

CONTRACTOR SAFETY PROGRAM: INFORMATION FOR CONTRACTORS

To be provided to all BCIT contractors.



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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.

APPENDIX A

SUMMONING EMERGENCY SERVICES
FORMS

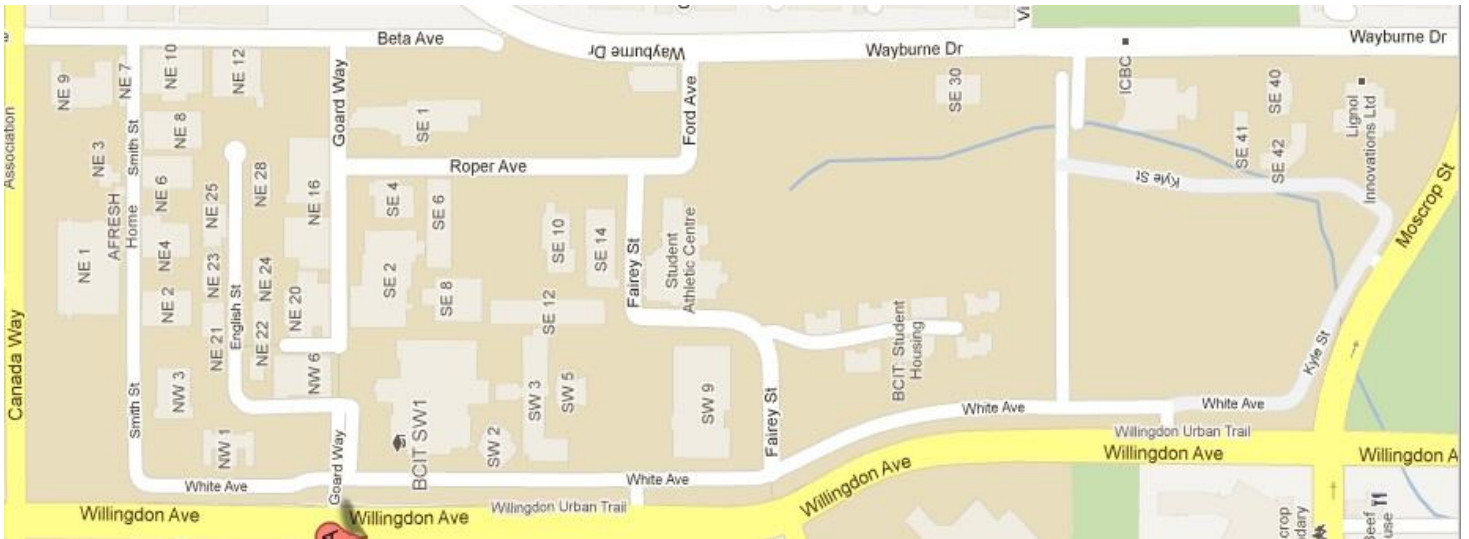


POST THIS NOTICE AT WORKSITE

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

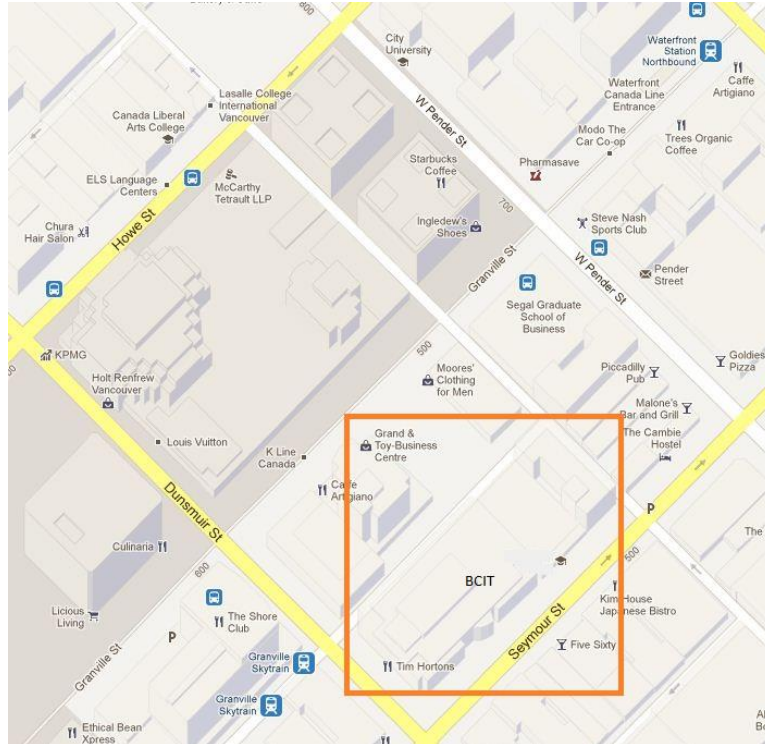
POST THIS NOTICE AT WORKSITE

SUMMONING EMERGENCY SERVICES AT BCIT DOWNTOWN CAMPUS

Evacuation Note: Do not use atrium stairwell when evacuating the campus; use the emergency exit stairwells (indicated by green running man sign).

