



Service correctionnel  
Canada

Correctional Service  
Canada

Services techniques  
Région du Québec

Technical Services  
Quebec Region

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## Security Specification

Project name :

Roof replacement, buildings 01-07

at Archambault Minimum Establishment  
242, Chemin Gibson,  
Sainte-Anne-des-Plaines (Québec)  
J5N 1V8

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**1.1 WORK BY OTHERS**

- .1 Co-operate with other Contractors in carrying out their respective works and carry out instructions from the Departmental Representative.
- .2 Co-ordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to the Departmental Representative, in writing, any defects which may interfere with proper execution of Work.

**1.2 FUTURE WORK**

- .1 Insure that Work avoids encroachment into areas required for future work.

**1.3 WORK SEQUENCE**

- .1 Construct Work in stages to accommodate the Departmental Representative's use of premises during construction.
- .2 Co-ordinate Progress Schedule with the Departmental Representative Occupancy during construction.
- .3 Required stages:
  - .1 Remove existing roofing
  - .2 Repair surfaces if necessary
  - .3 Install a new roofing as prescribed in the technical specifications
- .4 Construct Work in stages to provide for continuous public usage. Do not close off public usage of facilities until use of one stage of Work will provide alternate usage.
- .5 Maintain fire access/control.

**1.4 CONTRACTOR USE OF PREMISES**

- .1 Limit use of premises for Work and for storage.
- .2 Co-ordinate use of premises under direction of Departmental Representative.
- .3 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

**1.5 OCCUPANCY BY THE DEPARTMENTAL REPRESENTATIVE**

- .1 The Departmental Representative will occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with the Departmental Representative in scheduling operations to minimize conflict and to facilitate the Departmental Representative usage.

**1.6 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING**

- .1 Execute work with least possible interference or disturbance to building operations and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

**1.7 REQUIRED DOCUMENTS**

- .1 Maintain at job site, one copy each document as follows:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed Shop Drawings.
  - .5 List of Outstanding Shop Drawings.
  - .6 Change Orders.
  - .7 Other Modifications to Contract.
  - .8 Field Test Reports.
  - .9 Copy of Approved Work Schedule.
  - .10 Health and Safety Plan and Other Safety Related Documents.

**END OF SECTION**

## **1. GENERAL INFORMATION**

### **1.1. PURPOSE**

- 1.1.1. To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

### **1.2. DEFINITIONS**

- 1.2.1. « CSC » Correctional Service Canada.
- 1.2.2. « Warden » Warden of the institution.
- 1.2.3. « Departmental representative » Any employee who is mandated to intervene, carry out supervision, ensure coordination and/or supervision of the work.
- 1.2.4. « Work enclosure » Area where, as indicated on the project plans, the contractor is authorized to work. This can be isolated from the perimeter of the institution.
- 1.2.5. « Perimeter » Area of the establishment surrounded by fences or walls preventing the movement of inmates.
- 1.2.6. « Prohibited items » :
- a) Intoxicants, including alcohol, drugs and narcotics;
  - b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
  - c) An explosive or a bomb, or a component thereof;
  - d) An amount of money exceeding the regulatory limit;
  - e) Any other item possessed without prior authorization that could jeopardize the security of the penitentiary or the safety of persons;
  - f) Electronic or telecommunication devices;
  - g) Tobacco products and associated products (including, but not limited to, cigarettes, electronic cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are considered unauthorized items.
- 1.2.7. « Commercial vehicle » Vehicle intended for the transportation of material, equipment or tools necessary for the work.

### **1.3. PRELIMINARY MEASURES**

- 1.3.1. Prior to starting the work, the Contractor must communicate with the Departmental representative to:
- a) Discuss the nature and the scope of the work associated with the project;
  - b) Establish mutually-acceptable security measures, in accordance with this directive and the specific needs of the institution.
- 1.3.2. The Contractor must:
- a) Be sure to inform their employees of the security requirements;
  - b) Work with institutional staff to ensure that their employees comply with the security requirements.

#### 1.4. CONTRACTOR'S EMPLOYEES

- 1.4.1. The Contractor must submit to the Departmental representative a list of the names and birth dates of all his employees scheduled to work in the institution.
- 1.4.2. An individual will be refused entry to institutional premises if there is reason to believe that they pose a security risk.
- 1.4.3. Individuals will be immediately removed from institutional premises if:
  - c) They appear to be under the influence of alcohol, drugs or narcotics;
  - d) They behave in an abnormal or disorderly manner;
  - e) They are in possession of prohibited items.
- 1.4.4. Before accessing the institution any individual may be required to fill out a form or to answer questions concerning their immediate health state. When requested by the Warden, the individual's body temperature may be checked. Following these verifications, CSC might chose to refuse access to any individual.

#### 1.5. VEHICLES

- 1.5.1. The personal vehicles of the Contractor's Employees are not allowed within the perimeter of medium- or maximum-security institutions without the express permission of the Warden.
- 1.5.2. All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and trunk. The owner of the vehicle or the employee from the company that owns the vehicle must ensure that the keys are kept safely in their personal possession.

**NOTE:** The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.
- 1.5.3. The Warden can limit the number and type of vehicles permitted within the perimeter at any time.
- 1.5.4. Those delivering materials needed for the work may be required to have security clearance.
- 1.5.5. Should the Warden allow trailers to be left within the institution's perimeter, the doors and windows must remain closed and locked when left unattended. Windows must be equipped with expanded metal grates.

#### 1.6. PARKING

- 1.6.1. The Departmental representative designates authorized parking areas for vehicles. If the Contractor's Employees park elsewhere, their vehicle may be towed.

#### 1.7. SHIPMENTS

- 1.7.1. All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that his employees are on site to receive deliveries, as CSC staff will **not** accept deliveries of materials, equipment or tools intended for the Contractor.

