



DOUGLAS COLLEGE

Contractor Safety Program Information for Contractors

(For all Douglas College Contractors)

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Introduction

Health and safety is a value at the Douglas College. Douglas College is committed to conducting all activities in a manner that will protect the well-being of all employees, students, visitors and contractors. Douglas College requires that health and safety standards be met by every contractor performing work at Douglas College. *The Contractor Safety Program – Information for Douglas College Contractors* document is provided to make contractors aware of Douglas College's health and safety standards and to assist them in maintaining these standards.

The *Information for Contractors* document outlines general health and safety requirements for all contractors working at Douglas College. It is the responsibility of the contractor to ensure that applicable codes, regulations, guidelines, policies and programs are adhered to and that specific programs, policies and safe work practices are developed and implemented in order to ensure that health and safety hazards will be identified and controlled. The contractor is responsible for orientation, training, and monitoring of its workers and contractors.

All contractors, including those contractors who regularly perform work at Douglas College campuses, must sign off on the *Contractor Safety Program*, complete the *Pre-Job Safety Checklist* and address any health & safety issues prior to the start of a new project. Contractors who provide ongoing services to Douglas College must sign off on the *Contractor Safety Program*, complete the *Pre-Job Safety Checklist* and discuss any special health & safety precautions at least once per year.

A copy of the *Information for Contractors* must be kept on-site during the project and must be accessible to all workers. The completed and signed *Pre-Job Checklist* and *Instructions for Summoning Emergency Services at Douglas College* must be posted at the contractor's job site.

The requirements set out in this program are intended to support and/or supplement the WorkSafeBC Occupational Health & Safety Regulations. The requirements of this program are not comprehensive of required occupational health & safety practice; the requirements are general and all contractors must be familiar with, and adhere to, all applicable WorkSafeBC Occupational Health & Safety Regulations.

General Safety Information

Personal Safety and Theft

Thousands of people are on our campuses daily. Most of them are students, employees and visitors with a positive and legitimate purpose to their activities. Our campuses, however, are public buildings. Although Security officers remain vigilant, undesirable individuals do access the campuses and theft and/or vandalism does occasionally occur.

It is important to trust your instinct if something doesn't seem right, it probably isn't. Remain aware of your surroundings at all times and, if someone causes you concern for your safety, and/or is behaving suspiciously, notify Security immediately (if you are at the New Westminster, Anvil or Coquitlam campuses (see key contacts). If you are at one of The Training Group Sites, call 911).

For more information see the DC brochure titled *"Douglas College is a Respectful Community: Afraid? Intimidated? Concerned? Not Sure What to Do?"* located as a PDF on the DC Health and Safety Website

(see below).

Tips for Personal Safety

- If you have reason to believe that a stranger is on the premise for illegitimate reasons or that your safety is at risk – on campus call Security or at The Training Group Sites, 911.
- Never leave purses/ wallets unsecured and don't leave your wallet in your coat.
- Keep money secure and don't carry large sums of cash to work.
- Keep your valuables secure at all times.
- Do not leave your keys lying about.
- Keep potential weapons of opportunity out of reach.
- Arrange your work area so you are aware of what's happening around you.
- If you are a victim of violence or you observe violence in progress on campus - immediately call Security/911 (depending on your location).
- If you observe concerning behaviour(s): Contact Security immediately if you are at either the New Westminster or Coquitlam campuses (see key contacts) and at one of The Training Group Sites, call 911.

Lockdown Procedures

A lockdown of campus buildings is an emergency procedure to secure and protect you in an immediate threat such as a violent intruder.

The lockdown procedure is used when it may be more dangerous to evacuate the building than to remain inside. By controlling entrances and exits, emergency personnel are better able to resolve a threat.

A lockdown alert may be issued through our public alert system, DC Alerts (text, email, voice messaging), campus security, floor wardens or a campus administrator.

When You Receive A Lockdown Alert:

Get to a secure area

- Stay in or quickly go to the nearest office, room, field base, classroom or lab.
- Quickly warn others nearby.
- Do not hide in or use washrooms.
- Do not assemble in large open areas (e.g. cafeterias)
- Immediately lock and barricade all doors with furniture or heavy objects.
- Close and lock windows.
- Close blinds/cover windows.

- Turn off all lights and audio equipment.
- Move away from doors and windows. Stay low to make yourself less visible.
- Turn your cell phone to silent mode. Do not make non-essential calls.
- If you send text messages, do not communicate misinformation.
- Stay quiet and try to remain calm.

Stay in your place of shelter

- Do not leave your place of shelter or open your door until you have been advised it is safe to do so by police, emergency response personnel, campus security or campus administrators.
- If the fire alarm sounds, do not leave unless advised to do so by police, emergency response personnel, campus security or administrators or unless you detect fire.

Sheltering in an Open Area

- If you are in an open area and cannot exit, put an obstacle or barrier in front of yourself for concealment and protection. Use desks, tables, chairs, bookcases or other furniture or equipment. Stay as low as possible behind the barrier.
- If the violent intruder is causing harm or injury to others nearby and you cannot run or hide, you may choose to play dead, lying as still as possible.
- If you are exposed to the violent intruder and certain you are about to be harmed, you may choose to use force to attempt to overpower and disarm the intruder. This is extremely dangerous and should only be done as a last resort.

Police Response and Termination of Lockdown

- When the police arrive, their priority is to arrest the intruder as quickly as possible. When the intruder is arrested, police will coordinate with administration and campus security to terminate the lockdown.
- Cooperate with instructions given by emergency response personnel and college authorities upon the termination of a lockdown.

Information Updates after a Lockdown

- When able to do so, the college administration will communicate with College community members.
- Information will be broadcast through DC Alerts (text/SMS, voice message, e-mail), posted on the College website, email and press releases.
- Information will be available on the College Info Line: 1 877 679 0823.

Scent Awareness

Exposure to perfumes and other scented products can trigger serious health reactions in individuals with asthma, allergies, migraines or chemical sensitivities. Some symptoms may include - headache, sore throat, runny nose, sinus congestion, wheezing, shortness of breath, dizziness, anxiety, anger, nausea,

fatigue, mental confusion and an inability to concentrate.

Douglas College asks all College Community members to create a scent-reduced environment by reducing or eliminating personal scent use.

