

BCIT CONTRACTOR ORIENTATION MANUAL

June 2024

To be provided to all BCIT contractors.



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1 INTRODUCTION

Welcome to the British Columbia Institute of Technology (BCIT). Health and safety are a priority at BCIT, and the Institute is committed to ensuring that all Institute activities are performed in a manner that protects the well-being of all members of its employees, students, and visitors.

Contractors working at BCIT are responsible for ensuring that their work is performed safely in a manner compliant with all relevant laws/regulations, as well as any BCIT requirements that may apply.

The purpose of this document is to provide contractors with important information required for work by contractors to be performed on BCIT property. In addition to general information, resources, and Institute rules, expectations for certain types of work activities are outlined. These are expectations of how those activities be performed at BCIT in addition to any legal requirements.

However, this document is not intended to assume a contractor's responsibility towards training, supervising, and directing their employees working at BCIT. The Institute expectation is that a contractor is ultimately responsible for the health and safety of their or their employees and those of their subcontractors, as applicable.

Ultimately, the goal of this document and the BCIT Contractor Safety Program is to ensure:

- Contractor work is performed in a way that will not impact the health and safety of BCIT employees, students, visitors, assets, or operations.
- Contractors working at BCIT will not have their health and safety impacted by any other work or activities performed at BCIT.
- Contractors working at BCIT are informed of all rules, expectations, and health and safety information required for them to perform their work safely.

Failure to meet the rules and requirements indicated in this document may result in temporary or permanent removals from BCIT property.

Please ensure that the information contained within this document is shared with all site workers as part of their orientation to the BCIT Campus.

If you have any questions about the information contained within this document, please contact your BCIT Liaison (point of contact) for clarification or additional information.

2 DEFINITIONS

2.1 Contractor

A contractor is a company hired to provide services to the Institute to an agreed scope of work with an agreed timeline for said scope of work. At BCIT, for the content of this orientation guide and the BCIT Contractor Safety Program to be applicable, the hired service must include performing work activities not supervised by a BCIT employee on BCIT property. Contractors are responsible for providing supervision for their work

activities, the health and safety of their employees, and ensuring that all work is performed as per relevant regulatory requirements.

Hired services that do not meet these requirements would be considered visitors if they attend BCIT during the scope of their services (see Section 2.3 below).

2.2 Prime Contractor (General Contractor)

A prime contractor is a company who has been hired, through a written agreement, with complete responsibility for their worksite at BCIT and all other employers operating within that site. This includes all subcontractors, third parties, and even BCIT employees within the bounds of that worksite. Within the agreed-upon bounds of their work area, the prime contractor is considered the lead employer, and has responsibility for the coordination and health and safety of all other employers operating within that area. To achieve this, the prime contractor must assign a qualified coordinator responsible for coordinating the health and safety of all other employers within that work site.

For projects where a prime contractor has not been hired or designated, BCIT takes on the responsibility of the prime contractor, with the BCIT Liaison (as per 3.1) acting as the qualified coordinator for the relevant work site.

2.3 Visitor

A visitor is any individual or group invited to attend BCIT property by and under the supervision of a BCIT employee, typically to non-public areas of the Institute. A visitor's health and safety are the responsibility of the BCIT employee supervising them while they are at the Institute. Likewise, visitors must follow BCIT policies and procedures as directed by their BCIT supervisor while they are performing the scope of their activities onsite. As such, people representing a contractor hired by BCIT may be considered a visitor from the perspective of contractor safety management, depending on the scope of their work at BCIT. The BCIT supervisor must be qualified to supervise the activities undertaken by the visitor for them to be allowed at BCIT, otherwise the person will meet the requirements of a contractor and be subject to the requirements of this manual.

Examples of work activities that normally would classify the person as a visitor to BCIT can include tours, project tenders or pre-inspections, consultations, training/education, guest lecturing, and similar scopes.

3 BCIT INFORMATION

3.1 Key Personnel and Departments

3.1.1 BCIT Liaison (BCIT Contractor Liaison)

This is a representative for BCIT as the Owner (may be a BCIT employee or hired third party such as project management firm) responsible for coordinating activities between your work and the Institute's operations. They act as the representative for BCIT as the owner of the work site. Their key responsibilities include:

- Acting as the key point of contact between contractors and BCIT.
- Providing or ensuring that contractors are provided with a safety orientation.
- Disclosing any site hazards that may affect contractor work activities and workers.
- Ensuring that contractor work does not begin without the required internal approvals, and ensuring approvals are provided in a timely manner.
- Coordinating and communicating health and safety activities and impacts between the project and other BCIT activities and stakeholders.

If a work scope does not include a prime/general contractor, the BCIT liaison also assumes many of the responsibilities of a prime/general contractor with respect to communicating and coordinating work activities. This primarily applies to projects with no prime contractors where BCIT is hiring more than one contractor company to provide services in the same work area.

BCIT Liaisons ARE NOT responsible for supervising or directing work activities.

