BCIT Safety Manual

CONTRACTOR SAFETY

(For internal use only)
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1. Purpose
BCIT requires that health & safety standards be met by every contractor performing work at BCIT. The Contractor Safety Program is provided to ensure that contractors are aware of BCIT’s health & safety standards and to assist the contractor in maintaining these standards.

2. Definitions

2.1 Contractor
A person, business or corporation which provides goods or services to BCIT under terms specified in a contract. For the sake of this document this applies to all non-BCIT personnel performing work at, or for, BCIT on a non-instructional basis.

2.1a Project Contractors
A Contractor, as defined in 2.1, who is hired by BCIT to perform specific work activities with a defined start and end date.

2.1b Annual Contractors
A Contractor, as defined in 2.1, who is hired by BCIT to perform regular or ongoing work activities that are similar in nature and do not have a defined end date.

2.2 BCIT Contractor Liaison
The BCIT Contractor Liaison is the BCIT employee who is charged with overseeing provision of contract services for which the contractor has been hired.

2.3 BCIT SSEM Email
BCIT_Safety_and_Security@bcit.ca

2.4 BCIT OHS Email
BCIT_OHS@bcit.ca

3. Reference Materials
BCIT Safety Manual Part 2 Section 12 – Confined Space
BCIT Safety Manual Part 2 Section 13 – Fall Protection
BCIT Safety Manual Part 2 Section 16 – Fire Safety
BCIT Safety Manual Part 2 Section 17 – Electrical Safety
BCIT Safety Manual Part 5 Section 73- Asbestos Management
WorkSafe BC OHS Regulations
4. Roles and Responsibilities

A BCIT Contractor Liaison must be assigned, and this procedure followed, anytime a contractor, consultant, estimator, inspector, vendor, or other non-BCIT personnel is hired to perform work at BCIT. The roles and responsibilities for all stakeholders are described below.

4.1 BCIT Contractor Liaison

Any BCIT employee who hires a Contractor is responsible for ensuring that there is a BCIT Contractor Liaison to follow the procedures indicated in Section 5 - Procedures, and to facilitate and oversee the project.

In general, all work by contractors at BCIT creates a multiple-employer workplace situation and is therefore subject to Part 118 of the Workers’ Compensation Act (Coordination at multiple-employer workplaces). As such, it is the Contractor Liaison’s responsibility to coordinate the work at BCIT in such a way that:

1) Ensures that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and

2) Does everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulations in respect of the workplace.

The BCIT Contractor Liaison has the following specific responsibilities:

- Provide the contractor with the Information Package for Contractors.
- Provide a Safety Orientation to the contractor.
- Ensure the appropriate forms are completed and submitted by the contractor.
- Review all forms and submit them as necessary to other institute stakeholders, as indicated in this document, for review or approval.
- Determine if the work will impact building occupants or any BCIT community members (noise, space, dust/debris/fume, etc.).
- Inform and discuss the potential impact on all affected BCIT Departments, Schools, employees, tenants or others prior to the commencement of work.
- Maintain oversight of the project.
- Retain contract related documentation per BCIT record retention policies.

4.2 Contractors

Contractors, while on any BCIT property, are responsible for the following:

- Read, and adhere to the BCIT Information for Contractors package.
- Advise their BCIT liaison of any potential impacts that their work could have on members of the BCIT community or on BCIT property/assets.

4.3 Employees working for contractors

All employees working for contractors while on any BCIT property are responsible for the following:

- Take reasonable care to protect their health and safety and the health and safety of others who may be affected by their acts or omissions at work.
- Never carry out any work process or operate any tool, appliance or equipment if it would create an undue hazard to the health and safety of any person.
- Report any unsafe condition to their supervisor.
4.4 Safety, Security & Emergency Management (SSEM)

Responsibilities of the BCIT Safety, Security and Emergency Management Department include:

- Assisting BCIT Contractor Liaisons with inspections and safety orientation meetings, as needed.
- Providing information to BCIT Contractor Liaisons, outside agencies and contractors, as needed.
- Serving as a resource for BCIT Contractor Liaisons on health and safety matters, as needed.
- Reviewing access requests and providing access to campus facilities, as needed.
- Annual review of the program to ensure compliance and effectiveness.

