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BCIT Safety Manual

Contractor Safety Program

INFORMATION FOR CONTRACTORS

(to be provided to all BCIT contractors)



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1 Introduction

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. The Contractor Safety Program – Information for Contractors document is provided to make contractors aware of BCIT’s health and safety standards and to assist them in maintaining these standards.

The Information for Contractors document outlines general health and safety requirements for all contractors working at BCIT. It is the responsibility of the contractor to ensure that applicable codes, regulations, guidelines, policies and programs are adhered to and that specific programs, policies and safe work practices are developed and implemented in order to ensure that health and safety hazards will be identified and controlled. The contractor is responsible for orientation, training, and monitoring of its workers and subcontractors.

All contractors, including those contractors who regularly perform work at BCIT campuses, must sign off on the Contractor Safety Program, complete the Pre-Job Safety Checklist and address any health & safety issues prior to the start of a new project. Contractors who provide ongoing services to BCIT must sign off on the Contractor Safety Program, complete the Pre-Job Safety Checklist and discuss any special health & safety precautions at least once per year.

A copy of the Information for Contractors must be kept on site during the project and must be accessible to all workers. The completed and signed Pre-Job Checklist and instructions for Summoning Emergency Services at BCIT must be posted at the contractor’s jobsite.

The requirements set out in this program are intended to support and/or supplement the WorkSafeBC Occupational Health & Safety Regulations. The requirements of this program are not comprehensive of required occupational health & safety practice; the requirements are general and all contractors must be familiar with, and adhere to, all applicable WorkSafeBC Occupational Health & Safety Regulations.

2 Contractor Responsibilities

2.1 General

Contractors/Prime 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
- 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



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- 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 that you will be working on. 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
 - Notification of hazardous products and/or work
 - Health and safety hazards and/or procedures that are specific to the project
 - Working alone or in isolation
 - Contractor's responsibility in regards to sub-contractors
 - Requirements 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
 - 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 that are similar in nature (in relation to the work and the related hazards) are referred to as Annual Contractors and need only submit the Contractor Sign Off Form once 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 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
- Notice of Project (NOP): Mandatory when required
- Inspection reports
- WorkSafeBC Inspection & Compliance reports
- Accident & incident investigation reports
- Monitoring data & worker exposure records

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 & Injury Investigations

The Contractor will investigate all accidents and incidents occurring on BCIT property as required by WorkSafeBC Regulations or upon request by the Contractor Liaison. Your BCIT Contractor Liaison must be informed of any reportable injury/incident as described by WorkSafeBC.

Anytime a contractor is inspected by a WorkSafeBC officer or any other regulatory agency while working at BCIT it must be immediately reported to the BCIT Contractor Liaison. Copies of inspection reports and/or written orders shall also be forwarded to the BCIT Contractor Liaison who will immediately advise the Director of Safety, Security and Emergency Management.

2.9 First Aid, Emergency Procedures and Evacuation Plan

The Contractor will:

- 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 the communication system (i.e. internal and external alarms, fire bells)
- Provide first aid attendant(s) and facilities as required by WorkSafeBC regulations
- Follow BCIT's procedures for summoning emergency services and shall post the site-specific Summoning Emergency Services form at their worksite
- Ensure there is an evacuation plan specific to the site

3 Special Considerations/Forms

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 the BCIT Contractor Liaison.

3.1 Contractor Sign-Off

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

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 the contractor. Contractors performing the identical project repeatedly need only complete one Pre-Job Safety Checklist Form, annually.

3.3 Parking/Building Access

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

- The contractor must submit the Parking/Building Access Request form to the BCIT Contractor Liaison for approval and implementation by SSEM a minimum of three working days in advance. Note that the submitted form needs to have specific information relating to the required access (room numbers) listed.

Parking

- 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



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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.

3.4 Emergency Services Posting

Each campus has specific procedures for summoning emergency services.

- The BCIT Contractor Liaison must review the procedures with the contractor.
- The contractor must review the Summoning Emergency Services form with all employees and subcontractors.
- The Summoning Emergency Services form must be displayed at the worksite for the duration of the project.