Contractor Responsibilities

General

Contractors/Prime Contractors, while on any Douglas College property, are responsible for the following:

- Maintain a Health and Safety Program and procedures required to comply with WorkSafeBC Regulations, Douglas College procedures, and applicable Codes
- Read, and adhere to the Douglas College *Information for Contractors* package
- Cooperate with Douglas College in all matters related to health and safety
- Ensure all contractors are informed of and adhere to the Douglas College Information for Contractors package
- Participate in the Douglas College Safety Orientation and complete any required forms prior to commencement of work
- Submit all required documentation to the relevant Douglas College Contractor Liaison
- Ensure that all employees/contractors are trained and oriented to their work environment and tasks so that they are able to perform their work in a manner that protects their safety and the safety of others
- Provide, when requested, documented proof of employee/contractor training and other safety-related records before starting work at Douglas College
- Inspect work areas on a regular basis and correcting any identified hazards or non-compliant conditions
- Investigate all accidents, injuries or near misses and provide a copy of the investigation to the Douglas College Contractor Liaison who will forward to Douglas College OHS
- Report all inspections by WorkSafeBC or any other regulatory agency while working at Douglas College to your Douglas College Contractor Liaison
- Provide copies of inspection reports and/or written orders to your Douglas College Contractor Liaison

Safety Orientation

Your Douglas College Contractor Liaison will request and facilitate a Safety Orientation. The Douglas College Contractor Liaison will discuss the Douglas College *Contractor Safety Program* and how it relates

to the specific project that you will be working on. The Safety Orientation will include, but is not limited to, discussion of the following:

- Potential Impacts on the Douglas College Community
 - Emergency procedures
 - Accident/Incident reporting
 - Notification of hazardous products and/or work
 - Health and safety hazards and/or procedures that are specific to the project
 - Working alone or in isolation
 - Contractor's responsibility in regards to contractors
 - Requirements to Provide First Aid Services
 - Required forms and the process of form verifications with Douglas College SSRM
 - Inspections and permits
- It is recommended that the orientation includes completion of the *Pre-Job Safety Checklist* and the *Contractor Sign-Off*
 - A completed *Pre-Job Safety Checklist* and *Instructions for Summoning Emergency Services at Douglas College* must be available at the Douglas College job site for the duration of the project
 - Contractors providing ongoing services that are similar in nature (in relation to the work and the related hazards) are referred to as Annual Contractors and need only submit the *Contractor Sign Off Form* once annually

Safety Meetings

Contractors shall conduct regular safety meetings with their employees and/or contractors. Upon request, minutes of these meetings shall be forwarded to Douglas College Contractor Liaison.

Inspections

The Contractor is responsible for conducting daily inspections of the work area to keep the job site clean and free from unsafe conditions. Upon request, records of the inspection shall be forwarded to Douglas College Contractor Liaison.

Facilities Management and/or SSRM may conduct periodic inspections of the worksite. Where required, a contractor may be asked to make improvements to the worksite and/or work practices. Such improvements shall be carried out without delay.

Documentation

The Contractor must ensure that any safe work procedures and other written materials listed in this document are available and that they will be provided to Douglas College upon request.

Examples of information that may be requested:

- Records of orientation and training
- Safety Committee minutes
- Supervisor training records
- Safe Work Procedures
- Injury statistics
- Tool Box Safety Meetings
- Frequency and Severity Rates and/or similar data
- Notice of Project (NOP): Mandatory when required
- Inspection reports
- WorkSafeBC Inspection & Compliance reports
- Accident & incident investigation reports
- Monitoring data & worker exposure records

Housekeeping

The Contractor shall ensure that the site is properly maintained at all times. This includes:

- Keeping walkways clear
- Maintaining a clear and safe path around the zone where work is completed so there is no incidental/unsafe contact with a member of the College Community
- Cleaning up any dust or debris that travels or is tracked away from job site (e.g. drywall dust)
- Properly storing materials (to avoid slipping and tripping hazards) and waste (arrange locations with Douglas College Project Liaison)
- Properly dispose of waste and trash. DO NOT put waste in Douglas College containers.

If Douglas College is required to clean any contractor sites, the Contractor will incur the cost.

Environmental Regulations

Contractors will comply with all applicable environmental legislated requirements and report any activities/releases with potential environmental impacts to their Douglas College Contractor Liaison.

Accident & Injury Investigations

The Contractor will investigate all accidents and incidents occurring on Douglas College property as required by WorkSafeBC Regulations or upon request by the Contractor Liaison. Your Douglas College Contractor Liaison must be informed of any reportable injury/incident as described by WorkSafeBC.

Anytime a contractor is inspected by a WorkSafeBC officer or any other regulatory agency while working at Douglas College it must be immediately reported to the Douglas College Contractor Liaison. Copies of inspection reports and/or written orders shall also be forwarded to the Douglas College Contractor

Liaison who will immediately advise the Director of Safety, Security and Emergency Management.

First Aid, Emergency Procedures and Evacuation Plan

The Contractor will:

- Instruct their workers and contractors on all site-specific information such as emergency first aid procedures, evacuation plans and the locations of emergency exits
- Post a list of phone numbers for support services at an accessible location
- Make workers aware of the communication system (i.e. internal and external alarms, fire bells)
- Provide first aid attendant(s) and facilities as required by WorkSafeBC regulations
- Follow Douglas College's procedures for summoning emergency services and shall post the site-specific Summoning Emergency Services form at their worksite
- Ensure there is an evacuation plan specific to the site

Special Considerations/Forms

The following is a list of special considerations, forms and work plans that need to be addressed before contractors work on Douglas College property. All forms and work plans are submitted to the Douglas College Contractor Liaison.

Contractor Sign-Off

The contractor, upon reviewing the Contractor Safety Information Package, must sign and submit this form. Contractors providing ongoing services to Douglas College need only submit the Contractor Sign-off Form once annually.

Pre-Job Safety Checklist

This checklist must be completed and submitted to the Douglas College Contractor Liaison prior to commencing work at Douglas College. A separate Pre-Job Safety Checklist form must be completed for each distinct project performed by the contractor. Contractors performing the identical project repeatedly need only complete one Pre-Job Safety Checklist Form, annually.

Emergency Services Posting

Each campus has specific procedures for summoning emergency services.

- The Douglas College Contractor Liaison must review the procedures with the contractor.
- The contractor must review the Summoning Emergency Services form with all employees and contractors.
- The Summoning Emergency Services form must be displayed at the work site for the duration

Work in the Boiler/Chiller Rooms (New Westminster)

There are specific hazards in the boiler and chiller rooms. If you are working in either of these rooms, please keep the following in mind:

Boiler Room

- The New Westminster boilers are fed by natural gas. This substance has a noticeable odour of rotten eggs. If this smell is noted, evacuate the area, close all doors and immediately and notify 911 and then campus security using the *Summoning Emergency Services form*.
- To avoid inadvertent damage of the boilers or any of its parts, a safe zone must be marked around each boiler and any exposed boiler parts.
- Any safety procedures specific to work in the boiler room should be discussed at the start of the project and at the start of each shift for any new workers to the project.

Chiller Room

- The New Westminster Chillers contain *Tetrafluoroethane (R134A)*. This substance is non-toxic but displaces oxygen and is heavier than air; meaning it will collect in low areas when released. This substance is also contained under pressure and direct exposure can cause severe cold burns and possible respiratory issues.
- The Chiller room has a refrigerant gas alarm at the entrance to the chiller room. In the event of a leak, the alarm will release an audible and visual alert. If this occurs, evacuate the chiller room, close the door and immediately and notify 911 and then campus security using the *Summoning Emergency Services form*.
- To avoid inadvertent damage of the chillers or any of its parts, a safe zone must be marked around each chiller and any exposed boiler parts.
- Any safety procedures specific to work in the chiller room should be discussed at the start of the project and at the start of each shift for any new workers to the project.

