENT PHASE

ESTIMATED DURATION: Based the tender agreement for the work

		Corporate Services	Tenant/Tenants Representative	Project Services
7	The Tenant will procure a contractor based on the Pre-Qualified Contractors and Vendors list.		✓	
7A	The tenant will sign a construction contract with the successful bidder. NOTE: BCIT is not responsible for delays throughout this process.		✓	
7B	Provide a copy of contractors insurance and WorkSafeBC prior to the start of construction.	✓	✓	

CONSTRUCTION PHASE

ESTIMATED DURATION: Based the tender agreement for the work

		Corporate Services	Tenant/Tenants Representative	Project Services
8	Construction Start Up Meeting - Meeting agenda required by Tenant/Tenants Representative. During the construction start-up meeting the Contractor safety requirements will be reviewed again and any outstanding requirements will be identified. Items that must be completed before construction start will be identified. If appropriate, approval to start construction will be issued as part of the minutes.		✓	
8A	A copy of the certified Issued for Construction Drawings shall be provided to Facilities at this time		✓	
8B	SSEM documents and process to be communicated to Tenant/Tenants Representative.			✓
8C	Construction and related traffic management notices shall be issued to building occupants as determined necessary, by Corporate Services. Meeting attendees may include: » Angus Facilities Maintenance » Electrical Technologist » Corporate services » Tenant representative, consultants and contractors » Hazmat consultant and remediation contractor » AV/ITS » SSEM * Approve hoarding plans at this point, if necessary. [See Submittal checklist for details]	✓	✓	✓
9	Ensure SSEM contractor safety procedures are adhered to as appropriate and that work hazards are properly inventoried and that proper procedures are taken and approved by BCIT SSEM through out the construction phase. Including but not limited to: » Parking and access procedures » Contractor sign-off Form » Pre-job safety checklist » Inventory of hazards (abatement where required) » Notice of project copy required » List of Whims items and MSDS sheets » Roof access approval and related fall protection procedures » Ladder and raised platform procedures » Lock-out procedures » High voltage access procedures » X-ray or GPR equipment information » Utility shutdown approval » Other impacts to occupants » Site and Elevator protection noise, staging, cranes, dust, vibration, odors, fumes	✓	✓	✓

CONSTRUCTION PHASE - CONTINUED

ESTIMATED DURATION: Based the tender agreement for the work

		Corporate Services	Tenant/Tenants Representative	Project Services
9A	***NOTE: All SSEM reports filed must be provided to Corporate Services in writing***	✓	✓	✓
9B	Project Services will conduct site inspections as required to insure construction and adherence to BCIT Contractor Safety Program are going as expected.			✓
9C	Once substantial completion has been issued, based on the jurisdiction having authority the final occupancy process will begin.	✓	✓	✓

PROJECT CLOSEOUT

ESTIMATED DURATION: 2 weeks

		Corporate Services	Tenant/Tenants Representative	Project Services
10	A formal project walk thru shall be scheduled for the FCD Facilities Designate once all works and commissioning are complete.		✓	✓
11	An as built CAD file is to be provided so that BCIT SSEM can update the Campus Fire Safety Plan.		✓	✓
12	<p>Copies of of all inspections documents to be provided to Project Services. As all tenant improvements are to be removed upon the cancellation or expiry of the lease, documents may include: demolition permit / final inspection post demolition. Close out submissions should include:</p> <p>As built drawings.</p> <ul style="list-style-type: none"> » [1] Hard Copy at full size of all drawings » [1] Hard Copy at small size [11"x17"] of all drawings » [1] PDF copy on flash drive 		✓	



Tip: To limit confusion and chance of error take note of the tenant improvement responsibilities applicable to you.



02

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PROJECT CHARTER

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Project Charter - [Enter Project Title]

General Project Information

Project Title:	[Enter Project Title]	Project Sponsor:	Director, Corporate Services Vince Laxton
Project Manager:	[Enter Project Manager name]	Tenant:	Tenant
Project Number:	[Enter Project #]	Version Date:	[Click here to enter a date]
Status:	<input type="checkbox"/> DRAFT <input type="checkbox"/> FINAL		

1. Background and Context

2. Objectives

3. Scope

In scope	Out of scope
<ul style="list-style-type: none"> In scope element 1 In scope element 2 	<ul style="list-style-type: none"> Out of scope element 1 Out of scope element 2
Project Assumptions	Project Constraints
<ul style="list-style-type: none"> Assumption 1 Assumption 2 	<ul style="list-style-type: none"> Constraint 1 Constraint 2
Project Dependencies	
<ul style="list-style-type: none"> Project dependency 1 Project dependency 2 	

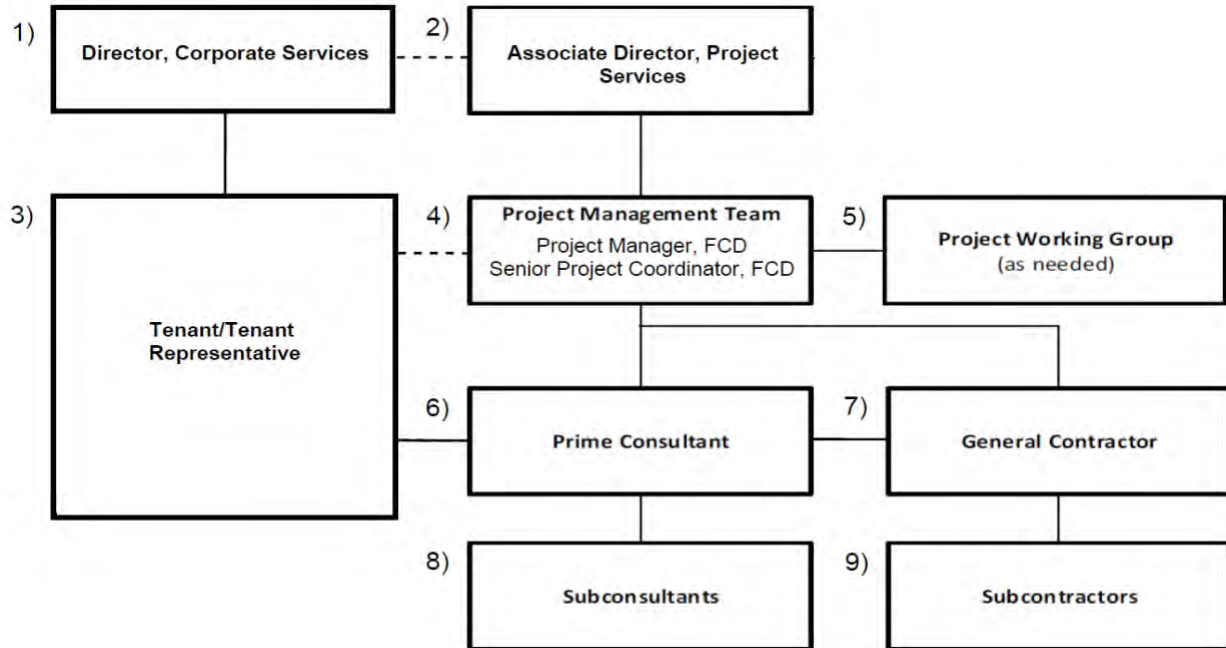
4. Budget

5. Schedule

Milestone	Date
Approval of Project Plan	[Click here to enter a date]
Design Kick-Off Meeting	[Click here to enter a date]
Design Completion	[Click here to enter a date]
Construction Tender	[Click here to enter a date]
Construction Contract Award	[Click here to enter a date]
Construction Start	[Click here to enter a date]
Substantial Completion	[Click here to enter a date]
Project Completion	[Click here to enter a date]