5. Procedures

The following outlines the process for the BCIT Contractor Liaison:

**Step 1:**
Provide Information Package to Contractor

**Step 2:**
Schedule and Conduct Safety Orientation

**Step 3:**
Obtain a completed Contractor Sign Off Form
Obtain completed Pre-Job Safety Checklist Form
Obtain completed forms/plans as indicated

**Step 4:**
Review project documentation and submit completed forms/plans to SSEM / BCIT Facilities Maintenance as required

**Step 5:**
Coordinate with any building occupants or other BCIT community members prior to the commencement of work

**Step 6:**
Maintain oversight over the project
Perform periodic inspections of the project site

5.1 Information for Contractors

The information package must be provided to contractors who have been hired to work on BCIT property. This affords the contractor the opportunity to review the information and requirements and prepare any necessary documentation.

5.2 Safety Orientation

A safety orientation must occur prior to the commencement of any work at BCIT with the BCIT
Contractor Liaison and the Contractor. For Annual Contractors this orientation must occur annually (at a minimum). The meeting will include, but is not limited to, discussion of the following:

- Scope of work and potential impacts to members of the BCIT community or BCIT property/assets
- Emergency procedures
- Accident/Incident reporting
- Notification of hazardous products and/or work
- Specific project health and safety hazards and/or procedures
- Working alone or in isolation
- Contractor's responsibility in regards to sub-contractors
- Location of First Aid and Medical Services
- Scope and process of verification by SSEM
- Inspections and permits

5.3 **Special Considerations/ Forms**

The following is a list of special considerations and resultant forms that need to be addressed before contractors work on BCIT property. All forms are submitted to the Contractor Liaison for review and action as necessary.

5.3.1 **Contractor Sign-Off Form**

The contractor, upon reviewing the Contractor Safety Information Package and participating in the Safety Orientation, must sign and submit this form to acknowledge the BCIT health and safety requirements and demonstrate their commitment to their observance. Contractors providing ongoing services to BCIT need only submit the Contractor Sign-Off Form once annually.

5.3.2 **Pre-Job Safety Checklist**

This checklist will be completed and submitted by the contractor to the Contractor Liaison prior to commencing work at BCIT. A separate Pre-Job Safety Checklist form must be completed for each distinct project performed by the contractor. Annual Contractors performing the identical project repeatedly need only complete a Pre-Job Safety Checklist Form once annually. This form is designed to support the Contractor Liaison in coordination of the work, arranging for appropriate access for their Contractor and achieving the required approvals prior to the commencement of hazardous work activities. A copy of the completed Pre-Job Safety Checklist must be posted at the worksite.

5.3.3 **Parking/Building Access**

**Annual Contractors**

- The specific information pertaining to the contractor must be entered into the BCIT Safety, Security and Emergency Management Sharespace request spreadsheet under the Contractor Authorizations tab.
- The request must be submitted to the BCIT SSEM ShareSpace a minimum of three working days in advance of the work start date.

**Project Contractors**

If the project requires access to buildings and/or parking spaces:

- The contractor or the BCIT Contractor Liaison must complete the Parking/Building Access Request Form with specific information relating to the required access (room numbers).
- The BCIT Contractor Liaison must provide the request to the SSEM Email a minimum of three
working days in advance.

- BCIT SSEM will advise the Contractor Liaison upon verification of documentation

**Parking Considerations**

- Parking is provided as a courtesy to contractors working at BCIT Burnaby campus according to the following provisions:
  - Maximum of two service passes per Contractor working on the site
  - Maximum of ten student lot parking passes for any additional contract employees at the site
  - Parking passes will only be provided for employees listed on the request (names)
- Pay parking is available at the Downtown (DTC), Marine (BMC), Centre for Applied Research and Innovation (CARI) and Aerospace and Technology (ATC) Campuses. Contractors are encouraged to discuss parking with their Contractor Liaison for work at these campuses as there may be exceptions based upon the individual circumstances surrounding the work (duration and location of work activities).
- Contractors are not to attend SSEM offices to dispute parking tickets. Contractors can work with IMPARK or their Contractor Liaison as required.
- Parking is at no cost at the Annacis Island Campus, although spaces are limited.

**5.3.4 Emergency Services Posting**

Each campus has specific procedures for summoning emergency services.

- The BCIT Contractor Liaison must review emergency procedures with the contractor.
- The posting must be displayed at the worksite for the duration of the project.