3.1.2 BCIT Safety, Security, and Emergency Management (SSEM)

SSEM is the department that includes BCIT Security and the Health, Safety, and Environment (HSE) Divisions at BCIT. Overall, they are responsible for ensuring that the health and safety of employees, students, visitors, and Institute assets and operations are maintained. With respect to contractor work, they are responsible for:

- Approving and managing contractor access to BCIT.
- Reviewing and approving contractor safety documentation and work scopes as required.
- Managing Institute Life Safety Systems, including coordinating any approved system shutdowns.

Additionally, BCIT Security is responsible for the physical security of BCIT property, assets, and personnel including employees, students, and all visitors. Contracted security officers are present at all BCIT campuses, managed by BCIT Security Managers.

3.1.3 BCIT Facilities Services

BCIT Facilities are the department responsible for maintaining the institute's buildings and utilities. Other than acting as BCIT Liaisons for some work scopes, the relevant trade group must be involved when a project will impact the relevant utility system or building system. Any such impacts require a scope review and the approval of these trade groups and will often be facilitated by their employees.

3.2 Contractor Safety Documentation and Approval Process

Prior to project start, and possibly throughout a project's duration, request forms and contractor safety documentation may require review and approval by relevant BCIT Stakeholders (primarily SSEM and Facilities Services). The review and approval process

have internal timelines (usually 3-5 business days). It is your BCIT Liaison's responsibility to ensure that approvals are sought and received with respect to project timelines, and for any resulting delays. As a contractor, your role in this process is providing any of the information requested by your BCIT Liaison to complete request forms and request approvals. Delays in providing request information can lead to project.

The types of requests and approvals that can be required include building and roof access, utility shutdowns, life safety system shutdowns, hazardous building material work (asbestos, lead, silica), work at heights, crane lifts, traffic impact/management, etc.

3.3 Site Visits, Inspections and Audits

A BCIT stakeholder, through the BCIT Liaison for the project, may schedule a site visit with the site supervisor. All visits will be scheduled ahead a time with the contractor and BCIT personnel will not enter a contractor work site without authorization, unless due to an immediate health, safety, or security concern. Reasons for site visit by BCIT personnel can include, but are not exclusive to:

- Facility maintenance inspection needs in the work site.
- Ensuring BCIT contractor safety expectations are being met.
- Project progress/performance.
- Stakeholder site tours.

3.4 Work Stoppages or Shutdowns

Any of BCIT groups listed in 2.1 are permitted to tell contractors to stop their work activities during any of the following conditions:

- Observed or reported unsafe activities that pose a direct risk to BCIT assets, property, or the BCIT community (applicable to all the listed groups)
- Observed unsafe activities where contractors are not following regulatory requirements and are at a direct risk of injury/incident (e.g. no fall protection, unauthorized confined space entry, etc.)

Any BCIT-initiated work-stop will be reported to the BCIT Liaison and BCIT HSE, and work may not restart until there is approval from relevant Institute stakeholders, depending on the reason for the shutdown.

A work-stop will typically be initiated if the identified problem cannot be immediately resolved through conversation between the reporting BCIT party, the site supervisor/contractor employees, and the BCIT Liaison if available.

4 EMERGENCY PROCEDURES AND CONTACTS

4.1 General Emergency Procedures

General emergency procedures are available for contractors in Appendix A. It is recommended that contractors maintain copies of these procedures at their worksite or incorporate them into their own site-specific emergency procedures.

4.2 Emergency Contact Numbers

Your primary contact for the institute will be your BCIT Liaison, or their representative. Ensure that their contact information is readily available at the site. Additionally, please reference the following emergency contact numbers for any incidents as applicable.

1. BCIT Security – 604-451-6856

Contact BCIT Security for any issues that are urgent, emergency, or are related to security for your work site. Security can also be contacted in the event of an issue with a utility system requiring BCIT Facilities Services to assist in coordinating responses.

As per the procedures in Appendix A, call 911 in the event of an emergency, followed with a telephone call to BCIT Security at 604-451-6856.

2. BCIT Facilities Services – 604-432-8777

Contact BCIT Facilities Services directly if there are any direct issues with a building and/or utility system.

3. WorkSafeBC – 1-888-621-7233

Contact information for WorkSafeBC for immediately reporting serious incidents, fatalities, fire/explosion, and major structural failures or hazardous substance releases. Can also be contacted to report any other unsafe condition or urgent health and safety concern at your worksite.

4. Additional Emergency and Non-Emergency Numbers

Technical Safety BC	1-866-566-7233	Richmond (ATC) Fire	604-278-5131
Provincial Emergency	1-800-663-3456	Richmond (ATC) RCMP	604-278-1212
Poison Control	1-800-567-8911	Delta (AIC) Fire	604-540-0783
BBY Fire	604-294-7190	Delta (AIC) PD	604-940-5019
BBY RCMP	604-649-9999	North Van (BMC) Fire	604-980-5021
Vancouver (DTC) Fire	604-665-6007	North Van (BMC) RCMP	604-985-1311
Vancouver (DTC) PD	604-717-3321		

4.3 Assembly Areas and Areas of Refuge

All BCIT Campuses have indicated assembly areas that can be used in the event of an emergency/evacuation. Review the [Wayfinding Map](#) for the specific campus for your project for assembly area locations.

