

Appendix 7 – Contractor/Constructor Safety Information

The City of Guelph 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 Guelph. As part of the health and safety policy, the City of Guelph (COG) has developed this Contractor/Constructor Safety Information package for Contractors/Constructors to review and share with their staff to inform them of the COG health and safety requirements. Should you have any questions or concerns, please contact the assigned COG Project Manager.

Insurance Requirements

Comprehensive General Liability - **\$5,000,000 minimum as defined in Appendix 4**

- The Contractor shall supply proof of required comprehensive general liability insurance in an amount of not less than \$5,000,000 and shall maintain such insurance for the duration of the work. The City of Guelph must also be added as an additional insured and an insurance certificate shall be supplied to the City of Guelph.
- Where a contractor or consultant is providing professional services and providing hands on training or working in an active operational area, errors, and omissions insurance in the amount of no less than \$2,000,000 will also be required.

The requirements for insurance and indemnity as outlined in this document apply unless contradictory terms are contained in the Request for Tenders or Request for Proposal documents issued by the City.

Workplace Safety & Insurance Board (WSIB)

A current WSIB Clearance Certificate must be provided and maintained on site for the duration of work. The certificate of clearance shall be kept current (expires every 90 days), for the duration of the contract or project. A WSIB Injury Summary Report shall be provided prior to the start of the project.

Independent Operators (IO) without WSIB coverage must complete and sign the appropriate industry specific questionnaire and submit it to the WSIB. A copy of the letter from WSIB confirming Independent Operator without Coverage must be provided prior to the commencement of any work. See link below:

<https://www.wsib.ca/en/independent-operators>

Indemnification

The Contractor/Constructor shall indemnify and hold harmless the municipality, its officers and employees from and against any and all liabilities, damages, costs, claims, suits or actions by third parties directly or indirectly arising out of the contract or project attributable to bodily injury, sickness, disease, death, damage to or destruction of tangible property caused by any acts or omissions of the Contractor/Constructor, its officers, agents, servants, employees, customers, invitees or licensees, occurring in or on the premises or any part thereof.

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)
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- 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 OHS Act 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 Guelph 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 Guelph.
 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 8:00am to 4:00pm.
 4. The COG 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 intoxicating substances are permitted at any of the City of Guelph 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 COG 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 Guelph 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.
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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 Guelph building, including vehicles and enclosed spaces.

General Standards

1. The Contractor/Constructor shall notify the COG Project Manager in writing of any hazardous materials required for the work and provide copies of the safety data sheets to the COG Project Manager.
2. Written approval by the COG 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 Guelph:
 - Compliance with the City of Guelph's Health and Safety Policy and Program.
 - Meet or exceed all City of Guelph'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 Guelph 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 COG Project Manager. Safety data sheets must be submitted and reviewed by City of Guelph, 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 Guelph sites. Contact the City of Guelph Project Manager before performing any work that may involve disturbing building materials. See Form 1

Use of City of Guelph Equipment

Use of any of City of Guelph equipment is **not permitted**. Contractors/Constructors shall supply their own equipment including, but not limited to, locks for lockout procedures, ladders, elevating devices 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 COG 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 Constructor 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 COG 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 Guelph 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 COG 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 Guelph 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 COG 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 Guelph.

Confined Space Entry

The City of Guelph has numerous confined spaces. Contractors/Constructors are not permitted to enter any confined space without authorization from the COG Project Manager. Confined Spaces shall be entered only after all City of Guelph 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 COG Project Manager in consultation with the site management.**

Hot Work

The COG 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 Guelph Working at Heights Policy 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 Guelph)

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 Guelph, COG 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 Guelph 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 Guelph 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 Guelph if it meets or exceeds the city's requirements. Contact the COG 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 (OHS Act Section 6), the City of Guelph 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 COG Project Manager or other City of Guelph Management Representative.

Attached Forms

- Form 1 – Hazardous Materials Acknowledgement
- Form 2 – Contractor Health & Safety Clearance Assessment Form
- Form 3 – Contractor Agreement & Understanding
- Form 4 – MOL Form 1000

Please Note:

- *Forms 2 and 3 must be completed and submitted with the Contractors proposal to complete the work.**
 - *Form 1 and 4 shall be completed, signed and submitted prior to beginning work. Please keep a photocopy of these forms for your records.**
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