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 to their BCIT Contractor Liaison (see guidance document for more information).
- The form must be received by the BCIT Maintenance Manager Liaison a minimum of five working days in advance of the planned impacts.

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 asbestos/lead hazards, 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
- The contractor must submit written work procedures to the BCIT Contractor Liaison for review by SSEM a minimum of five working days in advance (see guidance document for more information on required ACM documentation).
- Any moderate or high risk activity must have 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.

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 BCIT OHS a minimum

of five working days prior to the anticipated entry date.

- The BCIT Confined Space Program Administrator will verify the documentation prior to the entry being permitted.
- All procedures must adhere to the BCIT Safety Manual - Confined Space Program (Part 3; Section 12), and WorkSafeBC Regulations Part 9.

3.8 Roof Access

If roof access is required:

- The Roof Access form, in addition to the Parking/Building Access form must be submitted to the BCIT Contractor Liaison for review and approval by BCIT SSEM a minimum of three working days prior to the anticipated access date.
- If work will be performed within the safety zone (2 meters from edge) a fall protection plan must be submitted with the Roof Access form for verification (see 3.9)
- For roof access, the scope of work must be reviewed by the Contractor Liaison prior to submitting to the BCIT SSEM Email. The Liaison will 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:
 - Proximity to Chemical Fume Hood exhausts
 - Use of chemicals and the potential for entrainment into building HVAC systems
 - Proximity to RF transmitters
 - Work around solar panels and other rooftop assets

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 WorkSafeBC Regulations Part 11
- Submit the Fall Protection Plan to your BCIT Contractor Liaison for verification by SSEM at least five working days in advance
- Anchors on BCIT property are neither inspected nor certified (exception of ATC & DTC)
- Selecting a method of fall protection:
 - The contractor must ensure that guardrails (as per Part 4) are used when practicable.
 - If a guardrail is not practicable, the contractor must ensure that another fall restraint system is used.
 - If a fall restraint system is not practicable, the contractor must ensure that a fall arrest system is used.
 - If the use of a fall arrest system is not practicable, or will result in a hazard greater than if the system was not used, the contractor must ensure that work procedures are followed that are acceptable to the WorkSafe BC and minimize the risk of injury to a worker from a fall.
 - A control zone with or without a safety monitor may be used as the means of fall protection where it is not practicable to use a method of fall restraint or fall arrest or where the use of a fall arrest system will result in greater hazards.



The plan at a minimum must specify:

- The fall hazards expected in each work area
- The fall protection system or systems to be used in each area
- The procedures to assemble, maintain, inspect, use, and disassemble the fall protection system
- The procedures for rescue of a worker who has fallen and is suspended by a personal fall protection system or safety net, but is unable to self-rescue

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 WorkSafeBC Regulations 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 3.9) for submission to the BCIT Contractor Liaison for verification by SSEM a minimum of five working days in advance (see roof access form for guidance).

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 specific lockout/tagout procedures to the Contractor Liaison a minimum of five days prior to the anticipated start date
- The procedures must meet the requirements of WorkSafeBC Regulations Part 10
- The procedures will be verified by the BCIT Electrical Foreman or BCIT Maintenance Manager and BCIT OHS
- 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 involved BCIT personnel. BCIT personnel will be the last to remove their locks.

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 to the BCIT Contractor Liaison a minimum of five days in advance of the anticipated start date for verification by the BCIT Electrical Foreman and BCIT Maintenance Manager.
- All Procedures must be in accordance with WorkSafeBC Regulations Part 10 and 19.
- Only qualified Electricians will be allowed to work on high voltage systems on BCIT properties.
- Access into HV Vaults must be coordinated with the BCIT Facilities Electrical Foreman

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

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
- Any anticipated impacts from the use of controlled products must be assessed and controlled
- The contractor must have copies of all MSDS on site

3.15 Scanning equipment

If the project includes the use any equipment using x-rays, sonar or other type of penetrating radiation:

- The contractor must submit written work procedures to the BCIT Contractor Liaison for verification by SSEM a minimum of 5 working days in advance
- Work procedures must include equipment information; manufacturer, model, calibration records, maintenance records.