Most BCIT Buildings have [areas of refuge](#) in stairwells, where a person can shelter in place in the event of a building evacuation should they not be able to leave via stairs.

4.4 Alarm and Fire Suppression System Information

4.4.1 Room Access Alarms

Many individual rooms throughout the institute have alarm systems, linked to access card reader. These alarms can trigger for a variety of reasons and will sound like a series of fast beeps from the card reader until disarmed. When triggered, security will attend the location to ensure all is well.

If you accidentally trigger the room alarm for an area you have access to/are supposed to be working in, continue working, and BCIT Security will attend and double check that you are supposed to be in that location. In there is an issue, contact your BCIT Liaison.

4.4.2 Fire Alarms

All BCIT buildings have fire alarms that can be triggered by smoke, heat, or manual pull stations. If the building fire alarm sounds in a building you are working in, stop your work, shut off any equipment that may pose an additional hazard, and calmly evacuate the building. Do not re-enter the building unless given the all-clear by a BCIT Security officer or a fire department official. The signal to re-enter a building following an alarm is three long-blasts of an airhorn.

4.4.3 Sprinkler Fire Suppression Systems

Most buildings at BCIT are equipped with a sprinklered fire suppression system. If your work activity damages a sprinkler head, or otherwise triggers the sprinkler in your work area, notify BCIT Security ASAP.

4.4.4 Aerospace Technology Campus Hangar – ICAF System

The hangar at the Aerospace Technology Campus (ATC) has an integrated compressed air foam (ICAF) fire suppression system. The system is set up as zones within the hangar and will trigger for an applicable zone versus the entire hangar. The foam can be hazardous if inhaled or ingested. Immediately report to security if the foam system is triggered during your work activities.

4.5 Spill Reporting and Response

Contractors must immediately report any of the following spills to BCIT Security and their BCIT Liaison, in addition to any regulator/provincial reporting required:

- Spills/releases that may impact the BCIT community outside of the work zone (e.g. due to spill volume, hazard of spilled material, gases and vapors, ventilation impacts, etc.)
- Spills that enter any waterway (e.g. storm/sanitary sewers, nearby bodies of water, floor drains, etc.).
- Spills that otherwise require immediate reporting to a regulatory body.

Contractors are responsible for assessing spill risks associated with their work at BCIT, and for having the personnel, equipment, and procedures necessary to clean any spills that may occur. BCIT cannot provide spill response personnel or equipment to contractor work sites.

4.6 Biosafety Emergency Procedures

See Section 5.9 below for more information regarding biosafety and biosecurity at BCIT. If you believe you have found and/or were exposed to a biohazardous spill at BCIT:

1. Do not touch or try to clean the spill.
2. Contact BCIT Security (604-451-6856) using the nearest telephone within the lab.
3. Notify your supervisor and your BCIT Liaison.
4. Do not leave the area until you have been provided with further instructions by responding BCIT personnel.

5 GENERAL RULES AND EXPECTATIONS

5.1 Supervision

Contractors are responsible for ensuring that activities of all their employees, subcontractors, and visitors for their work site. BCIT employees, including BCIT Liaisons, may not provide supervision. Contractors are responsible for ensuring that their workers, or workers on their site, have appropriate supervision. BCIT employees will not provide supervision or direct contractor work activities.

From an Institute security perspective, any contractor work in certain sensitive areas of the Institute may require that the activities be supervised by a BCIT employee or security officer. Contractors will be notified if these instances apply to their work.

5.2 Site Health and Safety

Contractors are responsible for the health and safety of their worksites, including their workers, subcontractors, and any site visitors. The expectation is that contractors perform their duties in compliance with all relevant acts, regulations, codes, and bylaws, in addition to any Institute-specific requirements communicated to a contractor.

5.3 Identification

Contractors must have some form of identification visible or readily available while working at BCIT. If a contractor employee is given card access (as per 3.2.1 above), they will be given a contractor identification card that allows them to access relevant card readers. This card should be worn and visible/easily accessible while working at BCIT.

5.4 Conduct

Contractors are expected to conduct themselves professionally while working at BCIT. Any issues regarding contractor employee conduct or behaviour will be addressed between the site supervisor and the BCIT Liaison. Violence, bullying and harassment, and/or dangerous conduct, either by contractor employees towards the BCIT community or by a BCIT community member towards a contractor, will not be tolerated.

5.5 Smoking/Vaping

Contractors must follow the [BCIT Smoking Policy](#) while at any BCIT campus.

In short:

- Smoking/vaping is prohibited indoors, under covered walkways/areas, or on patios.
- Smoking/vaping is prohibited within 6 meters (20 feet) of entrances, windows, covered walkways, and air intakes (9 meters/30 feet at Aerospace Technology Campus).