**5.3.5 Fire/Life Safety Systems**

If a project will impact or otherwise require the shutdown of fire/life safety systems:

- The contractor must submit the Fire/Life Safety Systems form, work procedures and an operations plan (guidance document is available)
- The BCIT Contractor Liaison must provide the documentation to the BCIT Maintenance Manager or Electrical Foreman five working days in advance of the requested shutdown.
- Approved forms by BCIT Maintenance Manager or Electrical Foreman must be submitted to the BCIT SSEM Email a minimum of three working days in advance.
- BCIT SSEM will advise the Contractor Liaison upon verification of documentation.
- All associated notifications to building occupants and BCIT Community are the responsibility of the Contractor Liaison.

**5.3.6 Asbestos, Lead, Silica and other WorkSafe BC Designated Substances**

If the project will impact any known carcinogens, reproductive toxins or human sensitizers:

- The BCIT Contractor Liaison is responsible for ensuring that Contractors are aware of hazards relating to designated substances, if they exist, prior to work beginning.
- Contractors are responsible to review the construction site prior to commencement of work in order to ensure that they are familiar with the locations of identified designated substances.
- All of the precautions and procedures for work around designated substances need to be adhered to as outlined in the WorkSafe BC regulations.
- For any related work, the contractor must submit written work procedures to the BCIT Contractor Liaison (see guidance document for more information on required ACM documentation).
• The BCIT Contractor Liaison must provide the documentation to the OHS Email at least five working days in advance.
• All moderate and high risk activities must include environmental consultant oversight.
• If the contractor is suspicious that there is any unidentified ACM in the work area at any time during a work project they must stop work immediately until a risk assessment has been performed.
• The Contractor Liaison must inform building occupants and the BCIT community prior to any work involving asbestos or lead.

5.3.7 Confined Space Entry
If confined space entry is required:
• The contractor must submit the Confined Space Entry Request form, a risk assessment of the space and entry procedures.
• The BCIT Contractor Liaison must provide the documentation to the BCIT OHS Email a minimum of five working days prior to the anticipated entry date.
• The BCIT Confined Space Program Administrator (BCIT OHS) will verify the associated documentation prior to any entries occurring.
• BCIT OHS will advise the Contractor Liaison upon verification of documentation
• All procedures must adhere to the BCIT Safety Manual - Confined Space Program (Part 3; Section 12), and WorksafeBC Regulations Part 9.

5.3.8 Roof Access
If roof access is required:
• The contractor must submit the Roof Access Request form in addition to the Building Access form (or access request through the BCIT SSEM ShareSpace)
• For roof access, the scope of work must be reviewed by the Contractor Liaison prior to submitting to the BCIT SSEM Email. The Liaison must ensure that any potential impacts to occupants and other BCIT community members are indicated on the request form as well as the control measures being used to mitigate impacts. Specific considerations should include:
  o Proximity to Chemical Fume Hood exhausts
  o Use of chemicals and the potential for entrainment into building HVAC systems
  o Proximity to RF transmitters
  o Work around solar panels and other rooftop assets
• The BCIT Contractor Liaison must provide the documentation to the SSEM Email a minimum of three working days prior to the anticipated access date for verification.
• If work will be performed within the safety zone (2 meters from edge) a fall protection plan must be submitted with the Roof Access Request form for verification by SSEM (see 5.3.9). In these cases the BCIT Contractor Liaison must provide the documentation to the SSEM Email a minimum of five working days in advance for verification (SSEM will work with OHS as necessary to verify the documentation)
• BCIT SSEM will advise the Contractor Liaison upon verification of documentation

5.3.9 Fall Protection
If the project will involve work from which 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:
• the contractor must develop a project specific Fall Protection Plan,
• the plan must meet the requirements of WorkSafe BC Regulations Part 11,
• the BCIT Contractor Liaison must provide the documentation to the SSEM Email a minimum of five working days in advance for verification (SSEM will work with OHS as necessary to verify the documentation)
• BCIT SSEM will advise the Contractor Liaison upon verification of documentation

5.3.10 Work from elevated platforms
If the project will involve working on raised and or moveable work platforms:
• All structures and equipment must be used and installed in accordance with WorkSafe BC Regulation Part 13
• If the project will involve work from which 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, the contractor must develop a project specific Fall Protection Plan (See 5.3.9)
• The BCIT Contractor Liaison must provide the documentation to the BCIT OHS Email a minimum of five working days in advance for verification
• BCIT OHS will advise the Contractor Liaison upon verification of documentation