#### 1.8. COMMUNICATION DEVICES

- 1.8.1. Cellular or digital cordless phones (including, but not limited to, text messaging devices, pagers, BlackBerry, and telephones used as two-way radios), laptop computers and tablets are prohibited in the institution without the express authorization of the Warden. Even when permitted, they are not to be used by inmates.
- 1.8.2. The Warden may approve but limit the use of two-way radios.

**NOTE:** In some institutions, cellular or digital phones and two-way radios are permitted;

however, conditions may apply. For example, their use may not be permitted in areas accessible to inmates.

## **1.9. TOOLS AND EQUIPMENT**

- 1.9.1. The Contractor must keep a comprehensive list of the tools and equipment used during the work. This list must be kept up-to-date throughout the work and be submitted for inspection when necessary.
- 1.9.2. The Contractor's Employees must never leave tools unattended, particularly mechanical tools, files, saw blades, hacksaws, wire, rope, ladders and any item used for lifting (jacks, cylinders, etc.).
- 1.9.3. The Contractor's Employees must store tools and equipment in a secure, authorized location.
- 1.9.4. The Contractor's Employees must lock all toolboxes after use and keep the keys with them at all times. They must also lock scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the Departmental representative.
- 1.9.5. The Contractor's Employees must notify the Departmental representative immediately if any tools or equipment have been lost or are unaccounted for.
- 1.9.6. The Warden will ensure that security staff verifies the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:
  - a) at the beginning and end of each project;
  - b) each week, if the work lasts more than one (1) week.
- 1.9.7. Some tools and equipment - such as cartridges and metal saw blades - are closely controlled. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges must be returned to the security personnel at the end of each day.
- 1.9.8. The use of fastening tools or other tools with cartridges is strictly prohibited.
- 1.9.9. If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work site outside of regular working hours.

## **1.10. PRESCRIPTION MEDICATION**

- 1.10.1. If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

## **1.11. RESTRICTIONS ON TOBACCO USE**

- 1.11.1. Neither Contractors nor the Contractor's Employees are permitted to smoke inside correctional institutions, nor outside while within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.
- 1.11.2. All individuals who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.
- 1.11.3. Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the Departmental representative.

## **1.12. PROHIBITED ITEMS**

- 1.12.1. Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.

- 1.12.2. The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.
- 1.12.3. The Contractor must be vigilant in monitoring their employees as well as the employees of their Subcontractors. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.
- 1.12.4. If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

### **1.13. SEARCHES**

- 1.13.1. All individuals and vehicles arriving on the institution's premises may be searched.
- 1.13.2. If the Warden has reason to believe that one of the Contractor's Employees is in possession of a prohibited item, the Warden may order a search of that individual.
- 1.13.3. The personal belongings of all the Contractor's Employees arriving at the institution may be checked to search for the residue of contraband drugs.

### **1.14. CONTACT WITH INMATES**

- 1.14.1. It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.
- 1.14.2. It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the present contract.

## **2. EXECUTION**

### **2.1. ACCESS TO THE INSTITUTION**

- 2.1.1. Neither the Contractor's Employees nor commercial vehicles may be admitted to the institution's premises outside normal working hours without the express authorization of the Departmental representative.
- 2.1.2. The work week at the facility is Monday to Friday, generally 7:30 a.m. to 4 p.m. Hours of work vary from institution to institution. They should be checked with the institution concerned.

### **2.2. DAILY WORK PROGRAM**

- 2.2.1. The contractor must send a daily work program to the departmental representative in the form of an email one day in advance and before noon, so that he can coordinate the work with the operations and security of the institution as well as with other work in progress and schedule the security escorts required for surveillance. The contractor must notify the departmental representative as soon as possible if there are any changes to the day's schedule, eg: interruption or need for extension of work, etc.

### **2.3. VEHICLE TRAFFIC**

- 2.3.1. Vehicles may enter and leave the facility escorted through the vehicle access barrier, at the times specified by the Departmental representative for each site. Note that service barriers will be inaccessible during the lunch hour.
- 2.3.2. The Contractor must provide the Departmental representative forty-eight (48) hours' notice of the arrival of heavy equipment.

- 2.3.3. Vehicles carrying detritus or other material deemed impossible to search must constantly be monitored by CSC employees or security personnel who report to the Warden or must wait for an official head-count of the inmates to be conducted.
- 2.3.4. Before a commercial vehicle may be admitted onto the institution's perimeter, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.
- 2.3.5. Entry will be refused to all vehicles carrying materials that the Warden believes pose a risk to institutional security.

#### **2.4. CIRCULATION OF THE CONTRACTOR'S EMPLOYEES ON INSTITUTIONAL PREMISES**

- 2.4.1. Subject to proper institutional security, the Warden will give the Contractor and the Contractor's Employees as much freedom of movement and autonomy as possible.
- 2.4.2. The previous paragraph notwithstanding, the Warden may:
  - a) Prohibit access to sections of the institution;
  - b) Require that the Contractor's Employees be accompanied by CSC security personnel in designated sections;
  - c) Require that the Contractor's Employees remain on-site during coffee/health and lunch breaks, depending on the institution and the situation. The Contractor's Employees are not authorized to eat in the break room of CSC employees, but they may use another area designated by the Departmental representative.

#### **2.5. MONITORING AND INSPECTION**

- 2.5.1. CSC security personnel will monitor and inspect the Contractor's Employees activities as well as related movement and vehicle traffic to ensure that established security standards are being followed.
- 2.5.2. At the start and throughout the duration of the work, CSC staff will convey to the Contractor's Employees the necessity of monitoring and inspections.