Fire/Life Safety Systems

If a project will impact or otherwise require the shutdown of fire/life safety systems:

- The contractor must submit the Fire/Life Safety Systems form, work procedures and an operations plan to their Douglas College Contractor Liaison (see guidance document for more information).
- The form must be received by the Douglas College Facilities Services a minimum of five working days in advance of the planned impacts.

Asbestos, Lead, Silica and other WorkSafeBC BC Designated Substances

If the project will impact any known carcinogens, reproductive toxins or human sensitizers:

- The Douglas College Contractor Liaison is responsible for ensuring that contractors are aware of asbestos/lead hazards, if they exist, prior to work beginning.
- Contractors are responsible to review the construction site prior to the commencement of work in order to ensure that they are familiar with the locations of identified designated substances.
- All of the precautions and procedures for work around designated substances need to be adhered to as outlined in the WorkSafeBC Regulation.
- The contractor must submit written work procedures to the Douglas College Contractor Liaison for review a minimum of five working days in advance (see guidance document for more information on required ACM documentation).
- Any moderate or high-risk activity must have environmental consultant oversight.
- If the contractor is suspicious that there is any unidentified ACM in the work area at any time during a work project they must stop work immediately until a risk assessment has been performed.

Confined Space Entry

If confined space entry is required:

- The contractor must submit the Confined Space Entry Request form, a risk assessment of the space and entry procedures.
- The Douglas College Contractor Liaison must provide the documentation to Douglas College OHS a minimum of five working days prior to the anticipated entry date.
- The Douglas College Confined Space Program Administrator will verify the documentation prior to the entry being permitted.
- All procedures must adhere to the Douglas College Safety Manual - Confined Space Program (Part 3; Section 12), and WorkSafeBC Regulations Part 9.

Roof Access

If roof access is required:

- The *Roof Access form* must be submitted to the Douglas College Contractor Liaison for review and approval a minimum of three working days prior to the anticipated access date.
- If work will be performed within the safety zone (2 meters from the edge) a fall protection plan must be submitted with the *Roof Access form* for verification (see 3.9)

- For roof access, the scope of work must be reviewed by the Contractor Liaison prior to submitting to the Douglas College SSRM Email (Safety@DouglasCollege.ca). The Liaison will ensure that any potential impacts on occupants and other Douglas College community members are indicated on the request form as well as the control measures being used to mitigate impacts. Specific considerations should include:
 - Proximity to Chemical Fume Hood exhausts
 - Use of chemicals and the potential for entrainment into building HVAC systems
 - Proximity to RF transmitters
 - Workaround solar panels and other rooftop assets

Fall Protection

If the project will involve work from which a fall of 3m (10Ft) may occur, or where a fall from less than 3m involves risk of injury greater than the risk of impact on a flat surface:

- The contractor must develop a project-specific Fall Protection Plan
- The plan must meet the requirements of WorkSafeBC Regulations Part 11
- Submit the Fall Protection Plan to your Douglas College Contractor Liaison for verification at least five working days in advance
- Anchors on Douglas College property are neither inspected nor certified
- Selecting a method of fall protection:
 - The contractor must ensure that guardrails (as per Part 4) are used when practicable.
 - If a guardrail is not practicable, the contractor must ensure that another fall restraint system is used.
 - If a fall restraint system is not practicable, the contractor must ensure that a fall arrest system is used.
 - If the use of a fall arrest system is not practicable or will result in a hazard greater than if the system was not used, the contractor must ensure that work procedures are followed that are acceptable to the WorkSafeBC BC and minimize the risk of injury to a worker from a fall.
 - A control zone with or without a safety monitor may be used as the means of fall protection where it is not practicable to use a method of fall restraint or fall arrest or where the use of a fall arrest system will result in greater hazards.

The plan at a minimum must specify:

- The fall hazards expected in each work area
- The fall protection system or systems to be used in each area

- The procedures to assemble, maintain, inspect, use, and disassemble the fall protection system
- The procedures for the rescue of a worker who has fallen and is suspended by a personal fall protection system or safety net, but is unable to self-rescue

Work from Elevated Platforms

If the project will involve working on raised and or moveable work platforms:

- All structures and equipment must be used and installed in accordance with WorkSafeBC Regulations Part 13.
- If the project will involve work from which a fall of 3m (10Ft) may occur, or where a fall from less than 3m involves risk of injury greater than the risk of impact on a flat surface, The contractor must develop a project-specific Fall Protection Plan (See 3.9) for submission to the Douglas College Contractor Liaison for verification a minimum of five working days in advance (see roof access form for guidance).

Lockout/Tagout Procedures

If the project will require the lockout or de-energization of any equipment or process:

- The contractor must develop and submit specific lockout/tagout procedures to the Contractor Liaison a minimum of five days prior to the anticipated start date
- The procedures must meet the requirements of WorkSafeBC Regulations Part 10
- The procedures will be verified by the Douglas College Electrical Foreman or Douglas College Maintenance Manager and Douglas College OHS
- Where the work of a contractor and Douglas College personnel overlap and lockout is required, a pre-job meeting must be held with the contractor, the Douglas College Contractor Liaison, and any involved Douglas College personnel. Douglas College personnel will be the last to remove their locks.

Work on High Voltage Equipment

If the project includes any work on high voltage equipment or within a high voltage vault:

- The Contractor must submit the High Voltage Vault Form with work procedures to the Douglas College Contractor Liaison a minimum of five days in advance of the anticipated start date for verification by the Douglas College Electrical Foreman and Douglas College Maintenance Manager.
- All Procedures must be in accordance with WorkSafeBC Regulations Part 10 and 19.
- Only qualified Electricians will be allowed to work on high voltage systems on Douglas College properties.

- Access into HV Vaults must be coordinated with the Douglas College Facilities Electrical Foreman

Notice of Project (NOP)

- Notice of Project must be submitted to WorkSafeBC as indicated in Regulations Part 20
- The contractor must provide copies of NOPs to their Douglas College Contractor Liaison

WHMIS Inventory & Spills

The contractor must account for all controlled products brought on site:

- The contractor must maintain and submit an inventory of all controlled products to the Douglas College Contractor Liaison
- Any anticipated impacts from the use of controlled products must be assessed and controlled
- The contractor must have copies of all SDS on site

The contractor is responsible for the clean-up of any spills of hazardous substances and must be prepared and equipped to respond to any spills they are responsible for. Report accidental discharges of hazardous substances into drains, and other watercourses and the air to Facilities Services.

