

Human Resources Support Services Health, Wellness and Safety**Environmental Health & Safety Operating Procedures
General Standard Conditions for Health and Safety on Construction Projects
(2.10.3)****SPECIFICATIONS FOR ALL CONSTRUCTION PROJECTS**

The following clauses shall be included in the appropriate Health and Safety Sections of the Specifications for each construction project tendered by the Peel District School Board of Education.

SUPPLEMENTARY CONDITIONS

The Contractor covenants and agrees to comply with all statutory and other legal requirements and obligations, including without limitation, the provisions of the Occupational Health and Safety Act (Ontario) (the Act) and all Regulations thereto, and all amending and successor legislation, in connection with all work performed by either the Contractor, Sub-contractors, or any Other Contractor on, or in connection with, the Project; including without limitation all legislation in connection with the Environmental Protection Act and Regulations and all municipal by-laws which may impact the environmental legislation. Without limiting the foregoing, for the purposes of this Contract, the Contractor agrees that it shall be the "constructor" of the Project within the meaning of the Act, and as such, shall assume all the obligations and responsibilities, and observe all construction safety requirements and procedures, and duties of inspection imposed by the Act on the "constructor", as therein defined, for all work and services performed by the Contractor, Sub-contractors and Other Contractors on or in connection with the Project. The Contractor further covenants and agrees that the Board and its existing and former Offices, trustees, employees and agents, and their respective heirs, executors, administrators, successors and assigns (hereinafter collectively referred to as the "Board") shall be released from any obligations or liabilities otherwise imposed on the Board, or on any of them, pursuant to the Act in connection with the Project, and that the Contractor shall assume all liability and responsibility in connection with same. The Contractor agrees to save harmless and indemnify the Board from any losses, damages, costs and expenses of any kind, or nature whatsoever, including all legal expenses, and all defense costs and related expert or consulting fees, incurred by the Board, or any of them, arising in connection with the failure, default, or inability of the Contractor or the Board, or any of them, to comply with any of the aforementioned statutory, or other legal requirements, or arising in connection with any breach by the Contractor of any of its covenants, agreements and obligations under this Contract.

The Contractor shall inform and instruct Other Contractors that they, while performing work on this project, are under the authority of the Contractor. Other Contractors are to discuss and co-ordinate with, and follow instructions from, the Contractor on all matters of site access, vehicles, deliveries, storage, temporary facilities, coordination with the work of other subcontractors, work methods, scheduling, labour conditions, construction safety, environmental protection, security and all other matters which relate to the safe and proper

execution of construction work.

The Contractor shall ensure that all supervisory personnel on job site are fully aware of the procedures and requirements outlined above and comply with all requirements specified.

RESPONSIBILITIES

ALL CONTRACTORS' RESPONSIBILITIES

All Contractors are responsible to ensure that all machinery and/or equipment are/is safe and that the workers perform their tasks in compliance with established safe work practices or procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

GENERAL CONTRACTOR'S RESPONSIBILITY

The General Contractor shall be responsible for all persons and companies performing work, including other Contractors, on this project, at all times, up to and including, the date of Substantial Performance of the Work. Authority for coordination and instructions relating to all matters which relate to the safe and proper execution of construction work shall rest with the Contractor. The Contract Price will include the Contractor's fees for the coordination and supervision of the work of all Other Contractors.

SUB-CONTRACTOR'S AND SUPPLIERS' RESPONSIBILITY

In addition to the responsibility of all contractors as outlined in *Item 2.2.1*, Sub-Contractors will be held accountable for the health and safety of workers under their supervision.

WORKERS' RESPONSIBILITY

Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by the authorities having jurisdiction.

GENERAL CONDITIONS

OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS

All sections of the Occupational Health and Safety Act for Industrial Establishments, latest edition, and the Occupational Health and Safety Act for Construction Projects, latest edition, shall be enforced, by the Contractor, in their entirety, throughout the duration of the construction project.

Portions of the following outline are referenced mainly to sections of the Occupational Health and Safety Act and Regulations for Construction Projects. Although said portions are not described verbatim or in full text, in reference to either of the Acts or Regulations, the intent is to identify pertinent sections for the reference of the Contractor and it shall not be misconstrued, that those sections or parts of sections not referenced, are to be ignored in part of in whole.