5.6 Site Machinery and Equipment

All machinery and equipment brought to BCIT must be maintained in safe operating condition and in compliance with any applicable standards or regulations. BCIT may prohibit any machinery or equipment failing to meet these standards and conditions.

5.7 Property Damage or Removal

Damage, destruction, or removal of any property outside the scope of the work and/or without written consent of the applicable party (whoever owns or is responsible for said property) is prohibited.

5.8 Housekeeping and Waste Management

With regards to housekeeping and waste management, contractors have the following responsibilities:

- Maintain housekeeping in their work areas and the areas surrounding their work areas.
- Not allow materials or equipment to be stored outside of their work areas unless given written approval from relevant BCIT Stakeholder(s), as facilitated by your BCIT Liaison.

- Not permit any materials or equipment storage in stairwells, hallways, or any other building egress area.
- Managing the storage and disposal of any project waste; BCIT waste streams may not be used for project work unless directed by your BCIT Liaison.
- Appropriate disposal of hazardous/chemical products (e.g. do not pour waste/excess down drains, using in appropriate waste streams, abandoning on site, etc.).

Contractors will be billed for any project waste disposal costs that BCIT must manage if the above expectations are not met.

5.9 Biosafety

Several laboratories at the Burnaby Campus are used to study Containment Level 2 substances (moderate-risk infectious agents posing moderate danger if accidentally inhaled, ingested, or exposed to skin), while others contain human fluids or tissues that may pose a risk if a person were exposed.

All areas with biosafety considerations are identified at the campus by signage. Follow all posted restrictions if needing to access these laboratory spaces. All visits or planned work activities may not occur when these labs are actively in use.

General rules and considerations to follow with respect to biosafety at BCIT:

- If in doubt about entering any such spaces, contact your BCIT Liaison, and ensure that all activities planned have been organized with your BCIT Liaison and relevant laboratory instructors/supervisors.
- For planned contractor work, no PPE beyond what is normally required for their duties is required.
- Do not open any coolers, incubators, fridges, or freezers, nor any labelled biohazardous waste containers.
- Wash hands in the handwashing sink within each lab prior to leaving.
- Do not eat or drink when working with any such laboratories.

5.10 Environmental Compliance

Many BCIT campuses sit on or near environmentally sensitive areas. Contractors must comply with all applicable environmental legislated requirements and report any activities/releases with potential environmental impacts to their BCIT Contractor Liaison. BCIT may shut down a project site if a risk or impact to the environment is identified.

5.11 Site Documentation

Contractors are responsible for ensuring that any required documentation are maintained and accessible onsite. Examples include (but are not limited to) Safety Programs, NOPs, risk assessments, work procedures, safety meeting minutes, emergency procedures, first aid procedures, spill procedures, etc.

6 FIRST AID

All contractors are required to assess first aid needs for their work site and provide adequate first aid coverage. Contractors are not required to provide first aid coverage for other contractor companies that are not their subcontractor, unless otherwise agreed upon in contract and work scope.

BCIT First Aid is not able to provide coverage for contractor work activities. However, BCIT First Aid can be available to contractor employees under the following circumstances:

- Assistance requested for a cardiac emergency, as BCIT campuses have automated external defibrillators onsite.
- If a contractor employee is injured on an area of BCIT property unrelated to their work activity or scope (i.e. trip/slips on BCIT grounds during a break, etc.).

7 HAZARD COMMUNICATION

7.1 Safety Orientation

Contractors are responsible for ensuring that all their employees, subcontractors, and visitors receive a safety orientation prior to entering the worksite. The orientation must cover all applicable site rules, requirements, and safety hazards that the person may encounter in their time working/visiting the site.

The BCIT Liaison is responsible for ensuring that contractors are provided with information regarding any existing hazards contractor workers may encounter at their BCIT worksite. This can be delivered as a safety orientation, and will most often be delivered to contractor supervisors, who must then share the information to contractor employees.

The BCIT safety orientation may be delivered in person, through an online module, or any other effective means.

7.2 BCIT Hazard Communication

BCIT is responsible for informing their contractors of any hazards that exist at their work locations, and any expectations regarding how the contractor must manage those hazards. This can be delivered during a safety orientation, or in any other effective means. This includes information about hazardous building materials, nearby process, work activities, or equipment that may pose a hazard to contractor workers, or any other relevant health and safety information.

As a contractor, it is important to be aware that BCIT is an active polytechnic Institute that has many trades areas, teaching laboratories, and ongoing maintenance, construction, and renovation activities. Additionally, many buildings at BCIT are older, and are likely to contain asbestos and lead containing materials. Ultimately, your BCIT liaison is responsible for sharing hazard information that may affect your work activities at BCIT.

7.3 Work Hazard Communication

As BCIT is responsible for sharing hazard information about the work site to contractors, contractors must share hazard information regarding the scope of their work activities to BCIT. The goal is to ensure that any hazards that may impact BCIT both during the contractor work activity and after the work is completed are identified and adequately controlled to BCIT expectations and standards. This is largely achieved through communication between contractor and BCIT representatives, and through the approval of contractor safety documentation as required by BCIT.