#### **2.6. WORK STOPPAGE**

- 2.6.1. At any time, the Warden may ask the Contractor, the Contractor's Employees, or Subcontractors not to enter the work site or to leave immediately if a security incident is in progress in the institution. The Contractor's Employees must note the name of the CSC employee issuing the request as well as the time and comply with the order as soon as possible.
- 2.6.2. Once notified, the Contractor must inform the Departmental representative of work stoppage without delay.

#### **2.7. WORK COMPLETION**

- 2.7.1. Unless otherwise indicated in the contract, once the project is completed or the facilities handed back to the CSC, the Contractor must remove all materials, tools and equipment from the institution, as well as perform a final clean-up of the site.

**END OF SECTION 01 35 13**



**Partie 1      General**

**1.1            REFERENCES**

- .1      Province of Québec
  - .1      Loi sur la santé et la sécurité du travail L.R.Q., c. S-2.1 (Act respecting occupational health and safety).
  - .2      Code de sécurité pour les travaux de construction L.R.Q., c. S-2.1, r.4 (Safety code for the construction industry).

**1.2            ACTION AND INFORMATIONAL SUBMITTALS**

- .1      Submit to Departmental representative, [and the CNESST] the site-specific prevention program, as outlined in the article “GENERAL REQUIREMENTS”, at least 10 days prior to the start of work.
- .2      Departmental representative will review Contractor’s site-specific prevention program and provide comments to Contractor within 10 days after receipt of the document. Revise plan as appropriate and resubmit to Departmental representative within 5 days after receipt of comments from Departmental representative. Departmental representative reserves the right not to authorize the start of work on the construction site as long as the content of the prevention program is not satisfactory. The Contractor shall then update his prevention program and resubmit it to the Departmental representative if the scope of work changes or if the working methods of the Contractor differ from his initial plans or for any other applicable new condition.
- .3      Departmental representative’s review of Contractor’s site-specific prevention program should not be construed as approval of the program and does not reduce the Contractor’s overall responsibility for construction Health and Safety during the work.
- .4      Submit copies of Contractor’s authorized representative’s construction site health and safety inspection reports to Departmental representative, [determine frequency, but at least once a week].
- .5      Submit to Departmental representative within 24 hours a copy of any inspection report, correction notice or recommendation issued by Federal, Provincial and Territorial health and safety inspectors.
- .6      Submit to Departmental representative within 24 hours an investigation report for any accident involving injury and any incident exposing a potential hazard.  
  
The investigation report shall contain at least the following:
  - 1.    date, time and place of accident;
  - 2.    name of sub-contractor involved in the accident;
  - 3.    number of persons involved and condition of wounded;
  - 4.    witness identification;
  - 5.    detailed description of tasks performed at the time of the accident;
  - 6.    equipment being used to accomplish the tasks performed at the time of the accident;

7. corrective measures taken immediately after the accident;
  8. causes of the accident;
  9. preventive measures that have been put in place to prevent a similar accident.
- .7 Submit to Departmental representative WHMIS MSDS - Material Safety Data Sheets in accordance with Section 01 33 00 - Submittals [01 47 15 - Sustainable Requirements: Construction] and Section [02 81 01 - Hazardous Materials]. Contractor must also keep one copy of these documents on the construction site.
- .8 Medical Surveillance: where prescribed by legislation, regulation or prevention program, submit certification of medical surveillance for construction site personnel prior to commencement of Work, and submit additional certifications for any new construction site personnel to Departmental representative.
- .9 Submit to Departmental representative an on-site Emergency Response Plan at the same time as the prevention program. The Emergency Response plan must contain the elements listed in the article "GENERAL REQUIREMENTS" of this section.
- .10 Submit to Departmental representative copies of all training certificates required for the application of the prevention program, in particular (if applicable) for the following:
- .1 first aid in the workplace and cardiopulmonary resuscitation;
  - .2 work likely to release asbestos dust (mandatory for all work where asbestos is present);
  - .3 work in confined spaces (mandatory for all work in confined spaces);
  - .4 lockout-tagout procedures (mandatory for all work requiring lockout);
  - .5 safely operating forklift trucks (mandatory for all forklift usage);
  - .6 safely operating elevating work platforms (mandatory for the use of all elevating platforms);
  - .7 any other requirement of Regulations or the safety program.
- In addition, the certifications of the *Cours de santé et sécurité générale pour les chantiers de construction* (General Health and Safety Training for Construction Sites) shall be available on demand on the construction site.
- .11 Engineer's plans and certificates of compliance: Contractor must submit to the Departmental representative and to the *Commission des normes, de l'équité, de la santé et de la sécurité du travail* (CNESST) a copy signed and sealed by engineer of all plans and certificates of compliance required pursuant to the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry) or by any other legislation or regulation or by any other clause in the specifications or in the contract. The Contractor must also submit a certificate of conformity signed by an engineer once the facility for which these plans were prepared has been completed and before a person uses the facility. A copy of these documents must be available on site at all times.

### **1.3 FILING OF NOTICE OF CONSTRUCTION SITE OPENING**

- .1 Notice of construction site opening shall be submitted to the CNESST before work begins. A copy of such notice and acknowledgment of receipt from the CNESST shall be submitted to Departmental representative.  

At the completion of all the work, a notice of construction site closing shall be submitted to the CNESST, with a copy to Departmental representative.
- .2 The Contractor shall assume the role of being the Principal Contractor in the limits of the construction site and elsewhere where he must execute work within the framework of this project. The Contractor shall recognize the responsibility of being the Principal Contractor of the project and identify himself as such in the notice of the construction site opening he provides to the CNESST.
- .3 The Contractor shall accept to divide and identify the construction site adequately in order to define time and space at all times throughout the course of the project.