The Contractor shall maintain on the project site, accessible to all workers, the latest copy of

the Occupational Health & Safety Act and Regulations for Construction Projects.

The Contractor shall post a notice with the Contractor's name, address and telephone number, the address and telephone numbers for the head office and the nearest office for the Ministry of Labour, in a conspicuous location.

Every project shall be registered by the Contractor with the Occupational Health & Safety Division of the Ministry of Labour before or within thirty days of commencing work.

Every project exceeding fifty thousand dollars (\$50,000.00) requires the Contractor to file a notice with the Occupational Health and Safety Division of the Ministry. This notice shall be posted in a conspicuous place and shall provide:

Description of the project

- Location of the project and address.
- Contractor's name, address & telephone number.
- Owner's name, address & telephone number.
- Supervisor in charge, address & telephone number.
- Starting date for the work and the length of construction.

Cost of the work

- List of designated substances to be used on the project.
- Advisement if tunneling, caisson, cofferdam, etc. is part of work.

Site Supervisor

- The Contractor shall appoint a site supervisor for every project at which five or more workers will be employed on the site, at the same time.
- The supervisor shall supervise the work at all times, either personally, or by having an assistant, who is a competent person.
- The site supervisor, or the designated assistant, shall inspect all machinery and equipment, including fire extinguishing equipment, electrical installations, communication systems, sanitation facilities, temporary supports and means of access and egress at the project, to ensure that they do not endanger any worker. The inspection shall be made at least once a week or more frequently, as the progress dictates.
- A record of the aforementioned inspections is required to be kept available for inspection at the project and is to be retained by the Contractor for one year after the project is complete.
- The site supervisor shall notify by telephone an inspector, at the nearest office of the Ministry of Labour, before work is begun on any trench into which a worker may enter, if such trench is more than 1.2 metres deep.
- The site supervisor shall refer to Support Systems in the Occupational Health and Safety Act and Regulations for Construction Projects.

HEALTH AND SAFETY REPRESENTATION

The first job site meeting shall include a directive to select a health and safety representative or committee, dependent upon the size of the work force to be employed at the project site. The

Contractor shall ensure that the health and safety representative has been selected, or that the committee has been organized and prepared to respond to needs.

The following criteria is being used--the Contractor must comply, however, with the latest version of the Act:

- Five workers or less, or where the work is expected to last less than 3 months, does not require the selection of a health and safety representative, or the establishment of a committee.
- Six to nineteen workers requires one health and safety representative, selected by the workers.
- When the project will exceed three months in duration, twenty to forty-nine workers require a Joint Health and Safety Committee with at least two representatives, one selected by the workers and one representing the Contractor. The latter should be located at the job site, if possible.
- When the project will exceed three months in duration, with fifty or more workers, a Joint Health and Safety Committee is required with at least four representatives, equally proportioned between the workers and the Contractor. At least one member of the Committee representing the workers and one member representing the Contractor shall be certified.
- When the project will exceed three months in duration, with fifty or more workers, a Worker Trade Committee is also required.
- **Note:** Certification: The Workplace Health and Safety Agency will develop, establish and administer certification requirements including training of members of committees and other workers.

SITE HEALTH AND SAFETY POLICIES AND/OR GUIDELINES

The Contractor shall establish a health and safety program and develop specific policies and/or guidelines for the health and safety representative or committee, which shall include, but not be limited to:

New worker orientation program (i.e. WHMIS, job procedures)

- Workplace inspection and hazard analysis.
- Accident investigation and reporting procedures.
- Job site emergency procedures' guidelines, which shall be in place prior to the commencement of work on the project and should include:
 - Arrangements to provide a means of transporting workers to medical facilities provision for a telephone site
 - A Site Planning Document, including, but not limited to, the location of overhead power lines, fire hydrants, first aid kit or room, telephone, fire extinguishers and compressed air or gas cylinder storage, emergency access routes, nearest hospital, walk-in clinic, police department, fire department and parking arrangements
 - Emergency telephone numbers, including, but not limited to, the general contractor's main office and after hours numbers, ambulance, police, fire, hospital, walk-in clinic, poison information centre, Ontario Ministry of Labour main office and local office, gas company, municipal hydro, regional water and Bell telephone
 - Response team, including, but not limited to, first aid training, trained

personnel, plan of action, delegated responsibility and alarm system.