3.16 Utilities Shutdown

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 of the anticipated work start.
- Approved forms by BCIT Maintenance Manager or Electrical Foreman must be submitted to SSEM three working days in advance (no verification required)

3.17 Impacts and Interruptions to 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.

4 Unsafe Work

If contractors are observed performing work that is unsafe or does not abide by the BCIT Safety Procedures and the WorkSafeBC OHS Regulations:

- The BCIT Contractor Liaison will investigate the complaint to ensure that the issue is remedied and report back to SSEM.

If work is deemed immediately dangerous to life and health

- SSEM will call for an immediate work stoppage.
- The Contractor, the BCIT Contractor Liaison, the Facilities Manager and a member of SSEM will perform an immediate investigation
- Work will not recommence until the observed deficiencies have been corrected.
- The contractor is responsible for submitting reports from such incidence to BCIT and WorkSafeBC. All documentation will be submitted to the Director of SSEM for review.



PRE-JOB SAFETY CHECKLIST

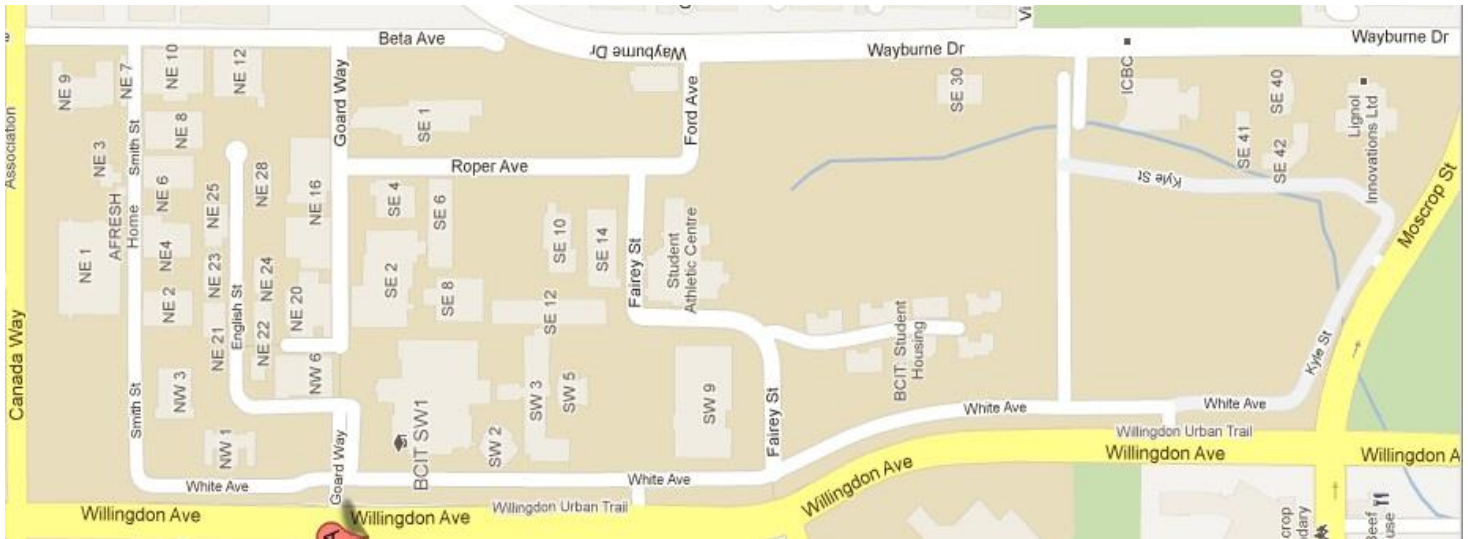
Please see associated form.

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.

