

**STEP 1: Items to be Completed By the BCIT Contractor Liaison after Retaining a Contractor.**

1. Provide the contractor/general contractor with the Information for Contractors Package.
2. Hold a safety orientation with the contractor/general contractor *See Contractor Safety Program 7.2 for more information.*
3. Work through the Pre-Job Safety Checklist with the contractor/general contractor to identify all project contractor safety form and documentation needs.
4. Complete the contractor sign-off form to indicate that:
  - a. The contractor has read and understood BCIT's health and Safety Expectations.
  - b. The BCIT Contractor Liaison has provided the contractor with all health and safety information necessary as per their role as a representative of BCIT (the owner).

**STEP 2: Contractor Safety Forms and Documentation Requiring 5-Business Days of Notification**

FORM/DOCUMENTATION NEEDED:	5 BUSINESS DAYS PRIOR TO:	SENT TO/APPROVED BY:
<b>IMPACTS</b>		
General Institute Emergency Response Protocol Impacts – Solutions and Controls	Project Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
<b>ACCESS</b>		
High-Voltage Vault Request Form Site-Specific Work Procedures	Anticipated Access Date	BCIT Facilities Maintenance
<b>SHUTDOWNS</b>		
Fire/Life Safety Shutdown Request Form. Hot work procedures (if applicable)	Anticipated Shutdown Date	BCIT Facilities Maintenance
Utilities Shutdown Request Form	Anticipated Shutdown Date	BCIT Facilities Maintenance
<b>HAZARDOUS WORK</b>		

Asbestos, Lead, and/or Silica Documentation	Anticipated Hazmat Work Start Dates	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Other Designated Substance Documentation	Project Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Fall Protection Plan (fall hazard of 25ft).	Work at Heights Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Lock-out/Tag-Out/De-energization Safe Work Procedures	Project Start Date	BCIT Facilities Maintenance
Scaffolding Procedures, Design Specifications, and Professional Engineer Certification and Instruction (if applicable)	Project Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Confined Space Entry Permit Confined Space Documentation	Anticipate Space Entry Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Demolition and/or Excavation Work Procedures	Project Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Radiation Procedures Documentation	Scanning Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Excavation/Demolition Procedures	Project Start Date	<a href="mailto:ssemproject@bcit.ca">ssemproject@bcit.ca</a>

**STEP 3: Contractor Safety Forms and Documentation Requiring 3-Business Days of Notification.**

<b>FORM/DOCUMENTATION NEEDED:</b>	<b>3-DAYS PRIOR TO:</b>	<b>SENT TO/APPROVED BY:</b>
<b>GENERAL</b>		
Completed Pre-Job Safety Checklist	Project Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Contractor Sign-off Form	Project Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
<b>IMPACTS</b>		
Notify stakeholders of project impacts and control measures	Project Start Date	Relevant stakeholders
<b>ACCESS</b>		

Building Access Request	Project Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Roof Access Request	Project Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
High-Voltage Vault Access Request Form with Facilities Maintenance Signature Site-Specific Safe Work Procedures	Anticipated Vault Access Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Parking	Project Start Date	<a href="mailto:parking@bcit.ca">parking@bcit.ca</a>
<b>SHUTDOWNS</b>		
Fire/Life Safety Shutdown Request Form with Facilities Signature Hot work procedures (if applicable)	Anticipated Shutdown Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
Utilities Shutdown Request Form with Facilities Signature	Anticipated Shutdown Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>
<b>HAZARDOUS WORK</b>		
Fall Protection Information (fall hazard of 10ft).	Work at Heights Start Date	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>

**STEP 4: Contractor Safety Forms and Documentation Requiring Notification Prior to Work Start.**

FORM/DOCUMENTATION NEEDED:	PRIOR TO:	SENT TO/APPROVED BY:
<b>HAZARDOUS WORK</b>		
Notice of Project(s)	Prior to Work Start; Prior to Start of Specific Work (e.g. NOPA/NOPL)	<a href="mailto:ssemprojects@bcit.ca">ssemprojects@bcit.ca</a>

**STEP 5: Receiving Confirmation and Approval.**

SSEM (through [ssemprojects@bcit.ca](mailto:ssemprojects@bcit.ca)) will notify BCIT Contractor Liaisons of when documentation is approved. Related work items may only begin once the Liaison has received confirmation that the documentation relating to that work item has been approved. For example, some work of a project can be approved while other pieces (like fall protection or hazardous materials) may not be approved yet. The project may start, but not the parts that have not yet been approved.

**STEP 6: A Note on Notifying Stakeholders**

It is the BCIT Contractor Liaison's responsibility to notify any BCIT stakeholder of any impacts to their work area due to contractor activities, and to communicate the controls

in place to reduce impacts. All complaints regarding impacts will be directed to the BCIT Contractor Liaison responsible for the project. If contractor work is impacting BCIT stakeholders such that their health and safety is at risk, BCIT OHS may shut down the work until the impacts can be controlled.