### **1.4 HAZARD ASSESSMENT**

- .1 The contractor must perform construction site specific safety hazard assessment related to project.

### **1.5 REGULATORY REQUIREMENTS**

- .1 Do the Work in accordance with Section [01 41 00 - Regulatory Requirements].
- .2 Comply with all legislation, regulations and standards applicable to the construction site and its related activities.
- .3 Comply with specified standards and regulations to ensure safe operations on a site containing hazardous or toxic materials.
- .4 Always use the most recent version of the standards specified in the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry), notwithstanding the date indicated in that *Code*.

### **1.6 COMPLIANCE REQUIREMENTS**

- .1 Comply with the *Loi sur la santé et la sécurité du travail* (L.R.Q., c. S-2.1) (Act Respecting Occupational Health and Safety) and the *Code de sécurité pour les travaux de construction* (S-2.1, r. 4.) (Safety code for the construction industry) in addition to respecting all the requirements of this specification manual.

### **1.7 RESPONSIBILITIES**

- .1 The Contractor must acknowledge and assume all the tasks and obligations which customarily devolve upon a principal Contractor under the terms of the *Loi sur la santé et la sécurité du travail* (L.R.Q., ch. S-2.1) (Act Respecting Occupational Health and Safety) and the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry).

- .2 The Contractor must be responsible for health and safety of persons on construction site, safety of property on construction site and for the protection of persons adjacent to construction site and the environment to the extent that they may be affected by conduct of the work.
- .3 No matter the size or location of the construction site, the Contractor must clearly define the limits of the construction site by physical means and respect all specific regulation requirements applicable in this regard. The means chosen to define the limits of the construction site must be submitted to the Departmental representative.
- .4 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific prevention Plan.

## **1.8 GENERAL REQUIREMENTS**

- .1 Before undertaking the work, prepare a site-specific prevention program based on the hazards identified according to the article “HAZARD ASSESSMENT” and the article “RISKS INHERENT TO THE WORKSITE” in this section. Apply this program in its totality from the start of the project until demobilization of all personnel from the construction site. The prevention program shall take into consideration the specific characteristics of the project and cover all the work to be executed on the construction site.

The safety program must include at least the following:

- .1 company safety and health policy;
- .2 description of the stages of the work;
- .3 total costs, schedule and projected workforce curves;
- .4 flow chart of safety and health responsibilities;
- .5 physical and material layout of the construction site;
- .6 risk assessment for each stage of the work, including preventive measures and the procedures for applying them;
- .7 identification of the preventive measures relative to the specific risks inherent to the worksite indicated in the article “RISKS INHERENT TO THE WORKSITE”;
- .8 identification of preventive measures for health and safety of employees and / or public works site as indicated in the article “SPECIFIC REQUIREMENTS FOR THE HEALTH AND SAFETY OF OCCUPANTS AND PUBLIC”;
- .9 training requirements;
- .10 procedures in case of accident/injury;
- .11 written commitment from all parties to comply with the safety program;
- .12 construction site inspection checklist based on the preventive measures;
- .13 emergency response plan which shall contain at least the following:
  - .1 construction site evacuation procedures;
  - .2 identification of resources (police, firefighters, ambulance services, etc.);
  - .3 identification of persons in charge of the construction site;
  - .4 identification of the first-aid attendants;

- .5 communication organizational chart (including the person responsible for the site and the Departmental representative);
- .6 training required for those responsible for applying the plan;
- .7 any other information needed, in the light of the construction site's characteristics.

If available the Departmental representative will provide the evacuation procedures to the Contractor who shall then coordinate the construction site procedure with that of the site and submit it to the Departmental representative.

- .2 Departmental representative may respond in writing, where deficiencies or concerns are noted in the prevention program and may request resubmission with correction of deficiencies or concerns.
- .3 In addition to the prevention program, during the course of the work the Contractor shall elaborate and submit to the Departmental representative specific written procedures for any work having a high risk factor of accident (for example: demolition procedures, specific installation procedures, hoisting plan, procedures for entering a confined space, procedures for interrupting electric power, etc.) or at the request of the Departmental representative.
- .4 The Contractor shall plan and organize work so as to eliminate the danger at source or ensure collective protection, thereby minimizing the use of personal protective equipment.
- .5 Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed.
- .6 All mechanical equipment (for example, but not limited to: hoisting devices for persons or materials, excavators, concrete pumps, concrete saws) shall be inspected before delivery to the construction site. Before using any mechanical equipment, the Contractor shall obtain a certificate of compliance signed by a qualified mechanic dated less than a week prior to the arrival of each piece of equipment on the construction site; the certificate shall remain on the construction site and transmitted to the Departmental representative on demand.
- .7 Ensure all inspections (daily, periodic, annual, etc.) for the hoisting devices for persons or materials required by the current standards are carried out and be able to provide a copy of the inspection certificates to the Departmental representative on demand.
- .8 The Departmental representative can at all times, if he suspects a malfunction or the risk of an accident, order the immediate stop of any piece of equipment and require an inspection by a specialist of his choice.
- .9 The Departmental representative must be consulted for the location of storing gas cylinders and tanks on the construction site.

## **1.9 RISKS INHERENT TO THE WORKSITE**

- .1 In addition to the risks related to the tasks to be carried out, personnel responsible for the execution of the work on the construction site will be exposed to risks, inherent to the area where the work will be executed.

The Contractor shall process to a risk assessment of the site to validate and see if other risks are present on the site. He must include in its prevention program all risks that have been identified.

#### **1.10 SPECIFIC REQUIREMENTS FOR THE HEALTH AND SAFETY OF OCCUPANTS AND PUBLIC**

- .1 The worksite is occupied by employees and/or the public during the following times: [specify the times]. The Contractor shall consider the following specific requirements for the protection of employees and / or the public:

- .1 Protection against falling materials.