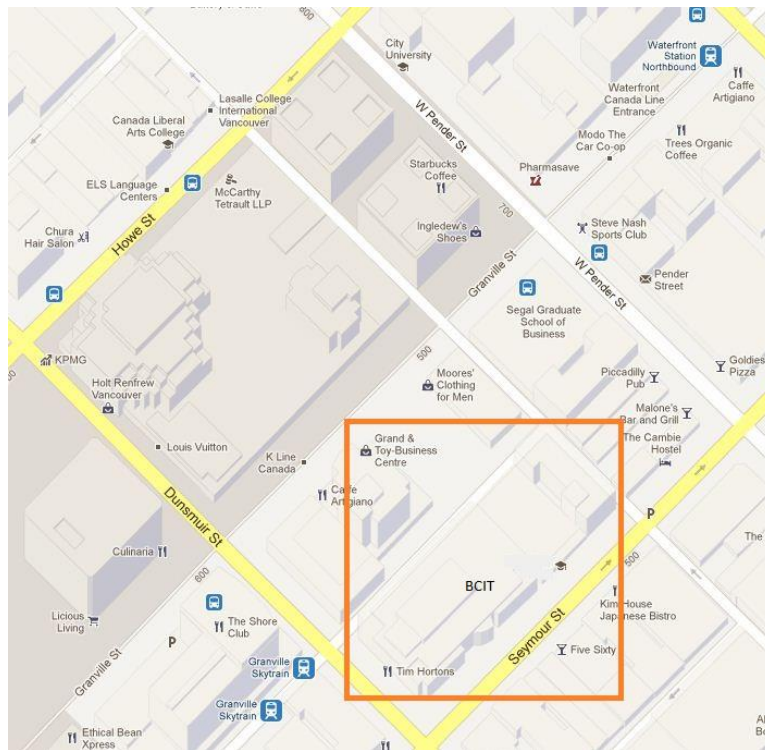
Emergency Contact Numbers:
 Security Emergency Number: 604 451-6826
 First Aid Emergency: 604 432-8820

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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.

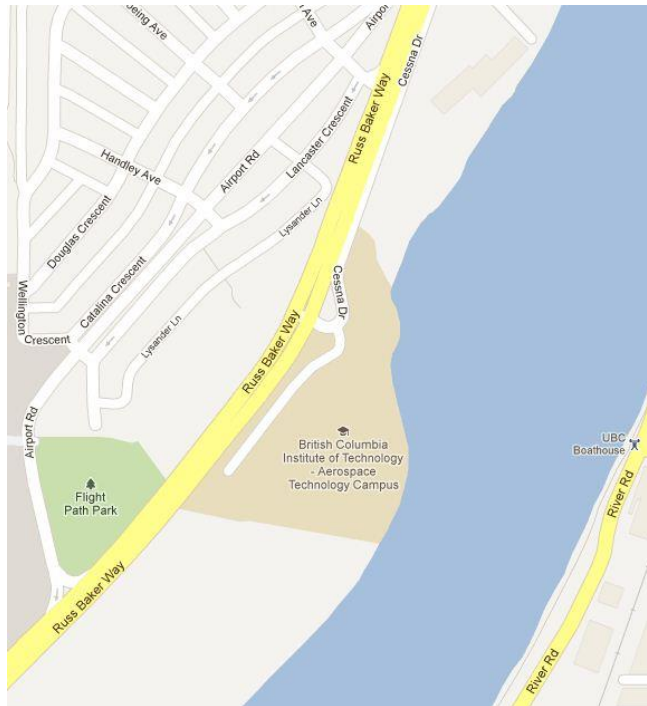
Emergency Contact Numbers:
 Security Emergency Number: 604 412-7600
 First Aid Emergency: 604 412-7600

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SUMMONING EMERGENCY SERVICES TO AEROSPACE AND 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:

