

**FORM 2: CONTRACTOR IMPACT NOTIFICATION**

Ver. #:

Date:

**Instructions:** Complete this form to identify impacts associated with the contractor activities, and where required, how those impacts will be minimized and/or controlled. It is strongly recommended that when applicable, site drawings or other plan documents be included with this form as an easier point of reference. While there are several references to attached drawings throughout the subsections, a single drawing/plan can be submitted so long as it captures the full extent of potential impacts.

<b>Project #:</b>	<b>BCIT Liaison:</b>	<b>Cell #:</b>
<b>Prime Contractor (if none, state BCIT):</b>		
<b>Project Date(s):</b>	<b>Anticipated Work Times:</b>	<b>to</b>

**Security Review****GENERAL SITE CONTROL**

- Site** ☐ Contractor will have complete control of worksite (fully enclosed/fenced area).  
**Control** ☐ Contractor will have their own work zone, but accessible to some BCIT staff (key/card).  
**Details:** ☐ Contractor will be working in an accessible area (employee, student, and/or public).  
☐ Project requires staging areas or secondary sites beyond main work area.

BCIT requires that contractors maintain control over their work area such that their work cannot impact the BCIT Community – describe how work area control will be maintained (barriers, signage, etc.):

- ☐ Review attached drawing/plan.

OR Describe site control measures:

**Security Review****LIFE-SAFETY IMPACTS – Select all that Apply**☐ NA

- ☐ Project requires blocking fire lanes. ☐ Project requires blocking fire doors/emergency egress points.  
☐ Project will impact emergency service access to campus/building/work area.

Describe how these impacts will be managed below and/or with an attached drawing/document:

- ☐ Review attached drawing/plan.

**HSE Review****WORKING AT HEIGHT**☐ NA

- ☐ Work does not pose a drop hazard (inspection, not within leading edge, etc.). No information required.  
☐ Work does not pose a drop hazard on BCIT controlled/accessed spaces. No information required.  
☐ Work poses a drop hazard, including work above active walkways, class/shop areas, public areas, etc. Includes work on roofs, scaffolds, mobile lifting equipment, etc. If selected, describe how the potential drop hazard will be managed below and/or with an attached drawing/document:

*Note – BCIT work posing a overhead hazard to the BCIT community to have an exclusion zone or other drop protection controls in place. Implementation of such zone may create other impacts.*

- ☐ Review attached drawing.

<i>Security Review</i>	<b>VEHICLE TRAFFIC IMPACT</b>	<input type="checkbox"/> NA
<input type="checkbox"/> Project will block or disrupt vehicle traffic on any roads or lots within BCIT property. If selected, describe how these impacts will be managed below and/or through an attached Traffic Management Plan: <input type="checkbox"/> Review attached Traffic Management Plan		
<i>Security Review</i>	<b>PEDESTRIAN IMPACTS – Select all that Apply</b>	<input type="checkbox"/> NA
<input type="checkbox"/> Project will block or disrupt sidewalks, pedestrian walkways, building entrance areas, etc. <input type="checkbox"/> Project requires work activities in areas with pedestrian traffic (e.g. vehicles/activities in public areas). If either are selected, describe how these impacts will be managed below and/or attach a plan/drawing: <input type="checkbox"/> Review attached drawing/plan)		
<i>HSE Review</i>	<b>NOISE, VIBRATION, DUST, EXHAUST, AND ODOURS – Select all that Apply</b>	<input type="checkbox"/> NA
<input type="checkbox"/> Project requires activities/machinery that will produce elevated noise or vibration for nearby occupants. <input type="checkbox"/> Project requires activities/machinery that will produce fumes, exhaust, or odours that may impact nearby occupants or building air intakes. <input type="checkbox"/> Project activities will produce dusts that, if uncontrolled, are likely to produce dust and debris that will impact nearby occupants, bystanders, or passerby outside of the work area. For any applicable, describe how these impacts will be managed below and/or attach a plan/drawing: <input type="checkbox"/> Review attached drawing/plan.		
<i>HSE Review</i>	<b>HAZARDOUS BUILDING MATERIAL WORK – Select all that Apply</b>	<input type="checkbox"/> NA
<input type="checkbox"/> Hazmat scope performed under full pressurized containment. <input type="checkbox"/> Hazmat scope performed within area isolated from public view (e.g. a room or suite of rooms). <input type="checkbox"/> Hazmat scope required in a publicly accessible/viewable area. If any are selected, describe below how these work areas will be set up to prevent access or public visibility to the hazmat scope of work, or attach a plan/drawing: <input type="checkbox"/> Review attached drawing/plan.		