5.3.11 Lockout Tagout Procedures
If the project will require the lockout or de-energization of any equipment or process:
• The contractor must develop and submit that meet the requirements of WorkSafeBC Regulations Part 10 to the Contractor Liaison
• The Contractor Liaison will submit the procedures for review and approval by the BCIT Electrical Foreman or BCIT Maintenance Manager a minimum of five working days in advance for verification.
• Where the work of a contractor and BCIT personnel overlap and lockout is required, a pre-job meeting must be held with the contractor, the BCIT Contractor Liaison, and any other appropriate stakeholders. BCIT personnel will be the last to remove their locks
• The BCIT Contractor Liaison must provide the Lockout Tagout Procedures to the BCIT OHS Email a minimum of three days in advance for verification
• BCIT OHS will advise the Contractor Liaison upon verification of documentation

5.3.12 Work on High Voltage Equipment
If the project includes any work on high voltage equipment or within a high voltage vault.
• The Contractor must submit the High Voltage Vault Form with work procedures for to their Contractor Liaison for review
• The Contractor Liaison will submit the form for review and approval by the BCIT Electrical Foreman or BCIT Maintenance Manager.
• All Procedures must be in accordance with WorkSafe BC Regulations Part 10 and 19.
• Only qualified Electricians will be allowed to work on high voltage systems on BCIT properties.
• All access into HV Vaults must be coordinated through BCIT Facilities Maintenance Electrical Division.
• All associated notifications to building occupants and BCIT Community are the responsibility of the Contractor Liaison.

5.3.13 Notice of Project (NOP)
• Notice of Project must be submitted to WorksafeBC as indicated in Regulations Part 20
• The contractor must provide copies of NOPs to their BCIT Contractor Liaison
5.3.14 WHMIS Inventory
The contractor must account for all controlled products brought on site.
- The contractor must maintain and submit an inventory of all controlled products to the BCIT Contractor Liaison
- The BCIT Contractor Liaison must review the use of the materials and work activities for any potential impacts to members of the campus community and ensure such impacts are adequately controlled
- The contractor must retain copies of all MSDS at the work site

5.3.15 Scanning equipment
If the project includes the use any equipment using x-rays, sonar or any type of penetrating radiation:
- The contractor must submit written work procedures to the BCIT Contractor Liaison
- The BCIT Contractor Liaison must provide the documentation to the BCIT OHS Email a minimum of five days in advance for verification.
- BCIT OHS will advise the Contractor Liaison upon verification of documentation
- Work procedures must include equipment information: manufacturer, model, calibration records, and maintenance records

5.3.16 Utilities Shutdown Form
If the project will require the shutdown of any utility systems:
- The contractor must submit the Utilities Shutdown form to the BCIT Contractor Liaison for verification by BCIT Facilities Maintenance at least five working days in advance
- Approved forms by BCIT Maintenance Manager or Electrical Foreman must be submitted to SSEM three working days in advance (no verification required)

5.3.17 Impacts and Interruptions of Normal Institute Operations
All contractor work activities need to be assessed for and Impacts and Interruptions of Normal Institute Operations. If any impacts or interruptions will occur:
- The Contractor Liaison will liaise with institute stakeholders for the purpose of scheduling work to minimize impacts.
- The Contractor Liaison will communicate all safety related hazards and disturbances to the stakeholders and will ensure that all reasonable efforts are made to control these hazards/disturbances.

NOTE 1 – Unsafe Work
Any notifications of contractors performing unsafe work will be reported to the Contractor Liaison and SSEM for immediate review. Any activities that are deemed immediately dangerous to life and health will be subject of an immediate work stoppage. All such incidents will be subject to an investigation by the Contractor for submission to BCIT Contractor Liaison. Upon review, these investigations will be sent to the BCIT OHS Email for verification.

NOTE 2 - Regulatory Infractions
Any reports of regulatory infractions will be immediately communicated with BCIT SSEM by the Contractor Liaison. SSEM will coordinate all communication and investigations with regulatory agencies on BCIT Campuses. In such incidents, the Contractor Liaisons will be required to demonstrate compliance with the procedures outlined in this document.
6. Documentation
All of the required forms, as outlined in the above procedures, submitted by the contractor to the BCIT Contractor Liaison and forwarded to SSEM will be maintained in accordance to the BCIT Records Management Policy (6701).

7. Program Review
The Contractor Safety program must be reviewed annually for the following:
- The capability of BCIT staff to disseminate the program to incoming contractors
- The effectiveness of the program as it applies to contractor safety issues