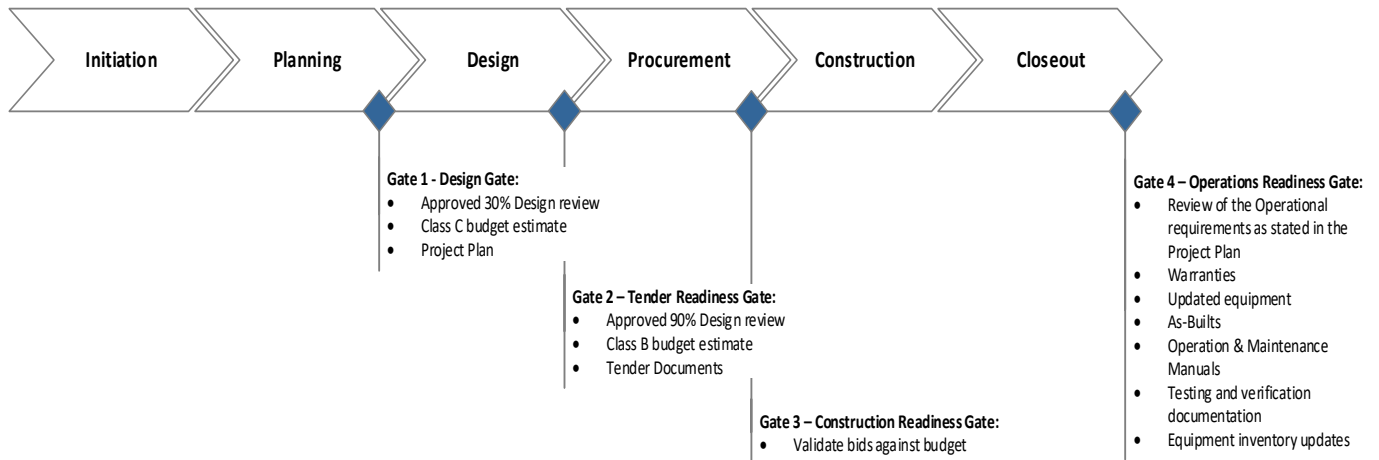
Project Charter - [Enter Project Title]

6. Governance



Name	Position	Contact info.	Influence	Communication method

7. Stage Gates



Project Charter - [Enter Project Title]

8. Risks

Risk category	Risk description	Probability	Impact	Response
		[Choose a level]	[Choose a level]	[Choose a strategy]
		[Choose a level]	[Choose a level]	[Choose a strategy]
		[Choose a level]	[Choose a level]	[Choose a strategy]
		[Choose a level]	[Choose a level]	[Choose a strategy]

9. Project Manager Authorization

The Project Manager, [Enter Project Manager name], is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with stakeholders, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the Project Plan, monitoring the schedule, cost, and scope of the project for its duration, and maintaining control over the Project by measuring performance and taking corrective action.

10. Charter Reviews

Revision History

Version	Details	Author	Date
0.1	Draft		[Click here to enter a date]
1.0	Final Draft for review		[Click here to enter a date]
2.0	Final document		[Click here to enter a date]

Document Review List

Reviewed By (as needed)	Signature	Date
Project Services, Designate		[Click here to enter a date]
ITS, Designate		[Click here to enter a date]
SSEM, Designate		[Click here to enter a date]
AV, Designate		[Click here to enter a date]
FS, Designate		[Click here to enter a date]

Project Charter - [Enter Project Title]

11. Approval

Approved By	Role	Signature	Date
Vince Laxton	Director, Corporate Services		[Click here to enter a date]
Joe Cosh	Associate Director, Project Services		[Click here to enter a date]

03

BCIT

PRE-QUALIFIED CONTRACTOR LIST

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PRE-QUALIFIED

CONTRACTORS & VENDORS



NOTE: Any contractor performing work on BCIT premises must be listed.



GENERAL CONTRACTORS OVER \$200K | 08715 | EXPIRES ON 31.DEC.2021

Active	Vendor	Address	Contact	Phone/Fax	Email	Website
YES	ALFRED HORIE CONSTRUCTION CO. LTD	3830 1st Avenue, Burnaby BC, V5C 3W1	Peter Paone - <i>President</i>	P: 604.291.8156 F: 604.291.6409	peter@ahc1893.com	www.ahc1893.com
YES	FINLINK CONSTRUCTION LTD	596 Draycott Street, Coquitlam BC, V3J 6M6	Trey Angha - <i>Project Manager</i>	P: 604.355.6288 F: 778.300.0099	trey@finlink.ca	finlink.ca
YES	GRAHAM CONSTRUCTION & ENGINEERING LP	7216 Brown Street, Delta BC, V4G 1G8	Rob Hall - <i>Preconstruction Director</i>	P: 604.952.6131 F: 604.940.4502	robha@graham.ca	www.grahambuilds.com
YES	JACOB BROS CONSTRUCTION INC.	3399 189th Street, Surrey BC, V3Z 1A7	Todd Jacob - <i>Principal</i>	P: 604.541.0303 F: 604.541.0343	todd@jacobbros.ca	www@jacobbros.ca
YES	KDS CONSTRUCTION LTD	16250 20th Ave, Surrey BC, V3Z 9M8	Sasha Konstantinov - <i>Sr. Estimator</i>	P: 604.535.8152 F: 604.535.8132	estimating@kdsconstruction.ca	www.kdsconstruction.ca
YES	KINETIC CONSTRUCTION LTD	160 - 13572 Commerce Parkway, Richmond BC, V6V 2L1	Mike Walz - <i>Vice-President</i>	P: 778.650.4034 F: 604.284.5004	mwalz@kineticconstruction.com	www.kineticconstruction.com
YES	PCL CONSTRUCTORS WESTCOAST INC	310 - 13911 Wireless Way, Richmond BC, V6V 3B9	Ross McNeely - <i>Manager, Special Projects</i>	P: 604.449.4025 F: 604.9105252	rmcneely@pcl.com	www.pcl.com
YES	TURNER CONSTRUCTION COMPANY	1601 - 700 West Pender St., Vancouver BC, V6C 1G8	Amit Patel - <i>Vice President & GM</i>	P: 778.398.2200	apatel@tcco.com	www.turnerconstruction.com/vancouver



GENERAL CONTRACTORS UNDER \$200K | 08715 | EXPIRES ON 31.DEC.2021

Active	Vendor	Address	Contact	Phone/Fax	Email	Website
YES	ALFRED HORIE CONSTRUCTION CO. LTD	3830 1st Avenue, Burnaby BC, V5C 3W1	Peter Paone - <i>President</i>	P: 604.291.8156 F: 604.291.6409	peter@ahc1893.com	www.ahc1893.com
YES	FINLINK CONSTRUCTION LTD	596 Draycott Street, Coquitlam BC, V3J 6M6	Trey Angha - <i>Project Manager</i>	P: 604.355.6288 F: 778.300.0099	trey@finlink.ca	finlink.ca
YES	JACOB BROS CONSTRUCTION INC.	3399 189th Street, Surrey BC, V3Z 1A7	Todd Jacob - <i>Principal</i>	P: 604.541.0303 F: 604.541.0343	todd@jacobbros.ca	www@jacobbros.ca
YES	KDS CONSTRUCTION LTD	16250 20th Ave, Surrey BC, V3Z 9M8	Sasha Konstantinov - <i>Sr. Estimator</i>	P: 604.535.8152 F: 604.535.8132	estimating@kdsconstruction.ca	www.kdsconstruction.ca
YES	KLONDIKE CONTRACTING CORPORATION	1375 West 6th Avenue, Suite 300, Vancouver BC, V6H 081	Eric Schapira - <i>President</i>	P: 604.708.3337 F: 604.708.3397	eric@klondikecontracting.com	www.klondikecontracting.com



ELECTRICAL CONTRACTOR | 09831 | EXPIRES ON 31.AUG.2022

Active	Vendor	Address	Contact	Phone/Fax	Email	Website
YES	DELTEC ELECTRIC LTD.	A8 5279 Still Creek Ave, Burnaby BC, V5C 5V1	Gary Tedesco - <i>Partner</i>	P: 778.861.4300	deltec.gary@telus.net	
YES	UNITED POWER LTD.	3830 1st Ave, Burnaby BC, V5C 3W1	Bryce Baxter - <i>General Manager</i>	P: 778.246.5144 F: 778.782.6557	bryce@unitedpowerltd.com	https://www.unitedpowerltd.com/
YES	SASCO CONTRACTORS LTD.	114 - 3060 Norland Ave, Burnaby BC, V5B 3A6	Reid Hockin - <i>Estimator/ PM</i>	P: 604.830.1475 F: 604.299.1688	rhockin@sascocontractors.com	https://www.sascocontractors.com/
YES	POWER PROS ELECTRICAL LTD.	2 - 30445 Progressive Way, Abbotsford BC, V2T 6W3	Duanne Machon - <i>Service/ Project Manager</i>	P: 604.825.0205	service@spowerpros.ca	https://www.powerpros.ca/