HEALTH AND SAFETY ORGANIZATION

The second general site meeting shall record the selected health and safety representative or all the members assigned to the Joint Health and Safety Committee, which will include the name(s), trade(s), company name(s), company telephone number(s), etc. The Contractor shall post this information for the benefit of the workers in a conspicuous place or places.

Where a Joint Health and Safety Committee has been established, said committee shall meet at regular intervals, not exceeding three months. Minutes of such meetings shall be written and maintained and made available for review by an inspector from the Ministry of Labour.

HEALTH AND SAFETY POLICY/GUIDELINES

The health and safety representative or the designated member of the Joint Health and Safety Committee representing the workers, shall inspect the physical condition of the workplace based upon a specific schedule.

A priority level for health and safety concerns should indicate the urgency of the corrective action, complete with time lines.

The Contractor, upon receipt of the written recommendations from the health and safety representative or the Joint Health and Safety Committee, must report within 21 days by indicating a time table for implementation or the reasons for disagreeing with the recommendations.

At each site meeting, the minutes of the latest health and safety meeting shall be tabled and the question shall be asked as to whether all health and safety items, previously raised, have been addressed.

Contractors who do not carry out the recommendations of the health and safety representative or committee or respond to same, within the allotted time lines, shall be put on record. All delinquent health and safety concerns shall be recorded in the minutes of the general site meetings. This record shall identify the concern, party or parties involved, trade or trades involved, firm or firms and date of the first notice.

BOARD'S REPRESENTATIVE

Any infraction of the Occupational Health & Safety Act noticed by the Board's Representative shall forward a *form letter* to the Contractor with a copy to the Architect and the Board's Environmental Health and Safety Office, directing the Contractor to attend to the matter immediately. Within twenty-four hours, the Contractor must report that the matter has been corrected according to the directive, or provide an outline of the steps to be taken to comply with the directive and the schedule for the correction for same. If no response is forthcoming from the Contractor within the twenty-four hour period, the Board's Representative shall attend the site to see if compliance is complete or underway.

Should the compliance not be complete or underway, the Board's Representative shall accordingly advise the Architect and the Board's Environmental Health and Safety Office. The Board's Representative shall stop the work. A *Notice to Contractor* form shall be immediately

written to the Contractor identifying the concern, the trade or trades, date and time directed to stop the work and/or leave the site. Copies shall be forwarded to the Architect and the Board's Environmental Health and Safety Office.

Should the *Notice to Contractor* be ignored, the Board's Representative shall advise the Architect and the Board's Environmental Health and Safety Office, to discuss the next course of action.

The *Notice to Contractor* and work stoppage shall be in force until the Contractor achieves compliance.

EMERGENCIES - PROPERTY

The Contractor shall provide the Board's Representative with the telephone number where the Contractor or his representative can be reached at any time, day or night, for the duration of the contract.

EMERGENCIES - PERSONNEL

Where an accident, explosion, or fire causes a person injury at the work place, and the worker is disabled from performing the usual task, the Contractor shall prepare a written notice and shall forward same to the Ministry of Labour within four days of the occurrence with a copy to the health and safety representative or the Joint Health and Safety Committee, containing such information and particulars as may be prescribed

Where a person is killed or critically injured from any cause at the work place, the Contractor shall immediately call the Ministry of Labour. A written notice from the Contractor shall be given to the Ministry of Labour within forty-eight hours after the occurrence, containing such information and particulars as may be prescribed, with copies to the Architect and the Board's Representative.

The Contractor is advised that the accident scene is under the jurisdiction of the Ministry of Labour and no wreckage, articles, etc., shall be interfered with, disturbed, destroyed, altered or carried away at the scene, or connected with the occurrence, until the Ministry of Labour has given permission.

CONSTRUCTION REQUIREMENTS FOR OCCUPIED BUILDINGS

NOTICE OF PROJECT

Where a project is awarded and is valued at \$50,000 or over, all contractors shall file a Notice of Project with the Construction Safety Branch, Ministry of Labour, and post a copy of such Notice at the Project. In addition, a copy of the Notice should be made available to the Board's Representative.