Scanning Equipment

If the project includes the use of any equipment using x-rays, sonar or another type of penetrating radiation:

- The contractor must submit written work procedures to the Douglas College Contractor Liaison for verification a minimum of 5 working days in advance
- Work procedures must include equipment information; manufacturer, model, calibration records, maintenance records.

Utilities Shutdown

If the project will require the shutdown of any utility systems:

- The contractor must submit the Utilities Shutdown form to the Douglas College Contractor Liaison for verification by Douglas College Facilities Maintenance at least five working days in advance of the anticipated work start.
- Approved forms by Douglas College Maintenance Manager or Electrical Foreman must be submitted to Contractor Liaison three working days in advance (no verification required)

Impacts and Interruptions to Normal Institute Operations

All contractor work activities need to be assessed for and Impacts and Interruptions of Normal Institute Operations. If any impacts or interruptions will occur:

- The Contractor Liaison will liaise with institute stakeholders for the purpose of scheduling

work to minimize impacts.

- The Contractor Liaison will communicate all safety-related hazards and disturbances to the stakeholders and will ensure that all reasonable efforts are made to control these hazards/disturbances.

Unsafe Work

If contractors are observed performing work that is unsafe or does not abide by the Douglas College Safety Procedures and the WorkSafeBC OHS Regulations:

- The Douglas College Contractor Liaison will investigate the complaint to ensure that the issue is remedied and report back to Facilities Services and SSRM.

If work is deemed immediately dangerous to life and health:

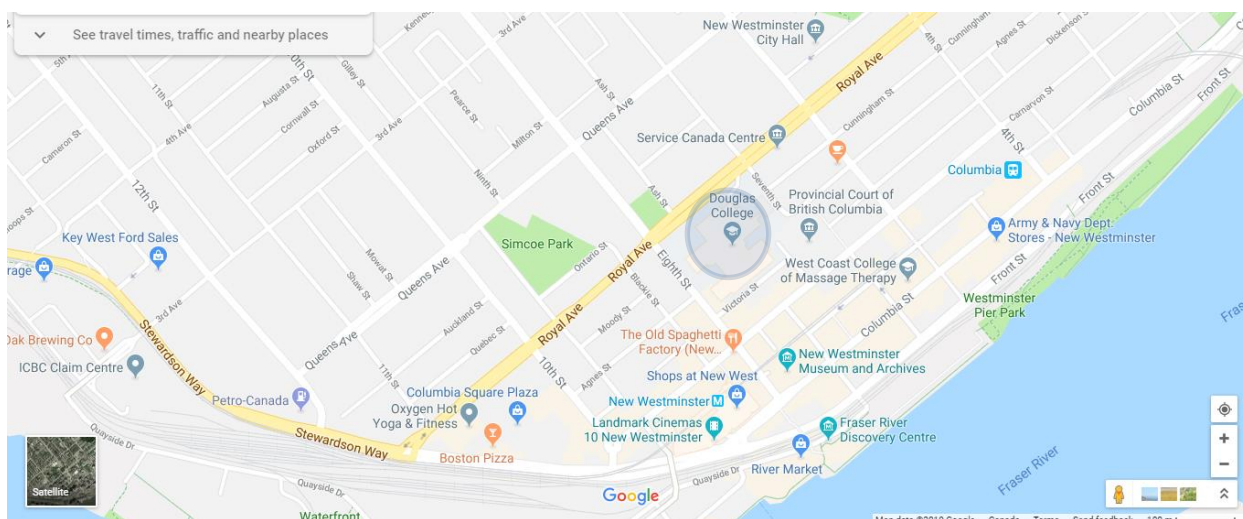
- Facilities Services or SSRM will call for an immediate work stoppage.
- The Contractor, the Douglas College Contractor Liaison, the Facilities Manager and a member of SSRM will perform an immediate investigation
- Work will not recommence until the observed deficiencies have been corrected.
- The contractor is responsible for submitting reports from such incidence to Douglas College and WorkSafeBC. All documentation will be submitted to the Director of SSRM for review.

Appendices

Appendix A1 – Summoning Emergency Services at New West. CAMPUS

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: 700 Royal Avenue, New Westminster



2. Instruct the person contacting the emergency services to:
 - a) Provide a description of the incident
 - b) Provide a description of the injuries
 - c) Report back that emergency services have been called
3. Designate an individual to contact Douglas College Security to meet and escort emergency services from the entrance at 7th Street and Agnes Avenue.

Security/First Aid Number: 604 527 5405

Emergency Security: 2400 (on a College landline)

Evacuation:

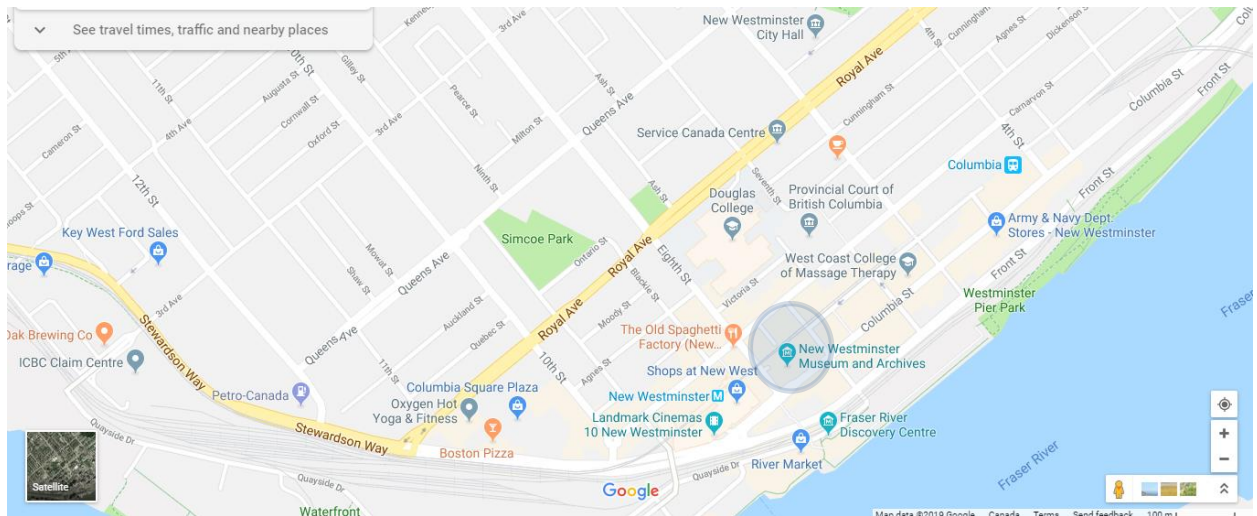
Evacuate the building upon ringing of the fire bell. Even if the alarm stops after a short while, evacuation must continue until emergency response personnel give an all-clear signal.