ELEVATOR | 09060 | EXPIRES ON 01.APR.2022

Active	Vendor	Address	Contact	Phone/Fax	Email	Website
YES	KONE INC.	1488 Cliveden Ave, Delta BC, V3M 6L9	Luke Briggs -Sr. Sales Consultant	P:604.365.6469	luke.briggs@kone.com	www.kone.ca
YES	WEST COAST ELEVATOR SERVICES LTD.	1131 West 14th St, N. Vancouver BC, V7P 1J9	George Sutherland - President	P:604.980.0364	info@westcoastelevator.ca	www.westcoastelevator.ca



PLUMBING UNDER \$50K | 10269 | EXPIRES ON 16.FEB.2023

Active	Vendor	Address	Contact	Phone/Fax	Email	Website
	AINSWORTH	104-17741 65A Avenue, Surrey BC, V3S 1Z8	Melvin Nwokie - Service Manager	P: 778.867.5894 F: 604.576.1328	melvin.nworkie@ainsworth.com	www.ainsworth.com/
	BLACK & MCDONALD	1331 Clarck Drive, Vancouver BC, V5L 3K9	Stacey Beattie/ Trevor Langham	P:604.301.2883 P:604.301.2426 F:604.301.1071	vancouverestimating@blackandmcdonald.com	https://blackandmcdonald.com/
	CT CONTROL TEMP	4340 Dawson Street, Burnaby BC, V5C 4B6	Rem Nacario - Project & Facilities Manager	P: 778.231.5729 F: 604.421.5858	rem@ctcontroltemp.com	www.ctcontroltemp.com/
	TOTAL ENERGY SYSTEMS LTD	#5-68 Schooner Street, Coquitlam BC, V3K 7B1	Dave M. Trace - Account Manager	P: 778.855.8513 F: 604.540.2237	dt@tesltd.ca	http://tesltd.ca/



PLUMBING OVER \$50K | 10269 | EXPIRES ON 16.FEB.2023

Active	Vendor	Address	Contact	Phone/Fax	Email	Website
	AINSWORTH	104-17741 65A Avenue, Surrey BC, V3S 1Z8	Melvin Nwokie - Service Manager	P: 778.867.5894 F: 604.576.1328	melvin.nworkie@ainsworth.com	www.ainsworth.com/
	BLACK & MCDONALD	1331 Clarck Drive, Vancouver BC, V5L 3K9	Stacey Beattie/ Trevor Langham	P:604.301.2883 P:604.301.2426 F:604.301.1071	vancouverestimating@blackandmcdonald.com	https://blackandmcdonald.com/
	TOTAL ENERGY SYSTEMS LTD	#5-68 Schooner Street, Coquitlam BC, V3k 7B1	Dave M. Trace - Account Manager	P: 778.855.8513 F: 604.540.2237	dt@tesltd.ca	http://tesltd.ca/



MECHANICAL HVAC LESS THAN \$50K | 10296 | EXPIRES ON 16.FEB.2023

Active	Vendor	Address	Contact	Phone/Fax	Email	Website
	CONTROL TEMP	4340 Dawson Street, Burnaby, BC, V5C 4B6	Rem Nacario	P:778.231.5729	rem@ctcontroltemp.com	www.ctcontroltemp.com/
	TOTAL ENERGY SYSTEM	5 - 68 Schooner Street, Coquitlam BC, V3K 7B1	Dave Trace	P:778.855.8513	dt@tesltd.ca	http://tesltd.ca/



MECHANICAL HVAC \$50K AND OVER | 10296 | EXPIRES ON 16.FEB.2023

Active	Vendor	Address	Contact	Phone/Fax	Email	Website
	BLACK AND MCDONALD	1331 Clark Drive, Vancouver BC, V5L 3K9	Stacey Beattie/ Trevor Langham	P:604.301.2883 P:604.301.2426 F:604.301.1071	vancouverestimating@blackandmcdonald.com	https://blackandmcdonald.com/
	BROADWAY REFRIGERATION AND AIR CONDITIONING	2433 Holdom Avenue, Burnaby BC, V5B 5A1	Jesse Reid - Technical Sales Specialist	P:604.364.3152 F:604-255-5145	jesser@broadwayrefrigeration.com	www.broadwayrefrigeration.com/
	CT CONTROL TEMP	4340 Dawson Street, Burnaby BC, V5C 4B6	Rem Nacario - Project and Facilities Manager	P:778.231.5729 F:604.421.5858	rem@ctcontroltemp.com	www.ctcontroltemp.com/
	TOTAL ENERGY SYSTEMS	#5-68 Schooner Street, Coquitlam BC, V3K 7B1	Dave M. Trace - Account Manager	P:778.855.8513 F:604.540.2237	dt@tesltd.ca	http://tesltd.ca/
	TRANE WEST CANADA	3080 Beta Avenue, Burnaby BC, V5G 4K4	Cher Novinc - Service Account Manager	P:604.473.5635 F:604.294.9571	cher.novinc@trane.com	www.trane.com/commercial/north-america/canada/en.html



PROJECT MANAGEMENT

FCD will provide or recommend suitable project management firms

04

SSEM

CONTRACTOR SAFETY PROGRAM

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1 INTRODUCTION

1.1 Policy

Health and safety is a priority at the British Columbia Institute of Technology (BCIT). BCIT is committed to conducting all activities in a manner that will protect the well-being of all employees, students, visitors and contractors. BCIT requires that health and safety standards be met by every contractor performing work at BCIT.

1.2 Objectives

The Information for Contractors document outlines general health and safety requirements and expectations for all contractors working at BCIT. This document is provided to make contractors aware of the health and safety expectations for working at BCIT, and assist them in maintaining these standards.

1.3 Scope

BCIT's contractor safety requirements and expectations are set to supplement WorkSafeBC Occupational Health & Safety Regulations, but are not comprehensive of required occupational health and safety practice. Contractors must be familiar with and adhere to all applicable WorkSafeBC Occupational Health and Safety Regulations.

2 CONTRACTOR RESPONSIBILITIES

2.1 General Responsibilities

Contractors and/or Prime/General Contractors, while on any BCIT property, are responsible for the following:

- Maintain a Health and Safety Program and procedures required to comply with WorkSafeBC Regulations, BCIT procedures, and applicable Codes
- Manage and coordinate the health and safety activities of all contractor employee and subcontractor activities.
- Read, and adhere to the BCIT Information for Contractors package
- Cooperate with BCIT in all matters related to health and safety
- Ensure all employees and subcontractors are informed of, and adhere to, the BCIT Information for Contractors package
- Participate in the BCIT Safety Orientation and complete any required forms prior to commencement of work
- Submit all required documentation to the relevant BCIT Contractor Liaison
- Ensure that all employees/subcontractors are trained and oriented to their work environment and tasks so that they are able to perform their work in a manner that protects their safety and the safety of others
- Provide, when requested, documented proof of employee/subcontractor training and other safety-related records before starting work at BCIT

- Inspect work areas on a regular basis and correcting any identified hazards or non-compliant conditions
- Investigate all accidents, injuries or near misses and provide a copy of the investigation to the BCIT Contractor Liaison who will forward to BCIT OHS
- Report all inspections by WorkSafeBC or any other regulatory agency while working at BCIT to your BCIT Contractor Liaison
- Provide copies of inspection reports and/or written orders to your BCIT Contractor Liaison

2.2 Safety Orientation

Your BCIT Contractor Liaison will request and facilitate a Safety Orientation. The BCIT Contractor Liaison will discuss the BCIT Contractor Safety Program and how it relates to the specific project. The Safety Orientation will include, but is not limited to, discussion of the following:

- Potential Impacts to the BCIT Community.
- Emergency procedures.
- Accident/Incident reporting.
- The BCIT Contractor Liaison notifying the contractor of any hazardous materials/conditions associated with the project site
- The contractor notifying their BCIT Contractor Liaison of hazardous products/conditions introduced by the work.
- Working alone or in isolation.
- Contractor's responsibility in regards to sub-contractors.
- Contractor's responsibility to provide First Aid Services.
- Required forms and the process of form verifications with BCIT SSEM
- Inspections and permits

It is recommended that the orientation includes completion of the Pre-Job Safety Checklist and the Contractor Sign-Off form. A completed Pre-Job Safety Checklist and instructions for Summoning Emergency Services at BCIT must be available at the BCIT jobsite for the duration of the project.