SUPERVISION

The Occupational Health and Safety Act requires an employer to provide workers supervision.

The Supervisor's responsibility is outlined in this document.

The Supervisor of a Project has the responsibility and the authority to ensure that no unauthorized persons enter that portion of the premises, designated as a Construction Project. This includes Peel District School Board staff or students who are not wearing prescribed personal protective equipment, e.g. safety footwear, eye protection etc.

ADDITIONAL PROTECTION

The Peel District School Board of Education proposes specifications that go beyond legally prescribed procedures to ensure that:

- any airborne dust will not leak into an occupied space.
- fumes from building products, (e.g. glue, chalking, plumbing installations) will not pass into occupied space.

SCOPE OF WORK

Work in all existing spaces, including service and plumbing connections, making good, etc., shall be scheduled to be completed after-hours (i.e. weekends or evenings). The Contractor must provide 48 hours notice to the Board for regular hours of work in any existing areas.

ACCESS TO/FROM WORK AREAS

Access shall be restricted as indicated on Drawings. Contractor must ensure that, for the duration of the Contract, access doors remain secure from the exterior, and operational as emergency fire exit from the interior.

Access to construction spaces from existing school must have a vestibule. All other openings shall have dust-tight partitions.

Temporary dust-tight partitions and vestibules shall consist of 1/2" drywall on 3-5/8" metal studs. Drywall to be taped and sealed. All joints, cracks and connections between new and existing work to be sealed for dust-tight enclosure. Gasketed wood doors and frames, c/w temporary hardware and hardware accessories are to be provided at all new vestibule locations.

For vestibules, provide dust-tight cap, consisting of 6 mil. poly vapour barrier sandwiched between 3/4" plywood and 1/2" drywall, sealed at all joints, cracks and connections, at a minimum 7'0" a.f.f. Ensure that cap is securely fastened to partitions, with adequate structural support as required.

***Note** that after work areas are sealed from the balance of the school by the contractor, no unauthorized access will be permitted for any miscellaneous removals or relocation.

OTHER SEALING REQUIREMENTS

The Contractor must seal all other openings between the work area and the balance of the school. Supply and return air ducts, shafts, exhaust air grilles, diffusers, etc. shall be taped, sealed and left exposed (wherever possible) for inspection by an independent Consultant.

Contractor shall upgrade, revise or otherwise modify the enclosure(s), at no additional expense to the Board, if site conditions, or the Contractor's work habits, force the Consultant to specify

additional sealing requirements.

VENTILATION REQUIREMENTS

All work areas are required to be vented directly to the exterior, with venting clear of any adjacent existing spaces.

For *each* construction space, the Contractor must supply a utility exhaust, with standard construction fittings with filters as follows: Y-18-1 (fan), CA 18-18 (adapter), H18 BL (hose)-- all as manufactured by *Leader Fan Industries Ltd.* or approved equal

These filters must run continuously throughout the duration of the project.

ADDITIONAL VENTILATION

Non Toxic Products

The Contractor must note that Contract Documents specify that non-toxic products and materials be used wherever possible, prior to the start of the Contractor's work. Material Safety Data Sheets for all gas-emitting products and materials must be available on site and at the Board offices.

Asbestos Control

Refer to Drawings for precautions to be taken with respect to location and control of asbestos-containing materials in existing school. The Contractor must ensure that documentation relating to existence of existing asbestos-containing materials is obtained from the Independent Environmental Consultant appointed by the Board, prior to undertaking any work in the existing school. The Contractor must contact the Consultant immediately, if, in the opinion of the Contractor, asbestos-containing material is expected to be disturbed by the work of the Contract.

Asbestos Monitoring

Upon removal of asbestos elements and prior to the General Contractor's start up on site, an air test conducted by an Independent Environmental Consultant, complying with the most current legislated standard recognized in Ontario, shall be undertaken.

Test results shall be documented in written reports and these shall be made available for scrutiny by the General Contractor, or by an interested parties at the Board's offices.