- Leave calmly by the routes designated on the emergency procedures signs, closing doors behind you.
- Use the stairs.
- Assemble in groups at street level, in designated assembly areas, away from buildings/danger of shattering glass.
- Follow the floor warden(s) (orange vests) directions.
- Report missing persons to security or your floor warden.
- Re-enter the building once the evacuation is completed and alarm systems are re-set as indicated by floor warden and security.

Appendix A2 – Summoning Emergency Services at ANVIL CENTRE

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: 777 Columbia Street, New Westminster



2. Instruct the person contacting the emergency services to:
 - a) Provide a description of the incident
 - b) Provide a description of the injuries
 - c) Report back that emergency services have been called
3. Designate an individual to contact Douglas College Security to meet and escort emergency services from the main entrance.

Security/First Aid Number: 604.777.6666

Emergency Security: 2400 (on a College landline)

Evacuation:

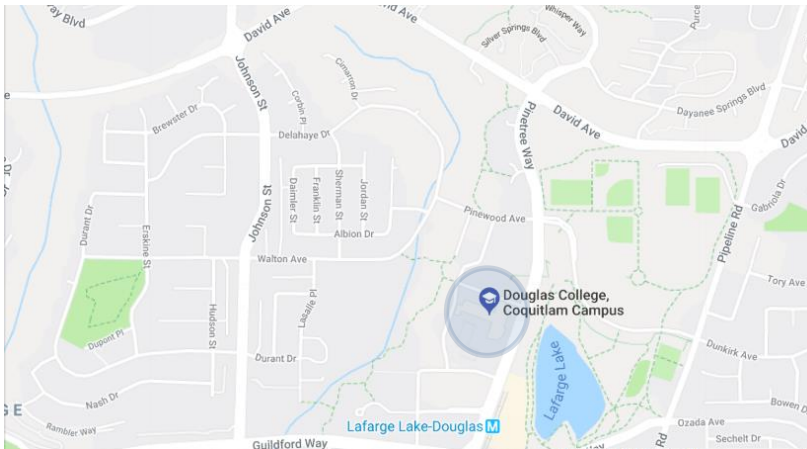
Evacuate the building upon ringing of the fire bell. Even if the alarm stops after a short while, evacuation must continue until emergency response personnel give an all-clear signal.

- Leave calmly by the routes designated on the emergency procedures signs, closing doors behind you.
- Use the stairs.
- Assemble in groups at street level, in designated assembly areas, away from buildings/danger of shattering glass.
- Follow the floor warden(s) (orange vests) directions.
- Report missing persons to security or your floor warden.
- Re-enter the building once the evacuation is completed and alarm systems are re-set as indicated by floor warden and security.

Appendix A3 – Summoning Emergency Services at Coquitlam Campus

Upon determination that emergency services are required, the person of authority at the scene shall:

1. Designate an individual to telephone for emergency services by dialing 911 stating:
 - a) What the problem is: i.e. fire, worker injury, and hazardous substance release
 - b) We are located at: 700 Royal Avenue, New Westminster



2. Instruct the person contacting the emergency services to:
 - a) Provide a description of the incident
 - b) Provide a description of the injuries
 - c) Report back that emergency services have been called
3. Designate an individual to contact Douglas College Security to meet and escort emergency services from the main entrance across from Pinetree Secondary School.

Security/First Aid Number: 604 777 6254 **Emergency Security:** 2400 (on a College landline)

Evacuation:

Evacuate the building upon ringing of the fire bell. Even if the alarm stops after a short while, evacuation must continue until emergency response personnel give an all-clear signal.


- Leave calmly by the routes designated on the emergency procedures signs, closing doors behind you.
- Use the stairs.
- Assemble in groups at street level, in designated assembly areas, away from buildings/danger of shattering glass.
- Follow the floor warden(s) (orange vests)
- Follow the floor warden(s) (orange vests) directions.
- Report missing persons to security or your floor warden.
- Re-enter the building once the evacuation is completed and alarm systems are re-set as indicated by floor warden and security.



- Report missing persons to security or your floor warden.
- Re-enter the building once the evacuation is completed and alarm systems are re-set as indicated by floor warden and security.




APPENDIX B – FIRE/LIFE SAFETY SHUTDOWN REQUEST FORM

Facilities Services/SSRM Contractor Safety Procedures		LIFE SAFETY SYSTEMS SHUTDOWN REQUEST		
ALLOW FIVE BUSINESS DAYS FOR VERIFICATION BY FACILITIES ALLOW THREE BUSINESS DAYS FOR VERIFICATION BY SSRM				
Project Information				
Project Name:		Start Date:		
Contractor Admin.:		Office:		
		Cell:		
Company Name:		Office:		
Site Supervisor:		Cell:		
NOTES: <ul style="list-style-type: none"> A MINIMUM of five (5) business days' notice is required to ensure the coordination of all parties involved. This form shall be initiated by the SUBCONTRACTOR or CONTRACTOR requesting the service shut down/impact This form shall be sent to the Contractor Liaison for scheduling with the appropriate trade foreperson (along with work procedures and operations plan) The contractor is not to assume that the shutdown will be scheduled on the date requested until notification from the Contractor Administrator. SSRM to review the required shut down information and notify the Contractor Liaison within 3 business days whether the Shut Down can be accommodated or an alternate day scheduled. 				
PLEASE CONTACT THE CONTRACTOR ADMIN. FOR ADDITIONAL INFORMATION				
Description of work to be performed by Contractor				
Type of Service:				
Building and/or Area Impacted:				
Date(s) Required:		Start Time:	End Time:	
Foreman on Site:		Cell:		
Impacts:	Fire Alarm <input type="checkbox"/> Detection <input type="checkbox"/> Suppression <input type="checkbox"/>	Area Impacted:	Signage Posted <input type="checkbox"/> Fire Watch – Security <input type="checkbox"/> Fire Watch – Contractor <input type="checkbox"/>	
Scope of Work – system components and area being effected (attach additional documentation as required):				
Contractor Signature:			Date:	
Contractor Admin. Signature:			Date:	
Facilities Services Review				
Manager, Facilities Services Signature:			Date:	
Notes:				
Douglas College SSRM Coordination				
Security Manager Signature:			Date:	
Notes:				
Work Complete - Forward a COPY to the Contractor Administrator at the end of Work				
System Tested	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Notes:	
Deficiencies	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
System Fully Operational	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Restore Date:				
Contractor Signature:			Date:	