Contractors providing ongoing services of a similar scope of work and hazards present are referred to as Annual Contractors and are only required to complete a safety orientation annually.

2.3 Safety Meetings

Contractors shall conduct regular safety meetings with their employees and/or sub-contractors. Upon request, minutes of these meetings shall be forwarded to your BCIT Contractor Liaison.

2.4 Inspections

- The Contractor is responsible for conducting daily inspections of the work area to keep the jobsite clean and free from unsafe conditions.
- Upon request, records of the inspection shall be forwarded to BCIT Contractor Liaison.
- Facilities Management and/or SSEM may conduct periodic inspections of the work site.
- Where required, a contractor may be asked to make improvements to the worksite and/or work practices. Such improvements shall be carried out without delay.

2.5 Documentation

The Contractor must ensure that any safe work procedures and other written materials listed in this document are available and that they will be provided to BCIT upon request.

Examples of information that may be requested:

- Records of orientation and training
- Safety Committee minutes
- Supervisor training records
- Safe Work Procedures
- Injury statistics
- Tool Box Safety Meetings
- Frequency and Severity Rates and/or similar data
- Monitoring data & worker exposure records
- Inspection reports
- WorkSafeBC Inspection & Compliance reports
- Accident & incident investigation reports

A copy of the Information for Contractors document must be kept onsite at all times.

2.6 Housekeeping

The Contractor shall ensure that the site is properly maintained at all times. This includes:

- Keeping walkways clear
- Cleaning up any dust or debris that travels or is tracked away from jobsite (e.g. drywall dust)
- Properly storing materials (to avoid slipping and tripping hazards) and waste (arrange locations with BCIT Project Liaison)
- Properly dispose of waste and trash. DO NOT put waste in BCIT containers.
- If BCIT is required to clean any contractor sites, the Contractor will incur the cost.

2.7 Environmental Regulations

Contractors will comply with all applicable environmental legislated requirements and report any activities/releases with potential environmental impacts to their BCIT Contractor Liaison.

2.8 Accident and Incident Reporting and Investigation

The contractor is responsible for investigating all incidents that occur while they are working at BCIT as per WorkSafeBC requirements. Contractors must provide a copy of investigations if requested by the BCIT Contractor Liaison for work-related incidents occurring while at BCIT.

For the following incident types, the contractor must immediately notify their BCIT Contractor Liaison and provide BCIT with a copy of all related investigations:

- Work resulting in a serious incident or injury, as defined by WorkSafeBC, where WorkSafeBC had to be immediately notified.
- An injury or impact to the BCIT community, property, and/or assets due to the contractor's actions and/or work activities.

If a contractor is injured or otherwise involved in an incident at BCIT that is not related to the contracted work (i.e. incidents where BCIT or other groups unrelated to the contracted work may be at fault), immediately notify your BCIT Contractor Liaison. BCIT conduct an incident investigation and provide affected companies with copies and results.

2.9 First Aid, Emergency Procedures, and Evacuation Plans

The Contractor will:

- Assess and provide adequate first aid coverage project workers, as per WorkSafeBC Regulations.
- Instruct their workers and sub-contractors on all site-specific information such as emergency first aid procedures, evacuation plans and the locations of emergency exits.
- Post a list of phone numbers for support services at an accessible location
- Make workers aware of all emergency communication systems (i.e. internal and external alarms, fire bells).
- Follow BCIT's procedures for summoning emergency services and shall post the site-specific Summoning Emergency Services form at their worksite.
- Ensure there is a site-specific evacuation plan.

3 CONTRACTOR SAFETY FORMS AND DOCUMENTATION

The following is a list of special considerations, forms and work plans that need to be addressed before contractors work on BCIT property. All forms and work plans are submitted to your BCIT Contractor Liaison. Many of the documents submitted will be reviewed and approved

3.1 Contractor Sign-Off Form

- The contractor, upon reviewing the Contractor Safety Information Package, must review, sign, and submit this form to their BCIT Contractor Liaison.
- Contractors providing ongoing services to BCIT must complete the Contractor Sign-Off Form once annually.

- The BCIT Contractor Liaison must provide the completed Sign-Off Form to SSEM at least **3 business days** prior to work start.

3.2 Pre-Job Safety Checklist

- This checklist must be completed and submitted to the BCIT Contractor Liaison prior to commencing work at BCIT.
- A separate Pre-Job Safety Checklist form must be completed for each distinct project performed by a contractor.
- Contractors performing the identical project repeatedly need only complete one Pre-Job Safety Checklist Form, annually.
- The BCIT Contractor Liaison must provide the completed checklist to SSEM at least **3 business days** prior to work start.

3.3 Building Access Request Form

Projects requiring access to building interior and exterior spaces require the completion of an Access Request Form. Security will only provide access to spaces if the BCIT contractor liaison has notified a BCIT Security Manager of the work and through mutual agreement.

When submitting the form, use either the room code associated with space where access is required, or use the specific building and room number (e.g. Building SW01 Room 1022). Failure to provide specific needs may lead to processing delays.

When listing the names of contractor employees, **only list the name of workers who will be regularly attending BCIT**. The purpose of this form is to identify which contractor employees require the ability to sign out the requested keys, or to be given a key card for access purposes. Contractor employees who do not regularly attend the project site can still be allowed onsite by their co-workers with key cards/keys.

Submit completed Access Request Forms to your BCIT Contractor Liaison, who must submit to SSEM at least 3-days prior to work start for final review and approval.

3.4 Roof Access Request Form

Projects requiring access to rooves require the completion of a Roof Access Request Form:

- If a fall hazard is present, additional information (see 3.14) may need to be submitted in addition to the request form.
- If “yes” was selected for the work impacts, provide your BCIT Contractor Liaison with details on how these impacts will be controlled when submitting the form.
- Submit your completed roof access form to your BCIT Contractor Liaison, who must submit the form to SSEM at least 3 business days prior to work start for final review and approval.

Please note: if fall protection is required, required fall protection documentation must be submitted to SSEM by the BCIT Contractor Liaison at least 5 business days prior to work start.

3.5 Fire/Life Safety Shutdown Request Form

A Fire/Life Safety Shutdown Request Form must be completed for all work impacting fire/life safety systems. Submit the completed form to your BCIT Contractor Liaison, who must submit the form to BCIT Facilities Services at least 5 business days prior to the planned impacts for review and approval.

3.5.1 Hot Work Procedures

If the shut-down also requires hot work to be performed, submit a copy of all hot work procedures with the Fire/Life Safety Shutdown Request Form to your BCIT Contractor Liaison.

3.6 Utility Shutdown Request Form

Projects requiring shutting down one or more utility service require the completion of a Utility Shutdown Request Form. The form must be submitted to your BCIT Contractor Liaison, who must submit to BCIT Facilities Services for review and approval at least 5 business days prior to the planned impacts.

3.7 Lock out/Tag Out/De-Energization Procedures

- Projects requiring locking-out or de-energizing equipment or process require written lock-out/tag-out/de-energization procedures written by the contractor, meeting the requirements of the Occupational Health and Safety Regulations, Part 10.
- The contractor must submit the procedures to their BCIT Contractor Liaison, who must submit to BCIT facilities services for review and approval at least 5 business days prior to work start.
- Where contractor and BCIT employee work overlap and lockout is required pre-job meeting with the contractor, the BCIT contractor liaison, and involved BCIT employees must be held.
- In overlapping work, BCIT employees must be the last to remove their locks.

3.8 High Voltage Request Equipment

- Projects requiring work on high voltage equipment or within a high voltage vault require the completion of a High Voltage Vault Form.
- The complete form along with work procedures must be submitted to your BCIT Contractor Liaison, who must submit to BCIT Facilities Electrical at least 5 business days prior to the work start, for review and approval.
- All procedures must be in accordance with the Occupational Health and Safety Regulation Parts 10 and 19.

- Only qualified Electricians may work on high voltage systems at BCIT.
- Access into high voltage vaults must be coordinated with the BCIT Facilities Electrical Foreperson.

3.9 WHMIS Inventory

If a project requires bringing any controlled substances onsite:

- The contractor must maintain an inventory for all control products brought to and/or stored on BCIT premises.
- The contractor must provide a copy of the inventory to their BCIT Contractor Liaison.
- A copy of all SDS must be maintained at the job site.
- Anticipated impacts from using the controlled products must be assessed and addressed.

