



Construction Site Safety Minimum Requirements

The City of Brantford has produced a comprehensive Contractor Safety Administrative Program to ensure the health and safety of contractors, employees, visitors, as well as protection of facilities and the environment when contract work is performed for the City of Brantford. As part of the health and safety policy, the City of Brantford (COB) has developed this Contractor/Constructor Safety Information package for Contractors\Constructors to review and share with their staff to inform them of the COB health and safety requirements. Should you have any questions or concerns, please contact the assigned COB Project Manager.

Occupational Health & Safety Act

Compliance with all applicable sections and regulations and standards. In particular, while not limited to the following:

Regulation 213/91 (Construction Projects), and in particular the following provisions:

- Competent Worker (Subsection 1(1))
- Inspections (for Constructors) (subsection 14(4) and (5))
- Protective Clothing, Equipment and Devices (Sections 21 to 27)
- Hygiene (Sections 28 to 30)
- Scaffolding (Sections 125 to 142)
- Elevating Work Platforms/Cranes/Hoisting/Rigging (Sections 143 to 158)
- Electrical Hazards (Section 181 to 195)
- Operation of Vehicles (Section 96)

R.R.O. 1990, reg. 851 (Industrial Establishments)

R.R.O. 1990, Reg. 860 (WHMIS)

R.R.O. 1990, Reg. 859 (Window Cleaning)

O. Reg. 632/05 (Confined Spaces)

O. Reg. 490/09 and O. Reg. 278/05 (concerning designated substances)

In connection with the obligation of an “employer” under clause 25(2)(j) of the *OHSA* as to a written occupational health and safety policy and program, Contractors/Constructors shall provide a copy of their policy and program.

Responsibility for Employees and Sub-Contractors

1. Contractors/Constructors shall be responsible for ensuring their employees, subcontractors, suppliers delivery staff and/or any staff that will be on site for the work assigned/awarded to the contractor are informed of all rules and responsibilities listed in this document.
2. The Contractor/Constructor shall be responsible for ensuring their employees are trained and competent in all work they are required to perform.
3. Employees of Contractors/Constructors are expected to follow all direction and instruction regarding health and safety standards provided by City of Brantford or the Contractor's/Constructors Supervisor.
4. The Contractor/Constructor shall be responsible for ensuring all materials brought to work site are removed at the end of the work.

Administration

1. All Contractors/Constructors and their employees must report to the facility reception desk and sign in to receive a visitor's badge unless alternate arrangements are agreed to, in writing, by the City of Brantford.
2. At the end of the day all employees must return to the reception desk and return their visitor badge and sign out prior to leaving the site.
3. No work is to be performed outside of regular business hours without prior authorization. Regular administration hours are from 8:30am to 4:30pm.
4. The COB Project Manager shall coordinate any work with the Operations groups in the area and inform the Contractor/Constructor of any potential conflicts or hazards.
5. No alcoholic beverages or illegal substances are permitted at any of the City of Brantford work sites or facilities, nor is anyone under the influence of such substances.
6. Parking at the work site shall be designated by the management team and/or division staff as to not interfere with site operations.
7. Contractors/Constructors shall perform work only in the assigned areas and are not to wander the site or enter any other building or office area without authorization.
8. Keys or gate remotes if assigned shall be signed in and out through the facilities reception or administration office and/or as advised by the COB Project Manager.
9. The Contractor/Constructor shall cooperate in the completion of all documentation as required by this document or by legislation, prior to receiving authorization to begin work.
10. The Contractor/Constructor understands the City of Brantford reserves the right at any time during the performance of the work/contract by the Contractor/Constructor, to stop, suspend or terminate such work/contract upon

24 hours written notice to the Contractor/Constructor, if the Contractor/Constructor has not carried out the Contractor's/Constructor's obligations of this document.

11. The Contractor/Constructor shall operate motor vehicles safely throughout the site, obeying all traffic signs and not exceeding the facility posted speed limit.
12. Vehicles shall be secured and not left running while unattended (within line of sight) and care must be taken not to obstruct access points and other vehicle traffic.
13. There is a no smoking by-law in any City of Brantford building, including vehicles and enclosed spaces.