TEMPORARY FACILITIES

- Access to the work area may be provided from the school's existing parking lot. The Contractor must make good damage to existing pavement.
- Storage sheds for all hazardous or flammable materials are required. Provision of adequate temporary storage facilities is the responsibility of the Contractor. No space at the work area is available for the Contractor's use for such materials.
- Existing washroom facilities within the school may not be used by construction personnel. Contractor shall arrange, pay for, and maintain temporary toilet facility, in a location to be designated by the Consultant.

- Parking for construction personnel is allowed in the school's existing parking lot, in a location to be designated by the Board's Representative.
- Security of the work area is the responsibility of the Contractor, in cooperation with the Architect and/or Board's Representative. At the end of each day's work, or part thereof, secure all temporary enclosures and lock all doors leading to/from the work area.
- Contractor is responsible for his own tools, equipment, materials and/or products, and for taking proper and adequate precautions in regards to vandalism or theft.
- Contractor shall supply and operate all temporary portable heating equipment required during the construction period. The use of salamanders is strictly prohibited. Guarantees for all equipment used, begins on the date of Substantial Performance, not at the date of their temporary use. Board shall pay for heat used.
- Contractor shall supply temporary electric service for the proper use of all trades during the construction period. Service shall run to sufficient number of equally spaced outlet positions within the work area. Extension cords, lights, etc. required by the trades shall be supplied and maintained by same. Board shall pay for power used.
- Water for construction purposes may be obtained from existing service, in a manner designated by the Consultant.
Job telephone is to be cellular. Contractor may not use the school telephone for any reason whatsoever. All telephone and facsimile requirements are the Contractor's responsibility.
- Job sign is not required. Other signs, advertising the Contractor or any of the trades, are not permitted on the site.
The Contractor shall provide temporary weather-tight enclosures for exterior openings immediately after they have been made. The Contractor must design enclosures to withstand wind pressures.
- Construct and maintain scaffolding in rigid, secure and safe manner. Erect scaffolding independent of walls and remove promptly when no longer required.
- All temporary works requiring engineering proficiency for their design shall be designed (and stamped) by a Professional Engineer, registered in the Province of Ontario. Work shall be inspected, and written approval forwarded to the Consultant, before works are used for any construction activities.
- The Contractor must remove temporary facilities from site when directed by the Consultant (or Professional Engineer, where applicable).
- Should the work, for any reason, be suspended during the course of the project, the Contractor shall assume responsibility for its proper protection during such period(s).

PROTECTION OF BUILDING, GROUNDS AND SERVICES

The Contractor may be requested, from time to time, to suspend noisy or otherwise objectionable operations during certain functions, should such operations cause undue interference with those functions. The Contractor shall extend the fullest cooperation and courtesy in such cases. While every effort will be made by the Board to keep the Contractor informed of functions well in advance, it must be recognized that some functions, by their very nature, are unexpected and cannot be predicted or avoided.

The Contractor shall ensure that all existing fire exit routes, including the school's adjacent corridor, are maintained during the construction period. All existing life safety systems, including fire alarm, exit & emergency lighting, and public address systems must remain intact and operational during normal occupied periods.

The Contractor shall ensure that all existing exterior access lanes designated for Fire Department use are kept free of obstruction. If access must be obstructed or deleted for construction purposes, alternate access, as approved by the Fire Department, must be provided at no additional expense to the Board.

The Board shall make available for use during the construction period, water and electricity to the extent that they are available at the nearest source. The Contractor shall make all required connections and maintain such connections in good order. Upon completion of the work, the Contractor shall remove all interconnections, and make good the original systems.

The Contractor shall repair all damages to the building and grounds, including such items as curbs, paving, walks, sodding, planting, fences, and damage to structure, materials or finishes where disturbed by his construction operations. Contractor shall leave all items in the same condition upon completion of the work as before the operation started.

The Contractor shall assume responsibility for damage and subsequent repair to existing underground services caused by his forces, or his subtrades' forces. When construction is to be undertaken in area where there is a possibility of such damage occurring, the Contractor shall make use of proven detecting devices such as used by Public Utilities Commission and others. Contractor shall make good all damages to Board's equipment, building and grounds resulting from demolition and/or new work, to the Board's satisfaction, at no additional expense.