These requirements must be included in the Contractor's site-specific safety plan as well as any other measures provided by the Contractor to protect the health and safety of employees and / or the public on the site.

#### **1.11 UNFORESEEN HAZARDS**

- .1 Whenever a source of danger not defined in the specifications or identified in the preliminary construction site inspection arises as a result of or in the course of the work, the Contractor must immediately suspend work, notify the person responsible for health and safety on the construction site, take appropriate temporary measures to protect the workers and the public and notify Departmental representative, both verbally and in writing. Then the Contractor must do the necessary modifications to the prevention program or apply the security measures required in order to resume work.

#### **1.12 PERSON IN CHARGE OF HEALTH AND SAFETY**

- .1 If the construction site meets the requirements of article 2.5.3 of the *Code the sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry), the Contractor needs to hire a competent person authorized as a safety officer and appoint this person full time from the beginning of the work. This person's tasks shall solely be dedicated to the management of health and safety on the construction site. This safety officer must have the following qualifications:
  - .1 have a safety officer certificate issued by the CNESST;
  - .2 have site-related working experience of at least one year specific to the activities associated with the present project;
  - .3 have working knowledge of occupational health and safety regulations in the workplace;
  - .4 be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter the construction site to perform work;
  - .5 be responsible for implementing, enforcing in detail and monitoring site-specific Contractor's Health and prevention program;
  - .6 be on construction site at all times during execution of work;
  - .7 inspect the work and ensure compliance with all regulatory requirements and those indicated in the contract documents or the site-specific prevention program.

- .8 Keep a daily log of actions taken and submitting a copy to Departmental representative each week.

The safety officer's certificate shall be submitted to the Departmental representative before the start of the work.

- .2 When the hiring of a safety officer is not required or if this person is hired by the Departmental representative, the Contractor shall designate a competent person to supervise and take responsibility for health and safety, no matter the size of the construction site or how many workers are present at the workplace. This person shall be on construction site at all times and be able to take all necessary measures to ensure the health and safety of persons and property at or in the immediate vicinity of the construction site and likely to be affected by any of the work. The Contractor shall submit the name of this person to the Departmental representative before the start of work.

### **1.13 POSTING OF DOCUMENTS**

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on construction site in accordance with Acts and Regulations of the Province, and in consultation with Departmental representative.
- .2 At a minimum, the following information and documents must be posted in a location readily accessible to all workers:
  - .1 notice of construction site opening;
  - .2 identification of principal Contractor;
  - .3 company OSH policy;
  - .4 site-specific prevention program;
  - .5 emergency plan;
  - .6 minutes of worksite committee meetings;
  - .7 names of worksite committee representatives;
  - .8 names of the first-aid attendants;
  - .9 action reports and correction notices issued by the CNESST.

### **1.14 INSPECTION OF THE CONSTRUCTION SITE AND CORRECTION OF NON-COMPLIANCES**

- .1 Inspect the construction site and complete the construction site inspection checklist and submit it to the Departmental representative in accordance with the article "ACTION AND INFORMATIONAL SUBMITTALS" in this section.
- .2 Immediately take all necessary measures to correct any situations deemed non-compliant during the inspections mentioned in the previous paragraph or noticed by the authorities having jurisdiction or the Departmental representative or his agent.
- .3 Submit to Departmental representative written confirmation of all measures taken to correct the situation in case of non-compliance in matters pertaining to health and safety.
- .4 The Contractor shall give the safety officer or, where there is no safety officer, the person assigned to safety and health responsibilities, full authority to order cessation and

resuming of work as and when deemed necessary or desirable in the interests of safety and health. This person should always act so that the safety and health of the public and construction site workers and environmental protection take precedence over cost and scheduling considerations.

- .5 The Departmental representative or his agent may order cessation of work if the Contractor does not make the corrections needed to conditions deemed non-compliant in matters pertaining to health and safety. Without limiting the scope of the preceding articles, the Departmental representative may order cessation of work if, in his view, there is any hazard or threat to the safety or health of construction site personnel or the public or to the environment.

### **1.15 PREVENTION OF VIOLENCE**

- .1 Health and safety management of Public Works and Government Services Canada construction sites includes the implementation of measures designed to protect the psychological health of all persons who access the construction site where the work is taking place. Consequently, in addition to physical violence, verbal abuse, intimidation and harassment are not tolerated on the construction site. Any person who demonstrates such actions or behaviors will receive a warning and/or could be definitely expelled from the construction site by the Departmental representative.

### **1.16 POWDER ACTUATED DEVICE**

- .1 Use powder actuated devices only after receipt of written permission from Departmental representative.
- .2 Any person using an explosive actuated tool shall hold a training certificate and meet all requirements of Section 7 of the *Code the sécurité pour les travaux de construction* (S- 2.1, r. 4). (Safety code for the construction industry)
- .3 Any other explosive-actuated device shall be used in accordance with the manufacturer's directions and applicable standards and regulations.

### **1.17 ASBESTOS EXPOSURE**

It is not anticipated that the work covered by the present specifications involves the manipulation of materials containing asbestos; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of containing asbestos, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain asbestos, the Contractor shall comply with the following requirements.

Prior to starting any work likely to emit asbestos dust, the Contractor must:

1. Provide a written procedure for the work, identifying the risk level of the work (low, moderate, high), as defined in section 3.23 of the *Code the sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry). This procedure must take into account all the requirements of that section 3.23.



2. Submit certificates that demonstrate that all workers involved in the work have received training on asbestos hazards and on the procedure required in the preceding paragraph.
3. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

### **1.18 FUNGAL CONTAMINATION**

It is not anticipated that the work covered by the present specifications involves the manipulation of materials contaminated by mould; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of being contaminated by mould, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain mould, the Contractor shall comply with the following requirements.