7.4 Site Orientations

Contractors are responsible for providing all workers and visitors a safety orientation prior to working or visiting their site at BCIT. Records of site orientations must be maintained by the contractor for the duration of the project.

7.5 Safety Meetings

Contractors are expected to hold regular safety meetings while they are working at BCIT. Records of those meetings must be available to the BCIT Liaison upon request.

8 PARKING AND ACCESS

8.1 General Institute Access

BCIT is a public institute, with many buildings and areas openly accessible. In general, contractors attending BCIT to perform work must notify the Institute of the days and times that they will be working at the Institute. This may be achieved through the submission of a form, online permit, or another means as will be indicated by your BCIT Liaison.

Hours of operations of different buildings and different campuses vary. Check with your BCIT Liaison if your proposed work activities will be affected by operation/access hours.

8.2 Parking

Coordinate parking requirements with your BCIT Liaison. In general, a limited number of parking permits can be obtained for contractors, with any additional parking needs being standard paid parking at the Institute. Your BCIT Liaison is responsible for indicating in which parking lots contractors may park. Additional information about parking can be found on the [BCIT webpage](#). Any larger scale parking needs for a project must be coordinated between your BCIT Liaison and BCIT parking and take note that any special needs typically need at least a 3 business-days' notice to be accommodated.

8.3 Site Control

Contractors must maintain control of their worksite and are responsible for ensuring appropriate levels of access and communication for their worksite. This includes preventing unauthorized access to contractor work sites (where applicable) and ensuring

that contractor work activities do not pose health and safety risks outside their controlled work sites. This applies to all scale of contractor work activity, from a small work zone to a large-scale work site.

Coordinate with your BCIT liaison with regards to any site control considerations that need to be implanted, such as preventing unauthorized access, signage, and communication, etc.

8.4 Card/Key Access

Access to restricted Institute areas, or access to buildings outside of their regular hours of operation will require contractors to have card/key access. Obtaining this access is done by a request sent by your BCIT Liaison.

Access is granted to key individuals for a contractor/project, typically those in a supervisor role. Access will not be granted to companies as a whole, so a contractor employee not on the access request will not be able to get a card or sign-out keys.

BCIT Security may grant access to contractors upon specific requests by your Liaison to BCIT Security. This requires some notice, or if urgent/emergency access to an area is required. Contractors arriving to site and asking security to provide access without pre-arrangement will not be granted immediate access, with no guarantee that the issue will be resolved that day.

8.5 Roof Access

Roof access is restricted and requires your liaison to seek approvals from relevant stakeholders on your behalf. This is the case regardless of how the roof is accessed. Work on roofs will often be associated with working at heights considerations, so be sure to be familiar with the requirements outlined in Section 9.2 below.

9 INCIDENT REPORTING AND INVESTIGATIONS

9.1 General Requirements

Contractors are generally responsible for managing incidents record keeping and investigations for all applicable incidents that occur on their worksites, with their employees, or because of their work activities. With regards to incident reporting and investigations, contractors are expected to maintain compliance with the Worker's Compensation Act, Occupational Health and Safety Regulations, and any other legal requirements.

9.2 Incident Reports to BCIT

In general, contractors must maintain records of all reported incidents during their work duration at BCIT, available for reference by their BCIT Liaison upon request. However, there are specific incidents that must be reported to a BCIT Liaison as soon as possible:

- Serious Injuries and Incidents, as defined by the Worker's Compensation Act part 68 (1).

- Emergency Spills (as outlined in 3.5); also report to BCIT Security ASAP.
- Any incident that caused or could have caused injuries/illness to a BCIT employee, student, or visitor.
- Any incident that impacts or could have impacted BCIT assets or operations.
- Any incident where work unrelated to the project/contractor work site causes injury or illness to contractor employees or impacts contractor assets or operations (e.g. BCIT work impacts contractor work site; other, unrelated contractor project impacts contractor work site, etc.).
- Any incident of violence or harassment between contractor employees and BCIT employees, students, visitors, or unrelated contractors (any such incident between contractor employees, or between subcontractors, are to be addressed by the Prime Contractor).
- Site shut-downs or stop-work-orders from any regulatory body.

9.3 Incident Investigation Requirements

In general, contractors are expected to perform incident investigations as required by relevant acts, regulations, and/or bylaws. Investigations for incidents that occurred during work at BCIT must be maintained and made available for review upon request by a BCIT Liaison.

There are two scenarios where an investigation must be performed and shared between BCIT and a contractor:

1. **Contractor Completes Investigation and Submits to BCIT:** Any incident requiring an immediate report to BCIT from the contractor as outlined above in Section 8.2, unless point 2 below applies.
2. **BCIT Completes Investigation and/or Submits to Contractor:** Incidents where BCIT activities (including contractor activities unrelated to the work or where BCIT is prime) impacts the Contractor. BCIT submits an internal incident investigation, and/or the investigation report from the responsible organization (in the case that the incident was related to another contractor or employer at BCIT).