Created on Date: May 2019


APPENDIX C – ROOF ACCESS REQUEST FORM

Facilities Services/SSRM Contractor Safety Procedures		ROOF ACCESS		
ALLOW THREE BUSINESS DAYS FOR REVIEW BY FACILITIES SERVICES				
Project Information				
Project Name:		Start Date:		
Contractor Liaison:		Office:		
		Cell:		
Company Name:		Office:		
Site Supervisor:		Cell:		
NOTES: <ul style="list-style-type: none"> This form shall be initiated by the SUBCONTRACTOR or CONTRACTOR requesting roof access This form shall be sent to the Contractor Administrator for review prior to being sent to SSRM All possible impacts to the Douglas College community need to be addressed and controls documented prior to access being permitted 				
PLEASE CONTACT THE CONTRACTOR LIAISON FOR ADDITIONAL INFORMATION				
Scope of Work				
Buildings to be Accessed:				
Will the project include any activities performed within 2 meters from the edge of the roof?				
If Yes, a written Fall Protection Plan must be submitted with this request form <input type="checkbox"/> Yes <input type="checkbox"/> No If No, ensure that all workers are aware of control zone safety requirements				
Does this work involve:				
<input type="checkbox"/> Yes <input type="checkbox"/> No Controlled Substances (sealant, caulking, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No Impacts or in proximity to HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No Impacts or in proximity to Fume Hood Exhaust Systems <input type="checkbox"/> Yes <input type="checkbox"/> No Anticipated Impacts to Occupants (noise, fume, etc)				
NOTE: If yes to any of these, provide additional information with respect to controlling these impacts				
Fall Protection Plan				
<ul style="list-style-type: none"> Please refer to WorkSafeBC Regulations/Guidelines Part 11 Anchors on Douglas College property are neither inspected nor certified. Anchor inspection and certification is the responsibility of the contractor Selecting a method of fall protection <ul style="list-style-type: none"> The contractor must ensure that guardrails (as per Part 4) are used when practicable. If a guardrail is not practicable, the contractor must ensure that another fall restraint system is used. If a fall restraint system is not practicable, the contractor must ensure that a fall arrest system is used. If the use of a fall arrest system is not practicable, or will result in a hazard greater than if the system was not used, the contractor must ensure that work procedures are followed that are acceptable to the Board and minimize the risk of injury to a worker from a fall. A control zone with or without a safety monitor may be used as the means of fall protection where it is not practicable to use a method of fall restraint or fall arrest or where the use of a fall arrest system will result in greater hazards. The plan at a minimum must specify: <ul style="list-style-type: none"> The fall hazards expected in each work area The fall protection system or systems to be used in each area The procedures to assemble, maintain, inspect, use, and disassemble the fall protection system The procedures for rescue of a worker who has fallen and is suspended by a personal fall protection system or safety net, but is unable to self-rescue 				
Requestors				
Contractor Signature:			Date:	
Contractor Liaison Signature:			Date:	

Please forward a completed copy to Safety@DouglasCollege.ca for record keeping.

Created on Date: May 2019


APPENDIX D – CONFINED SPACE ENTRY PERMIT REQUEST FORM

Facilities Services/SSRM Contractor Safety Procedures		CONFINED SPACE ENTRY REQUEST		
ALLOW FIVE BUSINESS DAYS FOR VERIFICATION BY DOUGLAS COLLEGE FACILITIES SERVICES				
Project Information				
Project Name:		Start Date:	End Date:	
Contractor Liaison:		Office:	Cell:	
Company Name:		Office:	Cell:	
Site Supervisor:		Cell:		
NOTES: <ul style="list-style-type: none"> This form shall be initiated by the SUBCONTRACTOR or CONTRACTOR requesting confined space entry This form shall be sent to the Contractor Liaison for review prior to being sent to Douglas College OHS (Safety@DouglasCollege.ca) for record keeping. Upon verification the Douglas College Facilities Services will provide written notice to the Contractor Administrator indicating that the Contractor can proceed with the requested entry. PLEASE CONTACT THE CONTRACTOR ADMIN. FOR ADDITIONAL INFORMATION				
Request Information				
Location of Entry Point:				
Description of Confined Space:				
Scope of Work:				
Date and Time of Entry:				
Name of Entry Supervisor:				
Name of Entrant(s):				
Name of Attendant(s):				
<p>The contractor requesting access must complete the assessment and procedures and submit to the Douglas College Administrator for review by Facilities Services.</p> <p>Hazard Assessment</p> <ul style="list-style-type: none"> Written document completed by a qualified individual, as indicated by WorkSafeBC Part 9 Must consider conditions which may exist prior to entry due to the confined space's design, location or use, or which may develop during work activity inside the space such as the potential for oxygen enrichment and deficiency, flammable gas, vapor or mist, combustible dust, other hazardous atmospheres, harmful substances requiring lockout and isolation, engulfment and entrapment, and other hazardous conditions. <p>Entry Procedures</p> <ul style="list-style-type: none"> Written document completed by a qualified individual, as indicated by WorkSafeBC Part 9 Must specify the means to eliminate or minimize all hazards indicated during the hazard assessment Include but not limited to: <ul style="list-style-type: none"> lockout and isolation procedures verification and testing, cleaning, purging, venting or inerting, ventilation, standby persons, rescue lifelines, harnesses and lifting equipment, personal protective equipment 				
Requestors				
Contractor Signature:			Date:	
Contractor Administrator Signature:			Date:	

Created on Date: May 2019



APPENDIX E – HIGH VOLTAGE VAULTS FORM

Facilities Services/SSRM Contractor Safety Procedures		HIGH VOLTAGE VAULTS ACCESS REQUEST				
ALLOW FIVE BUSINESS DAYS FOR VERIFICATION BY FACILITIES MAINTENANCE						
Project Information						
Project Name:			Start Date:			
Contractor Liaison:			Office: Cell:			
Company Name:			Office:			
Site Supervisor:			Cell:			
NOTES: <ul style="list-style-type: none">This form shall be initiated by the CONTRACTOR or SUBCONTRACTOR requesting the service shut down.All lockout procedures and work procedures are to be submitted with this formThis form and accompanying documentation shall be sent to the Contractor Liaison for review, prior to being sent to Douglas College Facilities ServicesAll access into HV Vaults must be coordinated through Douglas College Facilities ServicesPLEASE CONTACT THE CONTRACTOR LIAISON FOR ADDITIONAL INFORMATIONPlease forward a copy of the completed form to Safety@DouglasCollege.ca for record keeping.						
Description of work to be performed by Contractor						
DOES THIS WORK INCLUDE HIGH VOLTAGE SERVICE? YES <input type="checkbox"/> NO <input type="checkbox"/>						
Date(s) Required:						
Start Time:			End Time:			
Scope of Work:						
Contractor Signature:			Date:			
Contractor Admin. Signature:			Date:			
Facilities Services Review						
Manager, Facilities Services Signature:			Date:			
Notes:						
Work Complete - (for work that includes HV service) Forward a COPY to the Contractor Administrator at the end of Work						
System Tested <input type="checkbox"/>			Notes:			
Deficiencies		YES <input type="checkbox"/>				NO <input type="checkbox"/>
System Fully Operational		YES <input type="checkbox"/>				NO <input type="checkbox"/>
Restore Date:						
Contractor Signature:			Date:			