General Standards

1. The Contractor/Constructor shall notify the COB Project Manager in writing of any hazardous materials required for the work and provide copies of the safety data sheets to the COB Project Manager.
2. Written approval by the COB Project Manager is required prior to the hazardous material arriving at the work site.
3. The Contractor/Constructor and their employees shall conform to the following while working for the City of Brantford:
 - Compliance with the City of Brantford's Health and Safety Policy and Program.
 - Meet or exceed all City of Brantford's health and safety policies and procedures that apply to the work being performed, including adherence to personal protective equipment requirements and signage instructions.
 - Contractor/Constructor is required to provide all required personal protective equipment for their staff.
 - Compliance with the *Occupational Health and Safety Act of Ontario*, applicable regulations and standards.
 - Compliance with all applicable environmental legislation.
 - Compliance with the Certificates of Approval (C of A) issued from the Ministry of the Environment where applicable.

Health & Safety

Personal Protective Equipment

Contractors/Constructors will comply with all legislative and industry standards pertaining to clothing and personal protective equipment. Refer to each department's visitor policy pertaining to site specific personal protective equipment requirements prior to entering any work area.

Additional PPE may be required depending on the job hazard assessments, the work being performed, legislated requirements, standard operating procedures and location of the work.

Signs and Barricades

Barriers and barricades shall be used to warn City of Brantford staff, visitors and other contractors of hazards in your work area. Barriers shall have a tag identifying the reason for the barrier and who is responsible for it, with contact information. Use warning signs, cones or caution tape to keep others at a safe distance when necessary (e.g. construction activities, hot work, traffic control, falling debris, overhead work, etc.).

Hazardous Materials

Hazardous materials, including designated substances and controlled products, are not to be brought on site unless approved in advance by COB Project Manager. Safety data sheets must be submitted and reviewed by City of Brantford, Health and Safety personnel prior to arrival at site. Arrangements must be made for safe use, storage and removal from site upon completion of the work.

Note: There are designated substances in some buildings on City of Brantford sites. Contact the City of Brantford Project Manager before performing any work that may involve disturbing building materials. See Appendix B.

Use of City of Brantford Equipment

Use of any of City of Brantford equipment is not permitted. Contractors/Constructors shall supply their own equipment including locks for lockout procedures and fall arrest equipment where required.

Housekeeping

The Contractor/Constructor is responsible for maintaining their work area in accordance with industry safe work practices, including housekeeping. The COB Project Manager shall ensure the Contractor/Constructor is aware of how to properly dispose of waste from the work area. The work area shall be left clean and free of refuse and debris at the end of each day. Scavenging of any material on site is not permitted.

Odours

The Contractor/Constructor understands that any disruption with regards to ventilation systems must be discussed with the owner prior to shut-down and the ventilation systems must be returned to service as quickly as possible. At no time will the Contractor/Constructor leave the work site without all ventilation systems operational, unless approved by the COB Project Manager.

Contractor Equipment

Contractors/Constructors must ensure all equipment is in safe working condition, properly maintained and certified if required by regulations. Only those who have been properly trained and skilled in the operation of this equipment shall operate the equipment on City of Brantford work sites (Training records or certifications must be

provided where appropriate). Contractors are expected to follow manufacturer's operating instructions for all the equipment and tools brought on site.

General Disruption

The Contractor/Constructor shall meet with the COB Project Manager, Corporate/Department Health and Safety Specialists and other staff as deemed appropriate to discuss how work will be planned in order to minimize disruptions to the operation and to minimize any environmental impacts. The Contractor/Constructor shall coordinate work and cooperate fully with other contractors and City of Brantford staff so as not to disrupt day to day operations or work being performed by city staff. Any conflicts shall be taken to the Constructor or his Representative.

Contractors/Constructors shall be assigned a work area by the COB Project Manager and are expected within the boundaries of their assigned work areas.

Electrical and Hazardous Energy Sources

All electrical equipment and installations must be in conformance with electrical safety standards. Extension cords shall not be overloaded and shall only be used for the purpose of providing temporary power to portable electric tools and lights. Ground fault circuit interrupters shall be used when using any electrical equipment outdoors or in wet environments. Contractors/Constructors must ensure their employees use the required personal protective equipment required when working with electrical equipment.

Lockout/Tag Out

Hazardous sources of energy must be isolated to ensure the safety of the worker. Contractors are expected to follow lockout/tag out protocols that meet or exceed those of the City of Brantford.