10 SPECIFIC HEALTH AND SAFETY INFORMATION AND REQUIREMENTS

The following items are specific directions and information that apply to contractors with regards to various health and safety topics. Each topic contains a summary any potential hazards or information contractors need to be aware of prior to starting their work, as well as any information about contractor activities BCIT needs to review and/or approve.

10.1 Site Impact Plans

All contractor projects will require review and approval of the anticipated impacts that the project will pose to BCIT property, operations, and people, and the plans in place to minimize and control those impacts. The goal is for the Institute to be sure that the upcoming work scopes will not pose undue hazard or create unexpected negative impacts to BCIT.

Contractors should be prepared to provide BCIT with information about potential impacts associated with the upcoming work scopes, and how these will be managed. This can include formal plans and drawings (to show things like signage, control zones, traffic control, etc.), programs, procedures, etc. The subsections below outlines the types of impact information BCIT will require from contractors if applicable to the scope of work.

Note: The relevant form requiring approval that will contain this information is meant to be completed by your BCIT Liaison but with your input to complete.

10.1.1 General Site Controls

General information about the level of control anticipated for your worksite at BCIT and what measures will be in place to ensure containment of activities to said worksite and to prevent unauthorized access (e.g. students/public entering a worksite, etc.).

10.1.2 Life-Safety Impacts

Work scopes can impact fire and life safety protocols and measures at the Institute. Impacts to keep in mind include the temporary or long-term blocking of fire and emergency access lanes/routes, as well as blocking or impacting emergency egress routes. A recommendation is to have a drawn plan indicated where these impacts will occur and outline where control measures (e.g. signage, watch person, etc.) will be located.

10.1.3 Overhead Hazard Control Areas

While working at heights present hazards to a contractor (with more information in section 9.2), from an impact perspective, BCIT needs to ensure that contractor overhead work does not pose a risk to those in the area. Things to consider include:

- Is there a hazard that the work may result in a drop hazard into an area that may be occupied (e.g. active class area, public area, walkway, entrance/exit, etc.).
- How will that hazard be managed (e.g. a control zone, flag persons, etc.).

If contractor work does pose an overhead hazard, the expectation that this work is not performed until a fall zone around the work has been established, marked, and controlled such that no unauthorized people are present during the work. Overhead work directly above a public area or active space unrelated to the contractor scope of work is prohibited.

10.1.4 Vehicle Traffic Impacts

BCIT is a public post-secondary Institution with public roads that run through its campuses, as well as active mobile equipment onsite. As such, contractor work may result in impacts to traffic patterns at the Institute that must be controlled and managed. Items to consider include:

- Will the work disrupt roads or require alterations to public traffic flow.
- Will the work require machinery or vehicles that will cause road impacts.

- What measures will be in place to manage these impacts.

While not strictly required, it is strongly recommended that any project with traffic impacts have a Traffic Management Plan, with drawings to visually indicate impact and control locations.

10.1.5 Pedestrian Impacts

As an active Institute with several campuses and buildings, BCIT often has a high degree of foot traffic both outdoors and within buildings. It is critical that contractor activities do not pose a risk to foot traffic. Related to the Traffic Management Plan considerations above, contractors must consider impacts to foot traffic. Items to consider include:

- Will the work need to modify foot traffic areas (hallways, sidewalks, footpaths, etc.).
- Does the project require work located in areas with high foot traffic.
- Does the project require moving vehicles or equipment in area with high foot traffic.

Again, a formal plan with drawings is not strictly required, but the preferred way to demonstrate how the hazards have been identified and how they will be managed.

10.1.6 Noise, Vibration, Dusts, Exhaust, and Odours

The goal is for impacts of these items outside of the worksite to be kept to a minimum, and where necessary, clearly communicated with those impacted. Consider how you will best contain these items to your work areas, and work with your liaisons to come up with plans for those that may result in occupant impacts (primarily noise and vibration). Any dusts produced by contractor work must be controlled following the hierarchy of controls, particularly silica dust.

Contractors are expected to have documented for such items as required by regulatory requirements (e.g. exposure control plans, work procedures, etc.). BCIT may ask to review these documents before approving certain work scopes at the Institute, particularly if there is a high risk of occupant impact. Other considerations include locations of air intakes and windows, ventilating areas, etc.

10.1.7 Hazardous Building Material Work (Asbestos/Lead)

Section 9.8 provides more detailed information about expectations and requirements regarding the work itself. From an impact perspective, the key considerations are:

- Does the scope require for easy containment of hazards, as well as a visual barrier between the work performed and the public.
- If under the regulations, the required controls do not establish a visual barrier, is there any way that one can be established.