Created on Date: May 2019

APPENDIX F – UTILITIES SHUTDOWN FORM

Safety, Security & Risk Management Contractor Safety Procedures		UTILITIES SHUTDOWN REQUEST	
ALLOW FIVE BUSINESS DAYS FOR REVIEW BY FACILITIES FORM TO BE SUMMITTED TO SSEM UPON VERIFICATION BY FACILITIES (NO VERIFICATION REQUIRED)			
Project Information			
Project Name:		Start Date:	
Contractor Liaison:		Office: Cell:	
Company Name:		Office:	
Site Supervisor:		Cell:	
NOTES: <ul style="list-style-type: none"> This form shall be initiated by the SUBCONTRACTOR or CONTRACTOR requesting the service shut down. This form shall be sent to the Contractor Administrator for scheduling with the appropriate trade forepersons. Contractors are not to assume that the shutdown will be scheduled on the date requested until notification from the Contractor Administrator. Upon verification by Facilities, the Contractor Administrator will send notification of the work to SSRM (no verification required) PLEASE CONTACT THE CONTRACTOR ADMIN. FOR ADDITIONAL INFORMATION			
Description of work to be performed by Contractor			
Type of Service:		Date(s) Required:	
Start Time:		End Time:	
HVAC <input type="checkbox"/>	Power/Electrical <input type="checkbox"/>	Water <input type="checkbox"/>	Other <input type="checkbox"/>
Scope of Work:			
Contractor Signature:		Date:	
Facilities Verification			
Manager Facilities Services Signature:		Date:	
Notes:			
Work Complete - Forward a COPY to SSRM and the Contractor Administrator at the end of the Shutdown			
System Tested <input type="checkbox"/>		Verification Paperwork Date :	
Deficiencies	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Notes:
System Fully Operational	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Restore Date:			
Contractor Signature:		Date:	

Created on Date: May 2019

APPENDIX G – CONTRACTOR SIGN OFF FORM

Facilities Services/SSRM Contractor Safety Procedures	CONTRACTOR SIGN OFF	
<p>The Douglas College Contractor Safety Program addresses Occupational Health and Safety requirements for all contracted construction, maintenance and service projects. It applies to all employees of contractors, subcontractors, vendors, suppliers, consultants and all other involved in work on Douglas College owned or leased properties.</p> <p>During the performance of any contracted work the Workers' Compensation Act, WorkSafeBC OHS Regulations and Douglas College Safety Program requirements must be strictly observed with no exceptions. Any contractor, subcontractor, vendor, supplier, or consultant not complying with this program will be required to cease work until compliance is achieved. Any contractor, subcontractor, vendor, supplier, consultant found to be in non-compliance with this program may be subject to dismissal. Any costs incurred due to non-compliance will be borne by the contractor, subcontractor, vendor, supplier, or consultant.</p> <p>Contractors, subcontractors, vendors, suppliers, consultants should consult their Douglas College Contractor Administrator for any questions concerning the requirements of the Douglas College Contractor Safety Program.</p> <p>Prior to the commencement of work, a representative of the contractor, subcontractor, vendor, supplier, consultant must read the Information for Contractors and sign and submit this page to their Douglas College Contractor Administrator. They must also complete the Pre-Job Safety Checklist and submit any forms or documentation as indicated to their Douglas College Contractor Administrator. The contractor is responsible for ensuring that the relevant contents of this Program have been communicated to the contractor's employees and subcontractors.</p>		
<p>I, _____ (print/type) have read and understood the Douglas College Contractor Safety Program – Information for Contractors document. I will adhere to the Workers' Compensation Act, OHS Regulations and Douglas College Safety Program requirements while working on any College campus. I will ensure that my employees, subcontractors, and suppliers will comply with the Workers' Compensation Act, WorkSafeBC OHS Regulations and Douglas College Safety Program requirements.</p>		
Company Name		
WorkSafe BC Reg. #:		
Name (company official):		
Job Title:		
Signature		

Once completed, please provide this form to your Douglas College Contractor Liaison with a copy to Safety@DouglasCollege.ca for record keeping.

Created on Date: May 2019



DOUGLAS COLLEGE

Contractor Safety

Information for Douglas College Contractors

APPENDIX H – PRE-JOB CHECKLIST



DOUGLAS COLLEGE

PRE-JOB SAFETY CHECKLIST

- The intention of this checklist is to identify applicable OH&S Regulations (WorkSafeBC), Codes (BC Building Code, BC Fire Code) & Douglas College (DC) Health & Safety Policies prior to commencement of the project.
- All Contractors and their sub-contractors must operate as per the identified Regulations, Codes and BCIT Health & Safety Policies.
- This checklist must be submitted to your Douglas College Contractor Administrator before work commences.
- The Douglas College Contractor Administrator will retain this document for their records.

DC Contractor Admin.		Office		Cell	
Project Name		Location		Start Date	
Scope of Work					

Checklist to be completed by <i>Prime Contractor (this applies to your subcontractors as well)</i>	Comments
Have you reviewed the Douglas College Contractor Safety Program Information Package?	<input type="checkbox"/> Yes Mandatory copy onsite
Do you have a written OHS Program for your employees? (WorkSafeBC Part 3)	<input type="checkbox"/> Yes Mandatory
Are you prepared to provide First Aid for your employees while on site at BCIT? (WorkSafeBC Part 3).	<input type="checkbox"/> Yes Mandatory
Do you have written fire/emergency safety procedures for the project site? (BC Fire Code)	<input type="checkbox"/> Yes Mandatory copy onsite
Specific Project Requirements	
Will this project require building and parking lot access? <i>Submit Parking and Access Request form to your DC Contractor Administrator for approval by Facilities (3 working days in advance)</i>	<input type="checkbox"/> Yes Attend Facilities offices for keys, IDs and Parking <input type="checkbox"/> N/A
Will this project impact or require the deactivation of Fire/Life Safety systems? (including any interior hot work) <i>Submit Fire/Life Safety System form, work procedures and operations plan (see guidance document) to your DC Contractor Admin. for approval by Douglas College Facilities and SSRM (five (5) working days in advance)</i>	<input type="checkbox"/> Yes Mandatory signed/ approved copy onsite <input type="checkbox"/> N/A
Will this project impact asbestos containing materials? (Drywall systems are assumed to contain asbestos unless sampled) <i>Submit work procedures (see guidance document) to your Douglas College Contractor Administrator for verification by Douglas College OHS (five (5) working days in advance)</i>	<input type="checkbox"/> Yes Mandatory signed/ approved copy onsite <input type="checkbox"/> N/A
Will this project impact lead or silica containing materials or any other WorkSafe BC designated substances? <i>Submit work procedures to your Douglas College Contractor Administrator for verification by DC OHS (five (5) working days in advance)</i>	<input type="checkbox"/> Yes Mandatory signed/approved copy onsite <input type="checkbox"/> N/A
Will a Notice of Project be required? (WorkSafeBC Part 20) <i>Submit a copy to your Douglas College Contractor Administrator</i>	<input type="checkbox"/> Yes Mandatory copy onsite <input type="checkbox"/> N/A
Will you be bringing WHMIS controlled products on site? (WorkSafeBC Part 5) <i>Submit a list of materials including quantities to your Douglas College Contractor Administrator</i>	<input type="checkbox"/> Yes Mandatory list and all SDS onsite <input type="checkbox"/> N/A

Created on Date: May 2019



Appendix I – Prime Contractor Designation Form

Project Title: INSERT PROJECT TITLE

Project Number: INSERT PROJECT NUMBER

DEFINITIONS

Owner (Douglas College): According to the Workers Compensation Act (Part III).