3.10 Designated Substances and Exposure Control Plans

As per the Occupational Health and Safety Regulation Part 5.57, a designated substance is any substance that is:

- Carcinogenic (ACGIH A1 or A2; IARC 1, 2A, or 2B).
- An ACGIH reproductive toxin.
- An ACGIH sensitizer.
- An ACGIH chemical with an “L” endnote, signifying high toxicity such that exposure through all routes must be kept as low as possible.

The contractor must notify their BCIT Contractor Liaison of any Designated Substances that may be brought to BCIT property:

- The contractor must submit a written exposure control plan and safe work procedures to their BCIT Contractor Liaison, who must submit to SSEM at least 5-days prior to the product being brought to BCIT.
- Safe work procedures must act to reduce the potential for exposure to contractor workers and to the BCIT community to as low as reasonably achievable.

3.11 Work with Asbestos and/or-Containing Materials

The BCIT Contractor Liaison is responsible for identifying all asbestos/lead hazards prior to the project. The contractor is responsible for reviewing the work site prior to work start to ensure they are familiar with the locations of the identified asbestos hazards.

For work impacting asbestos/lead-containing materials, the contractor must submit the following to their BCIT Contractor Liaison

- A risk assessment for the work, including material lab test results (if applicable).
- Site-specific work procedures.

- For any work that is not low-risk work, the name of the environmental consultant overseeing the work.

The BCIT Contractor Liaison must submit the documentation to SSEM at least 5 business days prior the work start. SSEM may also request a copy of the Contractor's Lead/Silica Exposure Control Plans.

If the contractor encounters any previously unidentified suspected asbestos/lead-containing materials, immediately stop work and notify your BCIT Contractor Liaison. Work may not proceed until a risk assessment has been conducted and a course of action has been determined.

3.12 Work with Respiratory Crystalline Silica (RCS)

The BCIT Contractor Liaison is responsible for identifying all RCS hazards prior to the project. The contractor is responsible for reviewing the work site prior to work start to ensure they are familiar with the locations of the identified hazards.

For work impacting silica-containing materials, the contractor must submit the following to their BCIT Contractor Liaison

- The Contractor's Silica Exposure Control Plan.
- Site-specific work procedures.

The BCIT Contractor Liaison must submit the documentation to SSEM at least 5 business days prior the work start.

If the project requires impacting silica-containing materials outside the scope of the submitted documentation, stop work and notify your BCIT Contractor Liaison. Work may continue once the required silica documentation is submitted to, and reviewed and approved by SSEM.

3.13 Working at Heights and Fall Protection

Contractors must ensure that work at heights is controlled with guardrails (OHSR Part 4) whenever possible. All work requiring fall protections must meet the requirements of the OHSR Part 11.

Anchor points at BCIT (exception of ATC and DTC) are neither inspected nor certified.

3.13.1 Fall Hazard of 10' – Fall Plan Communication

For a project where there is an unguarded fall hazard of at least 10', or less than 10' but presents a risk equivalent to or greater than a fall of 10', the contractor must submit the fall protection details to their BCIT Contractor Liaison. The submitted information does not need to be a formal fall plan, but should include information such as:

- Fall protection system being used.
- Anchor points.

The BCIT Contractor Liaison must submit the fall plan information to SSEM at least 5 days prior to the work at heights for review and approval.

3.13.2 Fall Hazard of 25' – Site-Specific Fall Protection Plan

A project where there is an unguarded fall hazard of at least 25', or less than 25 but presents a risk equivalent to or greater than a fall of 25', requires that the contractor complete a site-specific fall protection plan meeting the requirements of the OHSR Part 11.3. At a minimum, the plan must specify:

- The expected fall hazards in each work area.
- The fall protection system(s) used in each area.
- The procedures to assemble, maintain, inspect, use, and disassemble the fall protection system(s).
- The procedures for rescue in the event that a fallen worker caught by the fall protection system is unable to self-rescue.

The completed plan must be submitted to the BCIT Contractor Liaison, who must submit the documents at least 5 business days prior to work start for review and approval.

3.13.3 Work at Heights With-out a Fall Protection System

- A control zone with or without a safety monitor may be used as fall protection where it is not practicable to use a fall restraint or arrest system, or the use of a fall arrest system will result in a greater hazard.
- In the event that a fall arrest system is not practical, or will result in a greater hazard than if the system is not used, the contractor must develop and implement work procedures acceptable to the WorkSafeBC Board.
- All procedures for fall protection without the use of a fall protection system must be submitted to your BCIT Contractor Liaison, who must submit to SSEM at least 5 business days prior to work start for review and approval.

3.14 Elevated Work Platforms

- All structures and equipment must be installed and use as per the OHSR Part 13.
- All work on elevated platforms where there is a fall risk require the submission of fall protection documentation (see 3.13 above).

3.14.1 Ladders

Work on ladders at heights of 10' or greater does not require the completion and submission of fall protection documentation provided that:

- Any given task on the ladder will take no longer than approximately 15-minutes.
- Only light duty tasks are performed.
- The worker maintains 3-points of contact at all times.

- The work does not require lifting heavy or bulky items on the ladder.

3.14.2 Scaffolding and Elevated Work Platforms

If, as per OHSR Part 13, a scaffold or elevated work platform requires an engineer's certification, the contractor must submit the work procedures, design specifications, and professional engineer's instructions to their BCIT Contractor Liaison. The BCIT Contractor Liaison must submit these documents to SSEM at least 5 business days prior to work start for review and approval.

3.15 Confined Space Access

All confined space work and documentation must meet the requirements of the OHSR Part 9.

3.15.1 Confined Space Access Request Form and Documentation

The following are required for confined space entry at BCIT:

- A completed Confined Space Entry Request Form.
- A confined space risk assessment for each space being entered.
- Confined space entry procedures for each space.
- Rescue procedures for each entry.

The contractor must submit all confined space document to their BCIT Contractor Liaison, who must submit to SSEM at least 5 business days prior to the entry for review and approval.

Annual access to a confined space may be permitted, provided that:

- The scope of work in the space is repeated and low risk.
- All confined space documentation was submitted for the repeated scope of work.
- New documentation is submitted should the scope of work change such that the level of risk or entry/rescue requirements change.
- All documentation is submitted to SSEM at least 5 business days prior to the first entry.

3.15.2 Excluded/Enclosed Space Requirements

Contractors entering enclosed spaces that do not meet the requirements of OHSR Part 9 must follow written work procedures for entering and working within the space. The contractor must be able to meet all other OHSR requirements, such as ability to provide first aid, while working in the enclosed space. The contractor must submit the procedures to their BCIT Contractor Liaison, who will send to SSEM for review and approval at least 3 business days prior to the entry.

Any work in an enclosed space that introduces hazards such that the space now meets the definition of a confined space, as per the OHSR Part 9, must be treated as confined space work and require the appropriate documentation and procedures.

3.16 Scanning Equipment and Penetrating Radiation

Projects requiring equipment using penetrating radiation (e.g. x-ray) require the contractor to submit procedures to their BCIT Contractor Liaison for verification by SSEM at least 5 business days prior to work start. The procedures must include the following:

- Equipment manufacturer and model.
- Calibration and maintenance records for the scanning equipment.
- If any radioactive sources are brought to a BCIT campus, the source type and strength.
- Site specific procedures as to how the scanning will be performed.

In addition, a copy of your company's health and safety manual must also be submitted.

3.17 Excavation

Contractors must submit a scope and procedures for any excavations meeting the requirements of the [OHSR Part 20.78](#) within 5-business days of the start of the excavation.

3.18 Impacts to Institute Operations

All contractor work activities need to be assessed for impacts and interruptions to normal institute operations. For any potential interruptions:

- The BCIT Contractor Liaison is responsible for liaising with institute stakeholders for the purpose of scheduling work to minimize impacts.
- The BCIT Contractor Liaison is responsible for communicating all hazards and disturbances to stakeholders, and will ensure that all reasonable effects are made to control identified hazards/disturbances.
- The contractor is responsible for ensure that the work minimizes the impact to the BCIT community.

3.19 Notice of Project (NOPs)

- The contractor is responsible for ensuring all NOPs required for a project are submitted to WorkSafeBC in a timely manner, as per the OHSR Part 20.2.
- The contractor must submit copies of all NOPs to the BCIT Contractor Liaison prior to work start.