Prior to starting any work where workers are likely to be in contact with materials contaminated by mould, the Contractor must:

1. Provide a written procedure for the work which respects all the requirements of the *Code de la sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry), as well as the requirements indicated in the document “*Mould Guidelines for the Canadian Construction Industry*” published by the Canadian Construction Association (<http://www.cca-acc.com/documents/electronic/cca82/cca82.pdf>).
2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

### **1.19 EXPOSURE TO SILICA**

For any interior or exterior work generating silica, the Contractor must respect the following requirements, in addition to those in the *Code de sécurité pour les travaux de construction* S-2.1, r.4 (Safety code for the construction industry).

1. Work in wet environment or use tools with the inflow of water in order to reduce dustiness, if not, collect dust at the source and retain it with a high-efficiency filters not to propagate dust in the environment.
2. Clean surfaces and tools with water, never with compressed air.
3. Sand and pickle surfaces by using an abrasive containing less than 1% of silica (also called amorphous silica).
4. Install shields or other containment device to prevent silica dust from migrating toward other workers or the public.

5. Wear individual respiratory and ocular protection equipment during all the operations that could generate silica dust in accordance with the requirements of the *Code de sécurité pour les travaux de construction, S-2.1, r.4* (Safety code for the construction industry).
6. Wear coveralls to prevent contamination outside the construction site.
7. Do not eat, drink, or smoke in a dusty environment.
8. Wash the hands and the face before drinking, eating or smoking.

## **1.20 SANDBLASTING**

Prior to starting any sandblasting work, the Contractor must:

1. Provide a written procedure of the work that meets the requirements of section 3.20. of the *Code de sécurité pour les travaux de construction, S-2.1, r.4* (Safety code for the Construction Industry).
2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.
3. All sanding and sandblasting work shall be done by using an abrasive containing less than 1% of silica.

## **1.21 RESPIRATORY PROTECTION**

1. Contractor must ensure that all workers who must wear a respirator as part of their duties have received training for that purpose as well as fit testing of their respirator, in accordance with CSA Standard Z94.4 *Selection, use and care of respirators*. Submit the certificates of the fit testingS to the Departmental representative on demand.

## **1.22 FALL PROTECTION**

1. Plan and organize work so as to eliminate the risk of fall at the source or ensure collective protection, thereby minimizing the use of personal protective equipment. When personal fall protection is required, workers must use a safety harness that complies with CSA standard CAN/CSA Z-259.10 M90. A safety belt must not be used as fall protection.
2. Every person using an elevating platform (scissors, telescopic mast, articulated mast, rotative mast, etc.) must have a training regarding this equipment.
3. The use of a safety harness is mandatory for all elevating platforms with telescopic, articulate or rotative mast.
4. Define the limits of the danger zone around each elevating platform.

5. All openings in a floor or roof must be surrounded by a guardrail or provided with a cover fixed to the floor able to withstand the loads to which it could be exposed, regardless of the size of the opening and the height of the fall it represents.
6. Everyone who works within two metres from a fall hazard of three metres or more must use a safety harness in accordance with the requirements of the regulation, unless there is a guardrail or another device offering an equivalent safety.
7. Despite the requirements of the regulation, the Departmental representative may require the installation of a guardrail or the use of a safety harness for specific situations presenting a risk of fall less than three metres.

## 1.23 SCAFFOLDINGS

In addition to the requirements of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Contractor who uses scaffoldings must respect the following requirements:

### Foundation

1. Scaffoldings shall be installed on a solid foundation so that it does not slip or rock.
2. Contractors wishing to install scaffoldings on a roof, overhang, canopy or awning shall submit their calculations and loads, as well as plans signed and sealed by an engineer to the Departmental representative and obtain his authorization before beginning installation.

### Assembly, bracing and mooring

1. All scaffoldings shall be assembled, braced and moored in accordance with the manufacturer's instructions and the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).
2. Where a situation requires the removal of part of the scaffoldings (e.g., crosspieces), the Contractor shall submit to the Departmental representative an assembly procedure signed and sealed by an engineer certifying that the scaffolding assembled in that manner will allow the work to be done safely given the loads to which it will be subject.
3. For scaffoldings where the span between two supports is greater than three metres, the Contractor shall provide the Departmental representative an assembly plan signed and sealed by an engineer.

### Protection against falls during assembly

1. Workers exposed to the risk of falling more than three metres shall be protected against falls at all times during assembly.

### **Platforms**

1. Scaffolding platforms shall be designed and installed in accordance with the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).
2. If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry)
3. ScaffoldingS of four sections (or six metres) high or more shall have a full platform covering the entire surface between the putlogs every three metres high or fraction thereof, and the components of that platform shall not be moved at any time to create an intermediate landing.

### **Guardrails**

1. A guardrail shall be installed on every landing.
2. Cross braces shall not be considered as guardrails.
3. If the platforms are not covering the entire surface between the putlogs, the guardrail must be installed just above the edge of the platform so that there is no empty horizontal space between the platform and the guardrail.
4. Where scaffoldingS has four sections (or six metres) high or more and full platforms are required, the guardrails shall be installed on each landing at the start of work and shall remain in place until the work is completed.

### **Access**

1. The Contractor shall ensure that access to the scaffoldingS does not compromise worker safety.
2. Where the platforms of the scaffoldingS are comprised of planks, ladders shall be installed in such a way that planks extending beyond the platform do not block the way up or down.
3. Notwithstanding the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), stairs shall be installed on all scaffoldingS that have six or more rows of uprights or is six sections (or nine metres) high or higher.