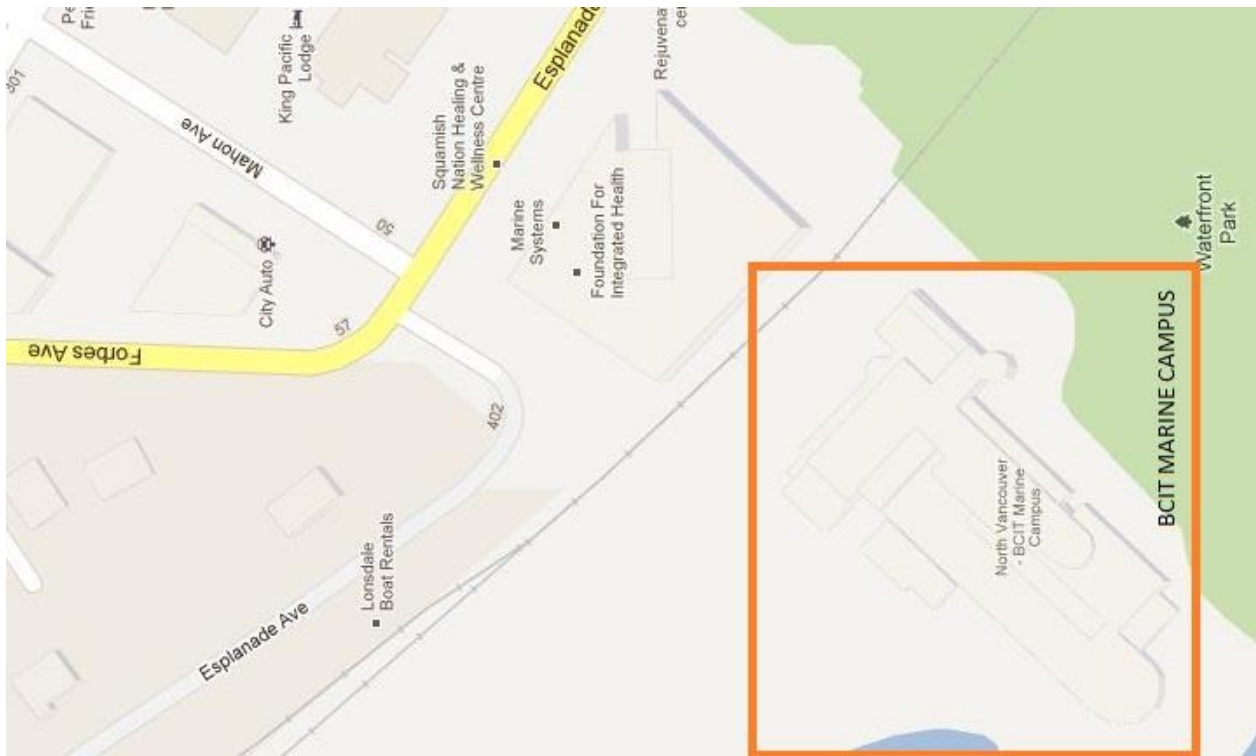
Security Emergency Number: 604-419-3705
First Aid Emergency: 778-928-2338 /after hours call security 604-419-3705

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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

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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)

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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



PARKING/BUILDING ACCESS REQUEST FORM

Please see associated form.

FIRE / LIFE SAFETY SHUT DOWN REQUEST FORM

Please see associated form.

ROOF ACCESS REQUEST FORM

Please see associated form.

CONFINED SPACE ENTRY PERMIT REQUEST FORM

Please see associated form.

HIGH VOLTAGE VAULTS FORM

Please see associated form.

UTILITIES SHUTDOWN FORM

Please see associated form.

CONTRACTOR SIGN OFF FORM

Please see associated form.



Guidance Document - Asbestos Work Procedures

This document details the necessary components of written work procedures that are expected before any asbestos related work will be authorized. This document is comprehensive and not all components may be required, the nature of the project will dictate the complexity of the work procedures. Work procedures must be accompanied with the Hazardous Material Survey report.