3.20 Emergency Services Posting

Each BCIT Campus has specific procedures for summoning emergency services.

- The BCIT Contractor Liaison must review the procedures with the contractor
- A Summoning Emergency Services form (Appendix A) must be posted at the project site(s) for the duration of the project.

4 UNSAFE WORK

Contractors must perform the work safely, abiding by the procedures provided to BCIT and WorkSafeBC Regulations. Any reports of unsafe work by contractors will be investigated by the BCIT Contractor Liaison and/or BCIT Occupational Health and Safety.

For any work deemed immediately dangerous to life and health of the contractor; or pose a significant health and safety threat to the BCIT Community:

- SSEM will call for an immediate work stoppage.
- The Contractor, the BCIT Contractor Liaison, and any other stakeholders will perform an immediate investigation.
- Work will not recommence until the observed deficiencies are corrected.
- The contractor is responsible for submitting reports from such incidents to BCIT, and to WorkSafeBC as required.

05

SSEM

PRE JOB SAFETY CHECKLIST

BCIT TI HANDBOOK

To provide a guide for the tenant improvement process

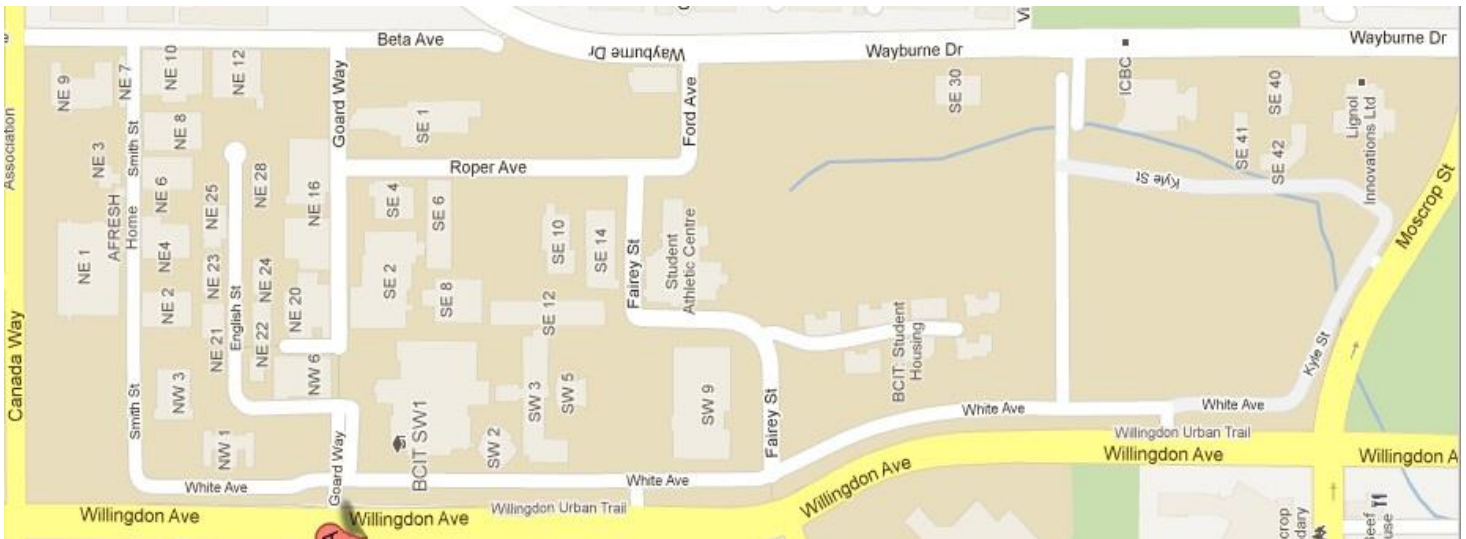


POST THIS NOTICE AT WORKSITE

SUMMONING EMERGENCY SERVICES AT BCIT BURNABY CAMPUS

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: **3700 Willingdon Avenue, Burnaby**
 Building: _____
 Site phone number is: _____



2. Instruct the person contacting the emergency services to:
 - a) Provide a description of the incident
 - b) Provide a description of the injuries
 - c) Report back that emergency services have been called
3. Designate an individual to contact BCIT Security to meet and escort emergency services from the main entrance at Goard Way and Willingdon Ave.

Emergency Contact Numbers:

Security Emergency Number: 604 451-6826

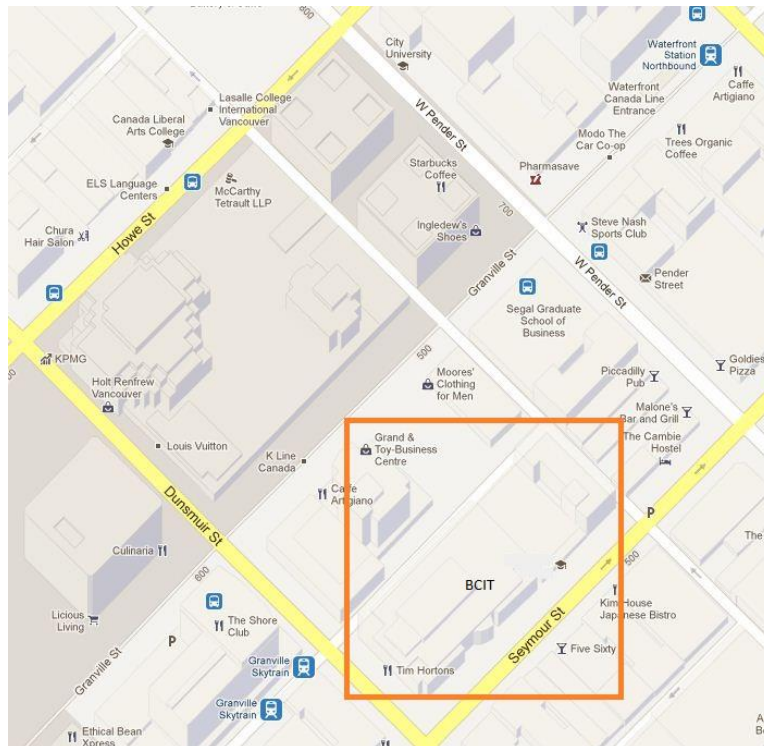
First Aid Emergency: 604 432-8820

POST THIS NOTICE AT WORKSITE

SUMMONING EMERGENCY SERVICES AT BCIT DOWNTOWN CAMPUS

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: **555 Seymour Street Vancouver**
 Building: _____
 Site phone number is: _____



2. Instruct the person contacting the emergency services to:
 - a) Provide a description of the incident
 - b) Provide a description of the injuries
 - c) Report back that emergency services have been called
3. Designate an individual to contact BCIT Security to meet and escort emergency services from the main entrance.

Emergency Contact Numbers:

Security Emergency Number: 604 412-7600

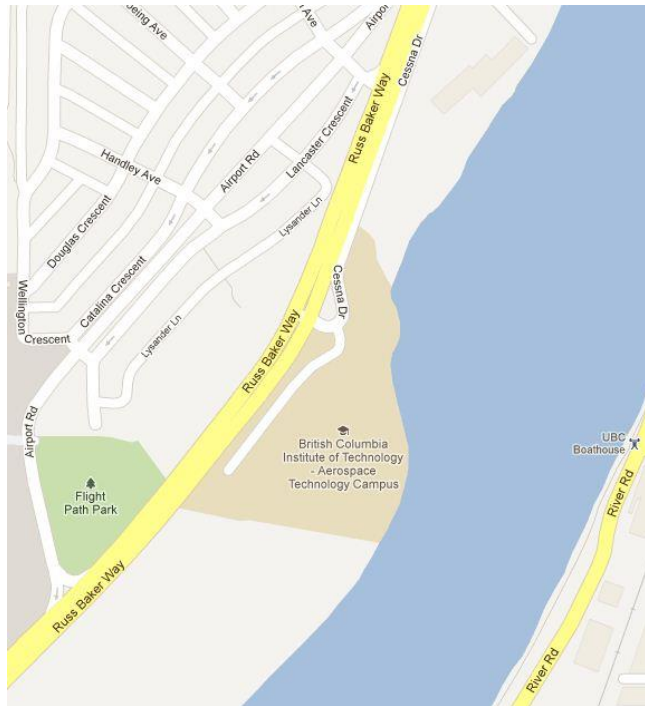
First Aid Emergency: 604 412-7600

POST THIS NOTICE AT WORKSITE

SUMMONING EMERGENCY SERVICES TO AEROSPACE TECHNOLOGY CAMPUS

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: **3800 Cessna Drive, Richmond**
 Building: _____
 Site phone number is: _____



2. Instruct the person contacting the emergency services to:
 - a) Provide a description of the incident
 - b) Provide a description of the injuries
 - c) Report back that emergency services have been called
3. Designate an individual to contact BCIT Security to meet and escort emergency services from the main entrance.