### **Protection of the public and occupants**

1. When scaffoldingS are installed in a zone accessible to the public, the Contractor shall take the necessary measures to prevent the public from having access to them and, if applicable, to the work or storage area located in the vicinity of these scaffolding.
2. Contractor must install covered walkways, nets or other similar devices to protect workers, the public and the occupants against falling objects. The means of protection must be approved by the Departmental representative.

### **Engineering plans**

1. In addition to those required by the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Departmental representative reserves the right to require engineering plans for other types or configurations of scaffoldingS.

2. A plan signed and sealed by an engineer is required for all scaffoldings that will be covered with a canvas, a tarpaulin or any other material that has wind resistance.
3. A certificate of conformity signed by an engineer is required in all cases where an engineering plan is required for the installation and this, before anybody uses the facility. A copy of these documents must be available on the construction site at all times.

#### **1.24 LIFTING LOADS WITH CRANE OR BOOM TRUCK**

1. Unless specified otherwise, the Contractor must prepare a hoisting plan and submit it to the Departmental representative for all lifting operations done with a crane or a boom truck at least 5 days before these lifting operations begin. The hoisting plan must contain at a minimum the information listed at the end of this article.
2. The hoisting plan must be signed and sealed by an engineer for the following lifting operations:
  - a. lifting of concrete panels;
  - b. lifting mechanical/electrical equipment on a roof or on the floor of a building;
  - c. lifting of loads encroaching on the public road;
  - d. lifting large dimension or very heavy loads;
  - e. all other lifting operation, in accordance with the requirements of the Departmental representative.
3. In addition to the above requirements, the Contractor must plan the hoisting operations in a way as to avoid that the loads pass over the occupied zones on the site. When there is no alternative, the hoisting plan must absolutely be signed and sealed by an engineer and must guarantee the security of the occupants in that zone; the plan must also be approved by the Departmental representative. The Departmental representative can, if he deems necessary, require that the work be done at night or on weekends.
4. Upon the beginning of the work on the construction site, the Contractor must submit the list of the hoisting plans anticipated for the whole project to the Departmental representative. That list shall be updated as needed if changes occur during the work.
5. In addition to the mechanical service inspection certificate, the annual inspection certificate and the crane logbook must be aboard all cranes and boom truck cabs.
6. The entire lifting area shall be marked off to prevent the entry of non-authorized persons.
7. The Contractor shall carefully inspect all of the slings and lifting accessories and make sure that those in poor condition are destroyed and scrapped.
8. Compressed-gas cylinders shall be lifted with a basket specially designed for this purpose.

### **MINIMUM CONTENT OF HOISTING PLAN**

- Sketch indicating at a minimum, the location of the crane, the surrounding facilities, the zone covered by the hoisting operations, the pedestrian's pathways and vehicular routes, the security perimeter, etc.
- Weight of loads
- DimensionS of loads
- List of hoisting devices and weight of each
- Total weight lifted
- Maximum height of obstacles to clear
- Height of loads lifting relative to the surface of the roof (in the case of loads to be placed on roofs)
- Use of guide cables
- Type of crane used
- Crane capacity
- Boom length
- Boom angle
- Crane's radius of action
- Deployment of stabilizers
- Percentage usage of the crane's capacity
- Verification confirmation of hoisting equipment
- Identification of the crane operator and the person responsible for the hoisting operations with date and signatures

### **1.25 HOT WORK**

Hot work means any work where a flame is used or a source of ignition may be produced, i.e., riveting, welding, cutting, grinding, burning, heating, etc.

1. Before the beginning of each shift of work and for each sector, the Contractor must obtain a "Hot Work Permit" emitted by the person responsible for the site.

2. A working portable fire extinguisher suitable to the fire risk shall be available and easily accessible within a 5 m radius from any flame, spark source or intense heat.
3. The Contractor must appoint an individual to do continuous monitoring of the fire risks for a period of one (1) hour after the end of the shift of hot work. This individual shall sign the section for this purpose on the permit and give it to the person in charge of the construction site after the one-hour period.
4. When the hot work is done in areas where there is combustible materials or where the walls, ceilings or floors are made of or covered with combustible materials, a final inspection of the work area must be scheduled four (4) hours after the work has finished. Unless specified otherwise by the Departmental representative, the Contractor must assign a person to carry out this monitoring.

### **Welding and cutting**

In addition to the requirements prescribed in the preceding paragraphs, the Contractor must respect the following requirements:

1. Welding and cutting work must be carried out in accordance with the requirements of the *Code de Sécurité pour les travaux de construction, S-2.1, r.4* (Safety code for the construction industry) and CSA standard W117.2, Safety in Cutting, Welding and Allied Processes.
2. Air extraction system with filters must be used for all welding and cutting work performed inside.
3. Stop all activities producing flammable or combustible gas, vapours or dust in the vicinity of the welding or cutting work.
4. Store all compressed gas cylinder on a fireproof fabric and make sure that the room is well ventilated.
5. Store all oxygen cylinders more than 6 metres from a flammable gas cylinder (ex: acetylene) or a combustible such as oil or grease, unless the oxygen cylinder is separated from it by a wall made of non-combustible material as mentioned in the article 3.13.4 of the *Code de sécurité pour les travaux de construction, S-2, r. 6* (Safety code for the construction industry)
6. Store the cylinders far from all heat sources.
7. Not to store the cylinders close to the staircases, exits, corridors and elevators.
8. Do not put acetylene in contact with metals such as silver, mercury, copper and alloys of brass having more than 65% copper, to avoid the risk of an explosive reaction.
9. Check that welding equipment with electric arc has the necessary tension and are grounded.
10. Ensure that the conducting wires of the electric welding equipment are not damaged.
11. Place the welding equipment on a flat ground away from the bad weather.
12. Install fireproof canvas when the welding work is done in a superposition and where there is the risk of falling sparks.
13. Move away or protect the combustible materials which are closer than 15 metres from the welding work.
14. Prohibition to weld or cut any closed container.
15. Do not perform any cutting, welding or work with a naked flame on a container, a tank, a pipe or other container containing a flammable or explosive substance unless:
  - a. they have been cleaned and air samples indicating that work can be done without danger has been taken; and
  - b. provisions to ensure the safety of the workers have been made.