Confined Space Entry

The City of Brantford has numerous confined spaces. Contractors/Constructors are not permitted to enter any confined space without authorization from the COB Project Manager. Confined Spaces shall be entered only after all City of Brantford confined space entry protocols and legislative requirements are met. A confined space assessment, entry plan, entry permit and rescue plan are required for contractors performing work in confined spaces. Contractors/Constructors shall ensure employees who are authorized to enter confined spaces are properly trained and competent to do so, following all legislated requirements. Training records shall be provided by the contractor for the individuals they authorize to enter confined spaces. If more than one contractor is engaged in work in or about the same confined space, a coordination document shall be completed by the Constructor. **Confined spaces shall be entered by contractors only with authorization from the COB Project Manager in consultation with the site management.**

Hot Work

The COB Project Manager must be notified if the contractor is required to perform hot work activities. The Contractor/Constructor shall ensure that measures are in place to prevent fire or injury to workers in and around the work area, and a hot work permit must be completed prior to the start of work.

Working at Heights

- a. **Ladders:** Contractors/Constructors must ensure that ladders are in safe condition and they are used appropriately, in a safe manner according to industry standards and regulations. Metal ladders shall not be used in connection with electrical work or near energized electrical conductors or installations.
- b. **Scaffolding:** All scaffolding shall be erected and dismantled by competent workers, under the supervision of knowledgeable and experienced workers. It shall be securely fastened with all braces, pins, screw jacks, base plates and other fittings installed as required by the manufacturer. Scaffolds over 15 meters in height must be designed and approved by a professional engineer and constructed in accordance with the design.
- c. **Guardrails:** Guardrails shall consist of a top rail, mid-rail and a toe board. Guardrails must be provided around work platforms on scaffolds, floor openings, ramps, and open areas where a worker can fall from one level to another. When guardrails or opening covers are temporarily removed, workers in the area must be protected by a full body harness connected to a fall-arrest system, with the belt and lanyard tied off to a secure anchor. Barricades, guardrails and floor opening covers must be replaced in a proper manner, immediately after the work is completed.
- d. **Roof Tops and Heights 3 Meters or Higher:** Work on roof tops and other heights must be performed in a manner that ensures the worker is not exposed to a fall. Appropriate travel restraint, guardrails or other acceptable fall protection measures shall be employed. The City of Brantford Working at Heights Standard specifies that **NO** work shall be carried out within 3 meters of a roof edge unless a fall protection system is in place.

Excavation, Trenching and Shoring

Excavation work that requires a worker to enter a trench, pit or other sub-grade area where there is a potential for collapse, the work area shall be sloped, stepped, shored or secured with a trench box to protect the safety of the worker.

Lifting Devices (Cranes, Hoists, Rigging, Mobile Lift Equipment)

Lifting devices shall only be operated by competent workers (training records must be provided) and must be done in accordance with applicable regulations and standards. Warning barriers and spotters shall be used to protect the safety of workers and other persons who may enter in or around the work area. All lifting devices and related equipment brought on site shall be in safe working order, including all required

inspections, certifications and maintenance. (Certification records shall be provided to the City of Brantford)

Additional Safety Items

- Birds, rodents, and insects pose a nuisance and possible health and safety hazard due to their presence at the work site. Wildlife is to be respected and undisturbed during your time on site. Report any hazards associated with wildlife you may encounter to the City of Brantford, COB Project Manager.
- Contractors/Constructors are required to provide required first aid supplies and qualified first aid providers, unless an agreement is made with the City of Brantford for those services.
- In the event of a fire, the contractor shall leave the building or work area by the closest available exit and report to the muster location and check in with their on-site contact. If the fire started in the area of their work, the contractor shall notify City of Brantford staff of the problem immediately.
- The Contractor/Constructor is responsible for the protection of persons and property during the performance of the work. All precautions shall be taken to prevent persons from entering unguarded or dangerous areas. Adequate signage, barriers, fences, etc., shall be erected depending on the nature of the work and related hazards. Signage shall include the name and contact information of the responsible person.

Note: The contractor/Constructor may use their own work permit systems with approval by the City of Brantford if it meets or exceeds the city's requirements. Contact the COB Project Manager for further information or clarification on hazardous work permit requirements.

Construction Projects

If the scope of work meets the criteria to be classified as a construction project (*OHSA* Section 6), the City of Brantford and the Contractor must determine who will have charge over the construction project. This relationship must be established prior to job start –up. All provisions of *the Occupational Health & Safety Act* concerning construction projects and the duties of the constructor or owner must be met. In the case of construction projects, additional information and forms will be discussed at pre-start up meetings by the COB Project Manager or other City of Brantford Management Representative.