The reason for the visual barrier is to prevent complaints from concerned occupants when they perceive work being performed that could pose a high personal risk. An example being that when performing lower risk impact/abatement work, a full or partial containment may not be required, and the main delineation of the work zone is caution tape. Complaints and potential delays can occur when such work is performed in a public area where the work is highly visible, and perhaps what stands between a person and a worker in full PPE is some space and caution tape. If possible, a full visual barrier between the BCIT community and any work with hazardous building materials is preferred.

10.1.8 Environmental Impacts

Projects pose a hazard to water systems, water ways, soil, or other environmental factors. If applicable to a project scope, BCIT will want to see that those hazards have been identified and have information indicating how they will be managed.

10.2 Working at Heights and Fall Protection

- Contractors are responsible for ensuring that their employees follow all provincial regulatory requirements with regards to working at heights and fall protection.
- BCIT may indicate if there is a certified anchor point, maintained by the Institute, which can be used by the contractor.
- BCIT will not arrange for the certification or installation of anchor points for contractor work activities.
- BCIT will not provide retrieval or rescue services for contractor fall protection needs, contractors must be able to perform their own rescue/retrieval.
- As applicable, contractors must have a control area set up to indicate where overhead hazards that could affect the public are present and prevent unauthorized access into that control zone.
- BCIT may ask to review and approve the control area prior to permitting the work, particularly if the overhead work is in high-traffic areas.
- Contractors must have all required fall protection documentation, as required by provincial regulations, available onsite.
- BCIT may ask to review fall protection documentation, such as a site-specific fall plan, or a fall protection program, prior to granting approval for work activities.

10.3 Life Safety System (LSS) Shutdowns

Contractors are not permitted to shut-down any LSS. An LSS shutdown may only occur if a request is submitted to and approved by BCIT Facilities Services and Security by a BCIT Liaison. Facilities services and Security will be the groups actively performing shut-down activities for the LSS, unless otherwise determined by a written agreement between a contractor and BCIT.

If hot work is planned during a LSS shutdown, BCIT will require written procedures from the contractor indicating how fire risks will be mitigated.

10.4 Hot Work

Contractors are responsible for ensuring that hot work activities are performed in way such that:

- Combustible/flammable materials are at a low risk of igniting.
- Sparks, slag, and other fire hazards are contained within the contractor work area.
- Any fire incidents will be quickly identified and controlled.
- Any smoke or fume generated by hot work activities will be controlled and not impact areas outside of the work zone.

Contractors must have hot work documentation available upon request by BCIT. Contractors may be required to complete a hot work permit prior to starting their work, as directed by their BCIT Liaison.

10.5 Utility Shutdowns

Contractors are not permitted to shut-off utility systems without the approval of the relevant BCIT Facilities Services trade group. The relevant trade group will facilitate a shutdown upon request by a BCIT Liaison with appropriate timelines and only for requested durations.

10.6 High Voltage Access and Work

Contractors are responsible for managing the health and safety of their workers performing high voltage work, BCIT will not provide procedures or supervise those work activities. Access to high voltage vaults is restricted and will only be granted to contractors upon request by a BCIT Liaison to Facilities Services Electrical Trades Group within a reasonable timeframe.

10.7 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. Procedures must be available upon request by the Institute.

If a project requires the locking out of a system affecting both BCIT and contractor employees, the relevant BCIT department must lead the lock-out procedures, with their locks being the first on the system and the last removed.

10.8 Hazardous Building Materials

Several buildings at BCIT contain hazardous building materials that may be impacted during contractor work, such as asbestos, lead, and respirable crystalline silica (RCS). BCIT is responsible for notifying contractors if their work will put them in contact with any

such materials. Contractors must not impact any materials they suspect may be hazardous (outside of the scope of work and approvals) and must notify their liaison of any hazardous materials encountered that were not previously disclosed during project planning.

The primary expectation of contractors regarding any work with hazardous building materials are that:

- Work is performed within compliance of all relevant regulations.
- Work is performed such that there are no exposure risks to the materials outside the work area.
- Work is performed such that an exposure risk does not remain in the work area after the work has been completed.

Work impact hazardous building materials (particularly asbestos and lead) will require that a permit be submitted by your BCIT Liaison. Some considerations for any such work at BCIT include:

- All companies performing work impacting lead or asbestos will need to be identified.
- Any work with asbestos requires the company to have a valid license through WorkSafeBC.
- All impact/abatement work requires that a qualified person perform a post-work inspection to clear the area as hazard free and acceptable for reoccupation.

10.9 Chemical (WHMIS) Inventory

If a project requires bringing any hazardous substances onsite:

- The contractor must maintain an inventory for all control products brought to and/or stored on BCIT premises.
- Copies of all SDSs must be maintained/accessible onsite.
- Both the inventory and SDSs must be available to BCIT upon request.

10.10 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.

If a project requires the use of any such products, the contractor must indicate to BCIT if their use will cause strong vapors or otherwise present a hazard that could extend outside of their work area (see Section 10.1.6).