Active utilities shall be adequately protected from damage and removed or relocated only as indicated, specified or directed. Inactive or abandoned utilities encountered in excavation or grading operations shall be removed, if requested, or plugged or capped at no additional expense to the Board. Contractor shall furnish to the Board, drawing(s) showing size, material and location of such utilities. Utility location drawings obtained from the Board or outside agencies, are to be considered generalized information sources only. The Board assumes no responsibility for the accuracy of information contained in such documents.

Contractor (or sub-contractor) disconnecting any or all existing mechanical and electrical equipment, existing feeds, lines, mains or electrical power service, etc. shall do so according to all appropriate codes without deviation, and shall have such work inspected by the authorities having jurisdiction prior to leaving the site. Failure to comply with this requirement shall constitute a breach of Contract and may result in the Board initiating legal proceedings against that party.

Provide and maintain no less than two 10 lb. A.B.C. type fire extinguishers, in addition to those specified elsewhere, to be located prominently on the construction site, or as directed by the Consultant.

No smoking is allowed on Board property, including any part of the school as well as the grounds. The Contractor shall ensure that this requirement is strictly enforced with all construction personnel.

The Contractor and all subtrades shall comply with First Aid requirements of the Workers' Compensation Act, Construction Safety Act and other **current Health & Safety legislation**.

The Contractor and all subtrades shall comply with all requirements of the Occupational Health & Safety Act and Regulations for Construction Projects, as amended.

ENVIRONMENTAL PROTECTION

- Fires and burning of rubbish on site is not permitted. Comply with local ordinances and anti-pollution by-laws.
- Burning of rubbish and organic or inorganic waste materials on site is not permitted.
- Disposal of waste or volatile materials, such as mineral spirits, oil or paint thinners into waterways, storm or sanitary sewers is prohibited.
- Provide on-site bulk lift containers located as directed by the Consultant. Protect the site and adjacent properties from harm and litter due to wind-blown debris or vandalism.
- All waste materials, including cartons, crates, plastic, paint, solvents, etc. shall be periodically removed from the site by the Contractor. Contractor shall ensure that periodic cleaning of affected adjacent building areas and grounds is maintained.
- Provide temporary drainage and pumping as required to keep excavations and site free from water. Pumping of water containing silt in suspension into waterways, sewer or drainage systems is prohibited. Dispose of water containing silt in suspension in accordance with local ordinances.

FINISHING REQUIREMENTS

Construction seals for the work area, as specified by the Consultant, shall remain in place, and intact, until the completion of all work, including the off-gassing of all new construction materials and products.

If work remains to be completed in any areas after the estimated completion date (i.e. school's occupancy date), the complete sealing of individual work area(s) or zones, may be required. Refer to [Other Sealing Requirements](#) for additional information.

Upon completion of the work, the Consultant shall carry out a detailed inspection, and provide a written list of deficiencies and/or defects, including a separate list of deficiencies and/or defects whose installation may be a Health and Safety concern. Items of this nature shall be completed by the Contractor during unoccupied periods (i.e. evenings or weekends), at no additional expense to the Board.

UNAUTHORIZED ACCESS

The Contractor shall ensure, in the Consultant's absence, that the preceding requirement is fulfilled, not only in respect to on-site personnel (as required), but additionally all other Board staff including Principal, Custodian, Supervisor(s), teachers and students.

Any persons entering a work area without authorization *must be directed to leave the area immediately.*

The Contractor shall ensure that all entrances to the work area are clearly marked as security areas, with no unauthorized access permitted.

For completion of deficiencies and/or defects, should the Contractor or his trade arrive at any time(s) other than those pre-arranged with the Consultant (in consultation with Principal), the Principal and/or Custodian have been requested to direct them not to enter the school until cleared with Design & Construction.

IN EVENT OF EMERGENCIES

In event of emergencies, such as a break in the construction seal during the course of construction, or the presence of suspicious odors or fumes in adjacent area(s) of the school, the Contractor must immediately notify the Principal (or designate) and Custodian, as well as the Consultant and Board's Representative. All work on site shall stop until an investigation is carried out, and remedial action undertaken. Tests to determine the nature of the contaminant or pollutant, or the integrity of the construction seal, shall be conducted by an independent Consultant, under the supervision of the Board's Environmental Health & Safety Office.