## 1.26 ROOFING WORK

### Protection against fall from heights

1. Installation of guardrails is mandatory at all times; however, the installation of a warning line is allowed to define the limits of the work zones provided that all the requirements of the articles 2.9.4.0 and 2.9.4.1 of the *Code de sécurité pour les travaux de construction* (Safety code for the Construction Industry) are respected.
2. The guardrails must remain in place until the end of the project. The Departmental representative will authorize their dismantling when he can confirm that all the work, inspections and corrections have been made.
3. Workers installing guardrails must wear safety harnesses.
4. Workers installing and modifying guardrails or flashing shall wear safety harnesses in the event guardrails must be moved temporarily.
5. Workers shall wear safety harnesses when receiving material and giving directions to the crane operator next to a drop.
6. Safety harnesses shall be worn when carrying out work next to a drop where collective protection is not sufficiently safe.
7. The Contractor shall provide a fastening method and safety cable system compliant with section 2.10.12 of the *Code de sécurité pour les travaux de construction (L.R.Q., S-2.1, r.4)* (Safety code for the Construction Industry) for each construction site or location.

### Lifting of materials

1. For all winch installations, the Contractor shall provide the Departmental representative with the installation method recommended by the manufacturer. If unavailable, the Contractor shall then provide an installation procedure signed and sealed by an engineer. The installation procedure must take into account load-bearing capacity, the amount, weight and location of counterweight and any other detail that may affect the capacity and stability of the device.
2. The Contractor shall carefully inspect all of the slings and lifting accessories and make sure that those in poor condition are destroyed or scrapped.
3. Compressed-gas cylinders shall be lifted with a basket specially designed for this purpose.
4. In all cases where a crane or boom truck is used, the Contractor must respect the requirements of the paragraph Lifting Loads With Crane or Boom Truck, in this section.

### Protection against burns

1. Individuals assigned to the boilers shall wear long sleeves, safety glasses and a face shield when filling the boilers.
2. Individuals working with asphalt or other hot liquids shall wear gloves, long sleeves and safety glasses.

### Protection against fire

1. The storage and use of propane cylinders shall comply with the standard CAN/CSA-B149.2, *Propane Storage and Handling Code*. The cylinders shall be stored outdoors, in a safe place, away from any unauthorized handling, in a storage cabinet specially designed for this purpose.



The cylinders shall be securely kept upright and locked at all times in a place where no vehicles are allowed unless the cylinders are protected by barriers or similar protection.

2. The number of propane cylinders on the roof shall not exceed the number of cylinders necessary for a day's work, and cylinders shall at all times be secured upright or held in a cart designed for this purpose.
3. All hot work (burning, heating, riveting, welding, cutting, grinding, etc.) must be done in accordance with paragraph "Hot Work" in this section.

### **Material and waste management**

1. On the roof, light material and sheet material shall be kept in containers or be securely fastened. In the event this requirement is disregarded in the slightest way, the Departmental representative may disallow the storage of materials on the roof.
2. Waste shall be discarded as produced using a waste chute or appropriate containers. The Contractor shall provide the means to prevent waste from being carried away by the wind.
3. All waste must be removed from the roof at the end of shifts.
4. Unless otherwise authorized by the Departmental representative, all waste bins must be placed at least 3 m from any structure or building.

### **Protection of occupants and the public**

1. Contractor must install covered passageways, nets or other devices above the entrances and the exits of the building to protect the workers, the public and the occupants against falling object. The means of protection must be approved by the Departmental representative.
2. A safety perimeter on the ground must be placed under the work zone in order to protect the workers, the public and the occupants.
3. The ground construction site, material handling area and boiler area shall be clearly sealed off to prevent occupants or the public from accessing the construction site and areas.
4. Before installing any device that may emit gas or fumes, the Contractor shall receive authorization from the person in charge of the construction site, who shall make sure that there is no risk of gas or fumes infiltrating the building's ventilation system.

## **1.27 TEMPORARY HEATING**

1. In addition to respecting section 3.11 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.
2. A portable fire extinguisher must be available at all times near the heating units, no matter what type of heating is used.
3. The heating units must always be used in accordance with the manufacturer's specifications.

4. If applicable, the canvas or tarpaulins used next to the heating units must be solidly fixed so as not to be projected on the heaters, on the pipes connected to the heaters or on any other heat source.
5. The gas cylinders must be installed in a way that they are protected from vehicle and other equipment traffic.
6. For the use of heating units other than electric, the Contractor must install a carbon monoxide detector in the work area, next to the heating units and/or the workers, throughout the course of the heating period. The Contractor must immediately apply the corrective measures required to the heating units if the detector's alarm goes off.
7. The Contractor must ensure a minimum surveillance of the heating units outside the hours of work (nights and weekends). He must submit a surveillance plan to the Departmental representative before the use of the heating units.

## **1.28 WORK NEAR OVERHEAD POWER LINES**

- .1 When there is an overhead power line in the work zone and that the Contractor chooses to apply paragraph b) of article 5.2.2 of the *Code de sécurité pour les travaux de construction* (2.1, r.4) (Safety code for the Construction Industry), a copy of the agreement with the electrical power company and a copy of the work process, required in the article 5.2.2 b), must be submitted to the Departmental representative before the beginning of the work in relation to these documents.

**END OF SECTION**