10.11 Confined Space Access

BCIT has most confined spaces on its properties identified and assessed for internal purposes. BCIT is responsible for sharing any identified confined spaces with contractors and may share any existing assessments performed for those spaces. However, any such assessments were performed based on BCIT use needs and may not be appropriate for a contractor's scope of work.

Contractors are responsible for assessing and working in confined spaces as per regulatory requirements (see OHSR Part 9). Work within confined space may not begin without approval by SSEM, which requires a confined space entry permit (facilitated by your BCIT Liaison).

Contractors must have the following documents available throughout their confined space work, and upon request:

- Confined space risk assessments specific to all spaces being entered (*Note – any BCIT risk assessment available for the space is not appropriate as an assessment for the contractor entry*).
- Confined space entry procedures.
- Confined space rescue procedures meeting the requirements of OHSR Parts 9.37-9.45.

IMPORTANT NOTE REGARDING RESCUE: BCIT DOES NOT PROVIDE CONFINED SPACE RESCUE SERVICES. AS PER THE REGULATIONS, 911 IS NOT AN APPROPRIATE CONFINED SPACE RESCUE PROVIDER UNLESS THERE IS A WRITTEN AND SIGNED AGREEMENT BETWEEN THE COMPANY PERFORMING THE ENTRY AND THE RELEVANT MUNICIPAL EMERGENCY RESCUE SERVICE.

10.12 Penetrating Radiation (Scanning Equipment)

Projects requiring equipment using penetrating radiation (e.g. x-ray, gamma, etc.) the review of several documents by the BCIT Radiation Safety Officer. Information to have available if such work is within project scope includes:

- Radiation generating 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.
- A copy of your company's health and safety manual must also be submitted.

Your BCIT Liaison will advise you of when documentation is approved and scanning work may begin.

10.13 Excavation

Contractors must perform all excavation activities in compliance with all relevant regulatory requirements. Contractors must have an excavation plan/procedure available upon request by BCIT.

10.14 Notice of Project (NOP)

Contractors are responsible for ensuring that all necessary NOPs required for the scope of a project are submitted to WorkSafeBC within the timelines prescribed by applicable regulations. Contractors must ensure that copies of all NOPs are readily accessible at the worksite and can be provided to BCIT upon request.

APPENDIX A

Procedures for Summoning Emergency
Services

BCIT CONTRACTOR SAFETY: EMERGENCY PROCEDURES

Follow these steps in the event of an emergency while performing your work at BCIT. These procedures are applicable for all BCIT Campuses.

For all emergency types, be sure to contact and report your BCIT Liaison at soon as possible.

1. Calling Emergency Services (Ambulance, Fire, or Police)

- a. **Call 911.** Specify which emergency service is needed.
- b. **Have your location information available, including:**
 - i. Building Name and Address
 - ii. Floor and Room Number
 - iii. If possible, location where someone will meet the requested emergency services.
- c. **Call BCIT Security 604-451-6856**
 - i. Notify them of the incident, location, and that 911 was called.

2. Contact with/Damage to Utility System (High Voltage, Water, Gas)

- a. **Call BCIT Security 604-451-6856 and BCIT Facilities 604-432-8777**
- b. Indicate location of the incident, and which system is affected.
- c. Indicate any actions taken to control any spills/releases.
- d. If needed, contact emergency services as per part 1.

3. Encountering Uncontrolled Fire/Explosion

- a. Activate the nearest fire alarm.
- b. If safe to do so, and without placing yourself or others in danger, attempt to control the fire with an appropriate fire extinguisher.
- c. If fire cannot be controlled, evacuate the building following your site emergency plan or a Building Emergency Plan, posted throughout BCIT Buildings.
- d. Call 911 (as per part 1) and BCIT Security 604-451-6856.
- e. Wait for responding emergency personnel and provide any details regarding the fire, as well as any additional hazards (e.g. explosion hazards, hazardous materials in the area, etc.).
- f. Do not re-enter the building until the fire department gives the all-clear.

4. Earthquake - Indoors

- a. Do not leave the building.
- b. Move away from windows and other potential falling objects and take cover under a sturdy object if possible.
- c. When the earthquake stops, evacuate the building, do not take elevators.

5. Earthquake – Outdoors

- a. Move away from buildings, structures, trees, powerlines, etc.; anything that could create falling debris.
- b. Do not enter buildings.
- c. If in vehicle – pull over and stop; avoid overpasses and powerlines. Remain in your vehicle until the shaking is over.

6. Chemical Emergency

The following apply to any uncontrolled spills or releases of a hazardous material that cannot be contained.

- a. Evacuate the area of the release immediately, shutting down any nearby equipment if possible and safe to do so.
- b. Isolate the spill area and prevent any re-entry.
- c. Notify BCIT Security ASAP (604-451-6856).
- d. If the spill poses an immediate risk to life and health, call 911.
- e. If the spill enters a sewer or waterway, call the provincial emergency line: 1-800-663-3456.
- f. Wait for responding personnel in the area and provide all relevant information regarding the release (e.g. location, what spilled, amount, SDS, other nearby hazards, etc.).