Prime Contractor: Any Contractor designated by the Owner (Douglas College) to be the Prime Contractor on a project with respect to occupational health and safety ONLY.

DESIGNATION

By signing this agreement, **INSERT NAME OF COMPANY** agrees to assume the responsibilities of a **Prime Contractor** as outlined in the Workers' Compensation Act and Regulations.

As a Contractor signing this agreement with Douglas College, **INSERT NAME OF COMPANY** agrees that your company, management staff, supervisory staff and workers will comply with the WorkSafeBC Occupational Health and Safety Regulation and the Workers' Compensation Act.

INSERT NAME OF COMPANY shall have a safety program acceptable to WorkSafeBC, shall provide first aid services, and shall ensure that all WorkSafeBC safety rules and regulations are observed during performance of this Agreement.

INSERT NAME OF COMPANY shall ensure all workers are suitably trained and qualified to perform the duties for which they have been signed.

If **INSERT NAME OF COMPANY** wishes to designate another firm as the Prime Contractor, Douglas College shall be advised in writing of your intentions prior to the commencement of the new Prime Contractor designation. The new Prime Contractor must agree through signature to all the terms of this agreement.

PRIME CONTRACTOR RESPONSIBILITIES

Once a **selection process** has been completed and Prime Contractor responsibilities has been determined, **prior to commencement of work**, **INSERT NAME OF COMPANY** shall provide the following:

- Proof of registration with WorkSafeBC and notify Douglas College of any change of status during the course of the project.
- Proof of up-to-date WorkSafeBC assessment payments.
- Proof of optional coverage for self, limited partners, and family members working on the contract, as required.
- Proof of appropriate coverage for the work being done (i.e., ensure correct classification).
- All compliance orders issued by WorkSafeBC to the contractor within the last 5-years
- Review, complete and sign Prime Contractor Designation Form (see Appendix A).
- Review, complete and sign with Douglas College Contract Administrator, the Pre-Contract Hazard Assessment (see Appendix B).
- Review, complete and sign with Douglas College Contract Administrator, Confirmation of Responsibilities (see Appendix C).

- Review, complete and sign with Douglas College Contract Administrator, Records to be Maintained and Available (Appendix D).
- Submit the Notice of Project to WorkSafeBC, where required on a construction or asbestos containing workplace. See WorkSafeBC OHS Regulation 20.2 or 20.2.1 for the requirements of a Notice of Project.

Once the **selection process** has been completed and the Prime Contractor has been determined, **INSERT NAME OF COMPANY** shall:

- Identify and designate a qualified coordinator, who must co-ordinate health and safety activities on the workplace, if the workplace is a construction workplace with a combined workforce of more than five (5) workers.
- Assume responsibility for the health and safety of the workers retained by **INSERT NAME OF COMPANY**, limited to the areas of work for this project.
- Provide safety orientation for all parties requiring access to the project work area with 24 hours written notice. All safety orientations are to be conducted between the hours of INSERT ORIENTATION START TIME – INSERT ORIENTATION END TIME. No parties may access areas of work without first going through **INSERT NAME OF COMPANY's** safety orientation, and having the proper approval.
- Allow access to the areas of work by others only after they have completed a site orientation approved by **INSERT NAME OF COMPANY**.
- Inform all other sub-contractors for the project of the designation of Prime Contractor.
- Coordinate all activities of sub-contractors, workers and other persons at the workplace relating to occupational health and safety.
- Establish and maintain a system or process that will ensure all sub-contractors, workers and other persons retained by **INSERT NAME OF COMPANY** at the workplace comply with Part III of the Occupational Health and Safety, Workers Compensation Act, and the WorkSafeBC OHS Regulations.

PRIME CONTRACTOR QUALIFIED CO-ORDINATOR

The responsibilities of the qualified coordinator are listed in WorkSafeBC OHS Regulation 20.3. **INSERT NAME OF COMPANY's Qualified Coordinator** must:

- Co-ordinate all health and safety activities for the project, subject to limitations above.
- Know who all other Contractors' qualified persons are, if it is a construction workplace, subject to limitations above.
- Ensure that all workers at the workplace are informed of extraordinary pre-existing workplace hazards, and of any hazards on the workplace that are created by the work, subject to limitations above.
- Ensure that all workers are adequately trained in the performance of their job tasks with particular reference to any job or task which may cause a risk to themselves, their co-workers or to any third party, subject to limitations above.
- Ensure that the hazards are addressed throughout the duration of the work activity, subject to limitations above.



- Ensure there are written procedures for safe work practices to be followed at the workplace, subject to limitations above.
- Have a workplace drawing showing where all employers at the workplace are working, where first aid is located, emergency transportation system for injured workers, and evacuation marshalling points. This document must be provided to Douglas College prior to the commencement of work activity.
- Ensure that in the event of an accident, considered as immediately reportable by WorkSafeBC, Douglas College is advised forthwith of the details and any other information.
- Ensure that workplace safety meetings are held and documented, subject to limitations above.
- Ensure that there is compliance with any other statutes, regulations or by-laws which are in place to provide worker safety.

CONCLUSION

Douglas College values the relationship with its construction/renovation partners. We also recognize the importance of a well worded and clearly defined owner/prime contractor relationship agreement. To that end, we ask that the following also be agreed to:

Any WorkSafeBC or WorkSafeBC Occupational Health and Safety Regulation violation by **INSERT NAME OF COMPANY** or any other sub-contractor, worker or other person under the control of **INSERT NAME OF COMPANY** could, depending on the severity of the violation, be considered a breach of the OHS aspect of the contract.

For such incidents, an incident review meeting will be held. Douglas College may take actions it deems appropriate at the conclusion of the meeting with **INSERT NAME OF COMPANY** up to and including possible termination or suspension of the contract.

Any penalties, sanctions or additional costs levied against **INSERT NAME OF COMPANY** in relation to said serious violation will be the responsibility of **INSERT NAME OF COMPANY**.

I, the undersigned, acknowledge having read and understand the information above.

By signing this agreement, I agree as a representative of the firm noted below, to assume the responsibilities of the **Prime Contractor** for this project.

Project Title: INSERT PROJECT TITLE

Project Number: INSERT PROJECT NUMBER

Firm Name: INSERT NAME OF COMPANY

Signature of Prime Contractor: _____

Date: [Click or tap to enter a date.](#)