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:

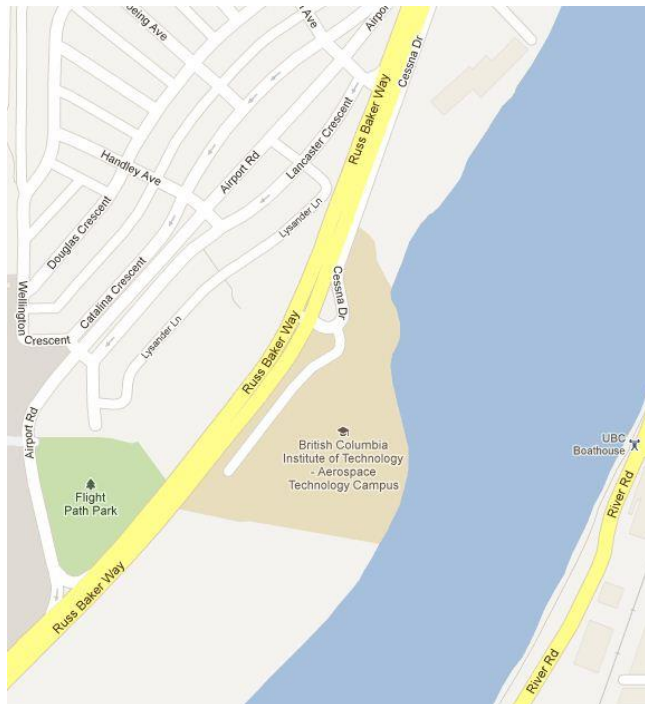
Security Emergency Number: 604 412-7600
First Aid Emergency: 604 412-7600

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

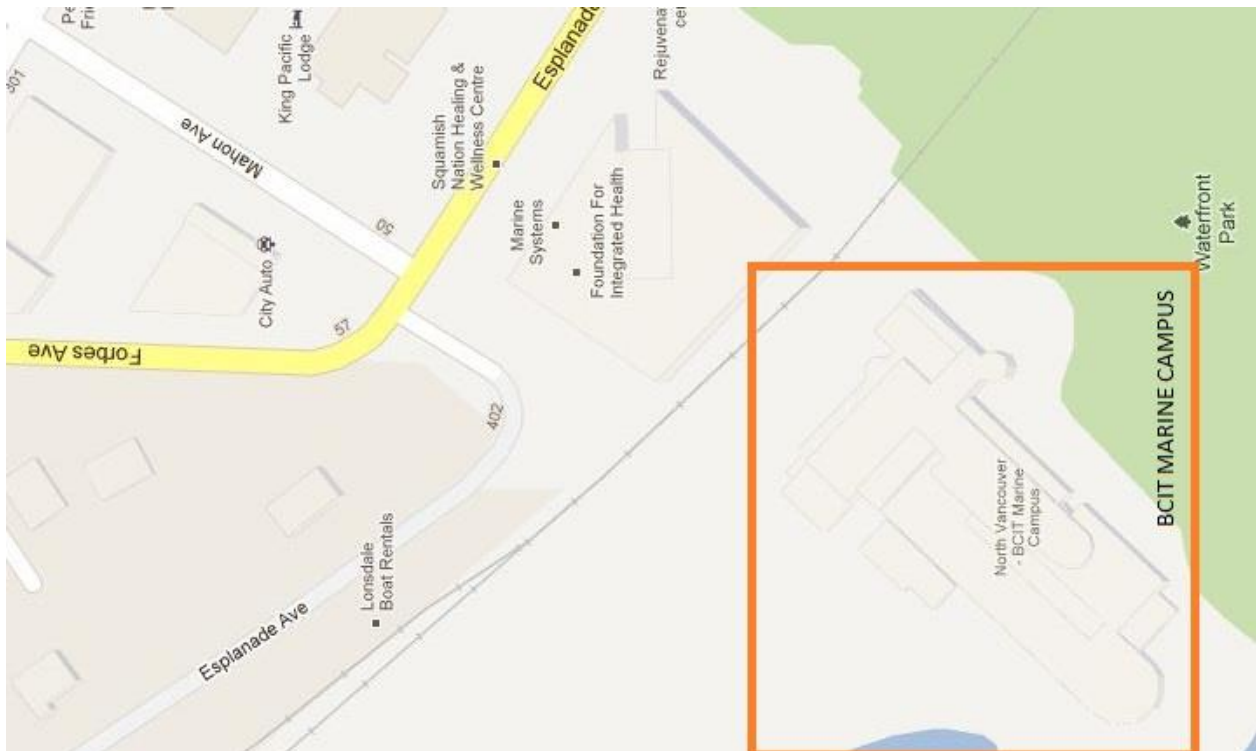
First Aid Emergency: 778-928-2338 /after hours call security 604-419-3705

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