DIAGRAMS:

- General work area
- Designated Area
- Decontamination Facilities
- Borders of Containment
- Location/type of warning signage
- Location of HEPA extraction units (HOGS)
- Location of HOG discharge points and flex duct runs
- Location of observation windows
- Waste accumulation site

Written procedures:

- Methods for demarking designated area
- Abatement techniques/work procedures;
 - Describe exactly how the ACM will be removed
 - What tools/equipment will be used
 - Wet methods, HEPA shrouded tools, use of glovebags, etc.
- Type and specification of containment;
 - Negative pressure differential to be maintained
 - Inspection schedule of containment
 - Pressure differential verification process and schedule
 - HEPA extraction unit pre-use inspection/challenge testing (labeling is required)
- Sealing and lockout procedures of HVAC systems
- Lockout procedures for any equipment and utilities including all existing electrical circuits and lighting. If existing lighting will be used, clearly specify the process to keep moisture away from live contacts.
- Personal Protective Equipment
- Impact on building Fire/Life Safety system
- Air monitoring;
 - Personal
 - Area (in/out of containment, clean room, etc.)
- Decontamination facilities/procedures
- Asbestos Waste;
 - Procedures/intervals for work area debris management and clean up
 - Procedures/intervals for removal of waste from work area
 - Procedures/intervals for transportation of waste from BCIT property
 - Disposal practices
- Clearance specifications;
 - A statement of what will constitute a declaration of clearance
 - Cleaning procedures
 - Visual inspection
 - Clearance air monitoring procedure
- Emergency (medical/non-medical) Procedures
- Documentation/records that will be provided to BCIT (training, fit testing, air monitoring, clearance notifications, etc.)



Guidance Document - Life Safety System (LSS) Shut Down Operations Procedures

WRITTEN PROCEDURES

This document details the necessary components of the operations plans that is required before any life safety system shut down will be authorized. The nature of the project will dictate the complexity of the work procedures required.

Logistics

- Primary Contacts for each Stakeholder (each contractor and all BCIT stakeholders involved) with mobile telephone numbers
- Proposed date and time
- Buildings where work is occurring
- Buildings being impacted by work
- Proposed process for access to the site (key sign out / BCIT Security unlock /BCIT Facilities escort)

Scope of Work

- Description of the primary steps to execute the work and a schedule of work

Level of Impairment

- Clearly identify the work to be completed and what it will affect – full or partial shutdown.
 - If it is a partial LSS impairment, provide a list of all rooms/areas that will be impaired (clearly indicate who will be responsible for the bypass, the contractor or BCIT electrician)
 - It should be noted that most shut downs are full shut downs, and therefore the work must be performed outside of normal business hours, but if it is only one zone it could be performed during normal business hours.

Additional Risks

- A risk assessment of the work being performed to detail any additional risks presented by the work being performed or the activities in the affected areas, with controls to minimize these risks
- Outline the method for communicating emergencies with BCIT security, in the event of a fire or other emergency occurring during work

LSS Monitoring

- BCIT Security will advise the monitoring company of all LSS impairments and restorations upon notification by the contractor
- Any work that creates a supervisory alarm or that impairs a collector panel requires continuous monitoring of the associated collector panel. This monitoring is performed by security with the cost borne by the project. Collector panels exist in SE08 and NW06 (note that SE40, SE41, SE42, SE50 and NE09 are monitored individually, separate from the BCIT Burnaby Campus)
- Work that requires a building panel to be taken offline requires continuous monitoring by the contractor (unoccupied)

Building Occupancy and Notifications

- Complete LSS shut downs are not permissible in occupied buildings at BCIT
 - Please liaise with the BCIT contractor liaison to determine hours of occupancy (note that there are numerous buildings that are occupied 24/7 (examples: NE01, SW01, SW03, SW09, SE02, SE06, SE10, SE12, SE14, SE42) where arrangements need to be made to lock down the building prior to any LSS shut down.
- All LSS shut downs that impact building occupants or occur in occupied buildings require signage to be affixed at entrances to the affected building and communication/notification of affected groups.
- All LSS shut downs that affect BCIT tenanted space must be coordinated by the BCIT contractor liaison and the BCIT tenant liaison

Fire Watch

- Any impairments to LSS in spaces occupied by members of the BCIT community require Fire Watch by BCIT Security (at the cost of the project)
- Contractors may choose to perform Fire Watch for impairments of areas where ONLY the contractors are present