Emergency Contact Numbers:

Security Emergency Number: 604-419-3705

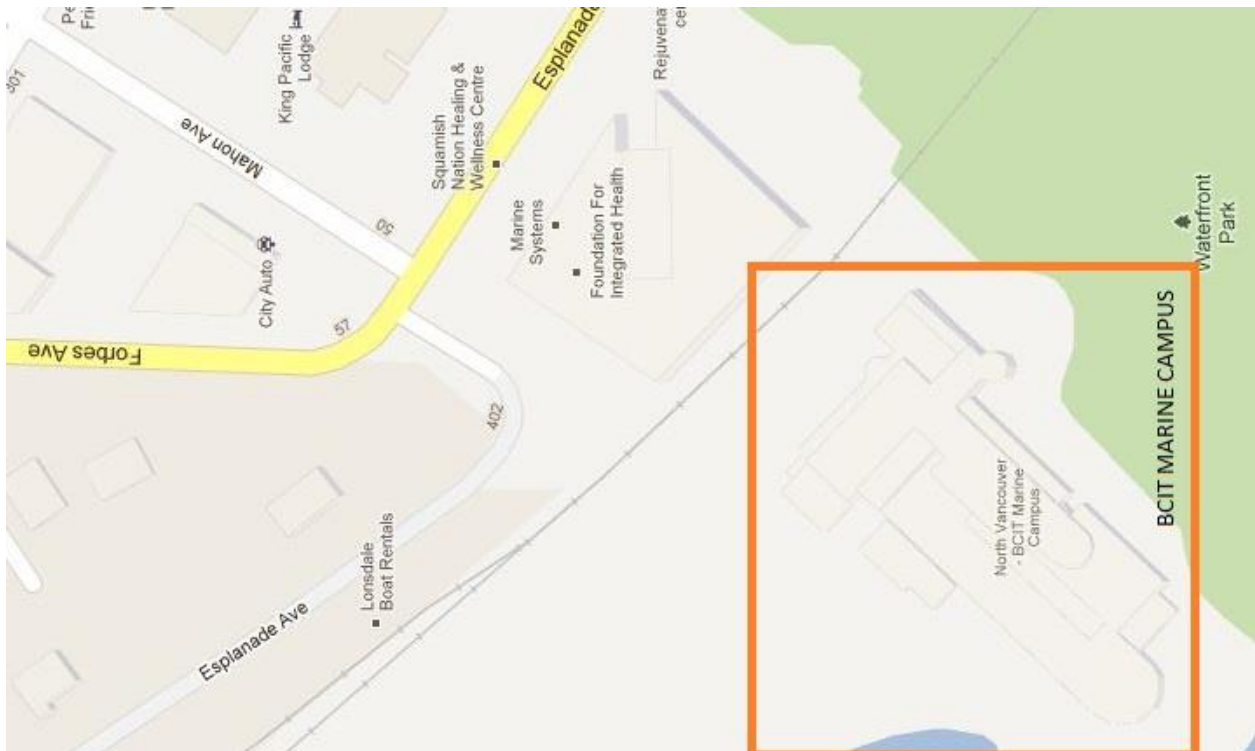
First Aid Emergency: 778-928-2338 /after hours call security 604-419-3705

POST THIS NOTICE AT WORKSITE

SUMMONING EMERGENCY SERVICES AT BCIT MARINE CAMPUS

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: **265 West Esplanade, North Vancouver**
 Building: _____
 Site phone number is: _____



2. Instruct the person contacting the emergency services to:
 - a) Provide a description of the incident
 - b) Provide a description of the injuries
 - c) Report back that emergency services have been called
3. Designate an individual to contact BCIT Security to meet and escort emergency services from the main entrance.

Emergency Contact Numbers

Security Emergency Number: 778-928-2330 7am -3pm / 778-928-2329 3pm-11pm
 BBY-604-451-6856 11pm-7am/Weekends
 First Aid Emergency: 778-928-2481 7am-3pm 778-928-2329 3pm-11pm

POST THIS NOTICE AT WORKSITE

SUMMONING EMERGENCY SERVICES AT BCIT ANNACIS ISLAND CAMPUS

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: **1608 Cliveden Avenue, Delta**
 Building: _____
 Site phone number is: _____



2. Instruct the person contacting the emergency services to:
 - a) Provide a description of the incident
 - b) Provide a description of the injuries
 - c) Report back that emergency services have been called
3. Designate an individual to contact BCIT Security to meet and escort emergency services from the main entrance.

Emergency Contact Numbers:

Security Emergency Number:	778 238 1388 (7am – 7pm)
First Aid Emergency:	778 928 1336 (7am – 7pm)

POST THIS NOTICE AT WORKSITE

SUMMONING EMERGENCY SERVICES AT BCIT CARI CAMPUS

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: **4355 Mathissi Place, Burnaby**
 Building: _____
 Site phone number is: _____



2. Instruct the person contacting the emergency services to:
 - d) Provide a description of the incident
 - e) Provide a description of the injuries
 - f) Report back that emergency services have been called
3. Designate an individual to contact BCIT Security to meet and escort emergency services from the main entrance.

Emergency Contact Numbers:

Security	604 456-1255
Security/First Aid Emergency Number:	604 456-1256
First Aid Room	604 456-1255

SSEM #:

RECEIVED:

PRE-JOB SAFETY CHECKLIST

The Purpose of this checklist is for the Prime Contractor to identify all project health, safety, and security considerations, and all required forms and documentation to show that the proposed work will meet all OHS Regulations (WorkSafeBC), Codes (BC Building and Fire Codes), and BCIT Health and Safety Policies.

This completed checklist must be submitted to SSEM_Projects@bcit.ca by your BCIT Liaison **a minimum of three [3]-days prior to work start**. Failure to submit the completed checklist and/or any identified safety documentation prior to work start within the timelines identified may result in project delays or work stoppages.

Project Name		Start Date		End Date	
Contractor Company					
Location(s)				Annual Contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scope of Work (or attach a Scope of Work document)					

1. Basic Prime Contractor Requirements (applies to all subcontractors)	Comments
Have you reviewed the BCIT Contractor Safety Program Information Package?	<input type="checkbox"/> Yes Mandatory copy onsite
Do you have a written OHS Program for your employees? (WorkSafeBC Part 3) <i>Individual companies who do not meet the requirements of WorkSafeBC Part 3.1 may not require a written OHS program.</i>	<input checked="" type="checkbox"/> Yes Mandatory copy onsite (if applicable) <input checked="" type="checkbox"/> N/A
Are you prepared to provide First Aid for your employees while on site at BCIT? (WorkSafeBC OHSR Part 3).	<input type="checkbox"/> Yes Mandatory
Do you have written fire/emergency safety procedures for the project site? (BC Fire Code)	<input type="checkbox"/> Yes Mandatory copy onsite
2. Building Access Requirements	Comments
Will this project require building access? <i>Submit Access Request form to your BCIT Liaison for approval by SSEM (three [3] working days in advance)</i>	<input checked="" type="checkbox"/> Yes Attend SSEM offices for keys and IDs <input checked="" type="checkbox"/> N/A
Will this project impact building/campus emergency response protocols (fire exits, fire lanes, access routes, etc.). <i>Submit impacts and proposed solutions/controls to your BCIT Liaison for approval by SSEM (five [5] working days in advance).</i>	<input checked="" type="checkbox"/> Yes Mandatory signed/ Approved copy onsite <input checked="" type="checkbox"/> N/A
Will this project require parking access? <i>Have your BCIT Liaison submit a parking request to parking@bcit.ca (three [3] working days in advance)</i>	<input checked="" type="checkbox"/> Yes Attend BCIT Parking (SW01 Gateway) <input checked="" type="checkbox"/> N/A
Will this project require roof access? <i>Submit Roof Access Request form to your BCIT Liaison for approval by SSEM (three [3] working days in advance). If roof work will be performed with the safety zone (2 meters/6 feet from edge), a fall protection plan must also be submitted. See Working At Heights Requirements below (Part 5)</i>	<input checked="" type="checkbox"/> Yes Mandatory signed <input checked="" type="checkbox"/> N/A
3. Building Utilities/Systems Requirements	Comments
Will this project impact or require the deactivation of Fire/Life Safety systems? (including any interior hot work – see below) <i>Submit Fire/Life Safety System Shutdown Request form and operations plan (see Information for Contractors – Guidance Document 2) to your BCIT Liaison for approval by BCIT Facilities Maintenance (five [5] working days in advance) and SSEM (three [3] working days in advance, signed by BCIT Facilities Maintenance)</i>	<input checked="" type="checkbox"/> Yes Mandatory signed/ Approved copy onsite <input checked="" type="checkbox"/> N/A

SSEM #:		RECEIVED:
Will this project require any hot work? <i>Submit site-specific work procedures attached to your Fire/Life Safety System Shutdown Request Form for approval by BCIT Facilities Management and SSEM.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory approved copy onsite
Will this project require the shutdown of any utility systems? <i>Submit a Utility Shutdown Request form to your BCIT Liaison for verification by BCIT Facilities Maintenance (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed
Will this project require de-energization and/or lockout? (WorkSafeBC OHSR Part 10) <i>Submit a Job Specific Lockout/Tagout Procedure Plan to your BCIT Liaison for verification by BCIT Facilities Electrical (five [5] working days in advance) and SSEM (three [3] working days in advance, with BCIT Facilities Electrical approval)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
Will this project involve work on high voltage equipment or within high voltage vaults? (WorkSafeBC Part 19) <i>Submit High Voltage Vault Request form and site-specific work procedures to your BCIT Liaison for verification by BCIT Facilities Electrical (five [5] working days in advance) and SSEM (three [3] working days in advanced, signed by BCIT Facilities Electrical)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
4. Hazardous Materials Requirements	Comments	
Will you be bringing WHMIS controlled products on site? (WorkSafeBC OHSR Part 5) <i>Submit a list of materials including quantities to your BCIT Liaison</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory list and all SDS onsite
Will you be using any Designated Substances on site? (WorkSafeBC OHSR Part 5.57) <i>Submit an Exposure Control Plan and written work procedures for each designated substance to your BCIT Liaison for verification by SSEM (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
Will this project impact asbestos-containing materials? (Drywall systems are assumed to contain asbestos unless sampled) <i>Submit an asbestos exposure control plan with task specific risk assessments and work procedures to your BCIT Liaison for verification by SSEM (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
Will this project impact lead containing materials? <i>Submit a lead exposure control plan with task specific risk assessments and work procedures to your BCIT Liaison for verification by SSEM (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
Will this project impact crystalline silica containing materials? <i>Submit task specific work procedures to your BCIT Liaison for verification by SSEM (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
5. Work at Heights Requirements	Comments	
Indicate the appropriate fall risk associated with the project work, and submit the required documents as per the instructions:		
A fall of 3m (10Ft) may occur, or where a fall from less than 3m involves risk of injury greater than the risk of impact on a flat surface. <i>Submit site-specific fall protection details your BCIT Liaison for verification by SSEM (three [3] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
A fall of 7.5m (25Ft) may occur, or a fall normally requiring fall protection may occur and the use of a fall arrest or rope access system is not practicable (OHSR 11.2 (5) & 11.3). <i>Submit a Site-Specific Fall Protection Plan to your BCIT Liaison for verification by SSEM (five [5] working days in advance). If applicable, also submit evidence of Board approval for your fall protection procedures (as per OHSR 11.2 (5) & 11.3)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
Select any elevated work platforms used – indicate if the conditions requiring document submissions are met and submit required documents as per the instructions.		
Mobile work platforms (ex: scissor lift, boom lift, etc.). <input type="checkbox"/> The manufacturer's guardrails and chains will not be used - submit a Site-Specific Fall Protection Plan to your BCIT Liaison for verification by SSEM (five [5] working days in advance).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite

SSEM #:		RECEIVED:
Ladders. <input type="checkbox"/> Fall risk of at least 3m, work on the ladder is not light duty work, requires carrying heavy or bulky equipment on the ladder, and/or will take longer than 15-minutes - submit a Site-Specific Fall Protection Plan to your BCIT Liaison for verification by SSEM (five [5] working days in advance).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
Scaffolding and Elevated Work Platforms. Provide work procedures and design specifications to your BCIT Liaison for verification by SSEM five [5] working days in advance. Provide these additional documents if required: <input type="checkbox"/> Site Specific Fall Plan (see WorkSafeBC Part 13.33). <input type="checkbox"/> Professional engineer instruction and certification (see WorkSafeBC Part 13)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
6. Confined Space Requirements		Comments
Will this project require entry into a confined space? (WorkSafeBC Part 9) Submit a Confined Space Entry Permit Form, space-specific risk assessment, entry procedures, and rescue procedures to your BCIT Liaison for verification by SSEM (five [5] working days in advance).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copies and Entry Permit onsite
7. Penetrating Radiation Requirements		Comments
Will this project include the use any equipment using x-rays or other type of penetrating radiation? Submit work procedure (including equipment information; manufacturer; model; calibration records, maintenance records) to your BCIT Liaison for verification by SSEM (five [5] working days in advance).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
8. Addition Project/Construction Requirements		Comments
Will this project involve demolition or excavation? (WorkSafeBC Part 20) Submit work procedures to your BCIT Liaison for verification by BCIT OHS (five [5] working days in advance).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
Will project activities (staging, vehicles, odors, noise, equipment, tool use, dust/debris etc.) impact building occupants or others? Inform your BCIT Liaison of such potential impacts and all related control/communication being implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Will a Notice of Project be required? (WorkSafeBC Part 20) Submit a copy to your BCIT Liaison.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
Additional Information: <ul style="list-style-type: none"> Any accidents/incidents should be investigated & a copy of the report provided to your BCIT Liaison and BCIT OHS (ssemo@bcit.ca). The contractor will display a copy of the Pre-Job Safety Checklist and the Summoning Emergency Services Post at the project site. The contractor is responsible for maintaining documentation at the project site as indicated above. The contractor must review this checklist and all designated documentation with their sub-contractors. 		
Contractor Name:	Signature	Date:
BCIT Liaison:	Signature	Date:

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SSEM

CONTRACTOR SIGN OFF

BCIT TI HANDBOOK

To provide a guide for the tenant improvement process



**Safety, Security & Emergency Management
Contractor Safety Procedures**
CONTRACTOR SIGN OFF

I; _____ (print/type):

Have read and understood the BCIT Contractor Safety Program – Information for Contractors document;

Will adhere to the Workers' Compensation Act, WorkSafe BC OHS Regulations and BCIT Safety Program requirements while working on any BCIT campus.

Will ensure that my employees, subcontractors, and suppliers will comply with the Workers' Compensation Act, WorkSafe BC OHS Regulations and BCIT Safety Program requirements.

Have had a safety orientation discussion with my BCIT Contractor Liaison covering:

- Site hazards that I need to be aware of and control in order to work safely;
- Hazards that will be introduced by the project work and how they will be controlled;
- First aid requirements for site employees and how I will provide first aid coverage;
- The emergency response plan and protocols for the work site, and;
- Potential impacts to BCIT employees, students, visitors, tenants, property, and operations caused by the proposed work, and how these impacts will be minimized and the necessary stakeholders notified.

Will notify my BCIT Liaison of any accidents and incidents requiring an incident investigation, and provide them with a copy of all investigations reports relating to the project work.

Company Name

WorkSafe BC Reg. #:

Name (company official):

Date:

Job Title:

Signature

Once completed, please provide this form to your BCIT Liaison.

TO BE COMPLETED BY THE BCIT CONTRACTOR LIAISON

BCIT Liaison Name:

Date:

Signature

Once complete, send to ssemprojects@bcit.ca

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SSEM

PROJECT REQUESTS

BCIT TI HANDBOOK

To provide a guide for the tenant improvement process