Test results shall be documented in a written report, made available immediately to the Board's Environmental Health & Safety Office, for appropriate follow up action. Report shall be made available for scrutiny at the Board offices, by any interested parties.

All cost of the tests and subsequent remedial action required as a result of this emergency, shall be borne by the Contractor.

PROJECT REVIEW PROCEDURE

Preamble

It is important to ensure that construction projects undertaken by the Board include all of the necessary provisions to ensure the health and safety of the workers who will ultimately use the facilities being constructed. The following procedure sets out a flexible process for the systematic review of construction projects through all phases of their development. This procedure should be followed for all projects which are under the direct auspices of Design and Construction and which have a direct impact on worker health and safety as prescribed in the Occupational Health & Safety Act. This includes all projects which involve the renovation, alteration, modification or change of use of any worker occupied space. It also includes any projects that affect the building operating systems providing heating, lighting, cooling and ventilation and any of the control systems that regulate their operation.

Procedure

The project must be designed in accordance with the latest applicable Building Codes & Design Standards. These Codes & Design Standards must be clearly referenced in any of the documents pertaining to the project.

The Environmental Health & Safety Office should be notified in writing of the project at the earliest possible stage, preferably at the pre-design investigation. The information provided at this stage should include a basic description of the project, including location, intent and scope of the proposed work, an indication of the timeline and the name of the contact person in the department for the project.

The final design documentation including any drawings and written specifications for the proposed work should be submitted to the Environmental Health & Safety Office for review and comment.

The Environmental Health & Safety Office should be advised of the date of start of construction and of the date of completion and specifically of the dates and times of any

project inspections which relate to acceptance or identification of deficiencies.

The project file should include a section which documents all of the steps that have been taken to ensure compliance with the Health & Safety Act and should also include documentation with respect to any issues raised by the Environmental Health & Safety Office during the course of the project.

ADDITIONAL HEALTH & SAFETY CONSIDERATIONS.

Installation of Carpets

In existing facilities, the following procedure must be followed:

- In every instance, whether or not the area to be carpeted is occupied, the carpet installation will commence on a Friday immediately after school is let out, and continue until completed.
- If the area is so large that the carpet installation cannot be completed by 1:00 a.m. Saturday morning, operation of the carpet installers shall be suspended for a week and commence again the following Friday at the same time.
- The carpet installer shall remove all unused materials from site between installation times.
- It will be up to the school principal to decide whether the room should be used for the week it is partially carpeted. (There will be some additional cost involved in overtime installation, and for the suspension of work for a week.)
- Maintenance and Operations shall provide adequate electric heaters at the end of each installation time, seal off the area, and heat it to as high a temperature as possible.
- The supply air diffusers and return air grilles (if installed) shall be sealed off, by heavy duty plastic, so that smells can not enter the main ventilation systems.
- Maintenance and Operations shall provide adequate portable fans to evacuate the heated air on late Saturday evening, and again Sunday evening.

SCHOOL FENCE HOARDING

New School Construction

In built-up and occupied subdivisions, and in locations where public way protection Section 64, OReg 213, does not apply, a 1.8 m. high, reusable, leased chain link fence with one access gate, will be constructed to comply with Section 65, OReg 213, one metre beyond the paved footprint of the school until the paved surfaces are completed and all construction debris removed from site. The entire site shall be fenced off with snow fencing, including top and bottom rail wherever other permanent fencing does not exist.

In unoccupied subdivisions under construction, snow fencing shall be installed around the entire perimeter of the site.

Additions/Exterior alterations to existing schools.

In locations where public way protection, Section 65, O Reg 213 does not apply, a 1.8m high, reusable leased chain link fence with a construction access gate to comply with Section 65, O Reg 213, will be constructed around the construction site, the location of which to be determined on site specific basis by Design & Construction, in conjunction with the school

principal.

WATER TESTING FOR LEAD CONTENT

In order to ensure the compliance of contractors with specified requirements, to use lead free solder for all potable water lines, additional provision are to be included in the specification documents which will include material testing and the requirement to provide certification of the materials used. Test to be conducted by an independent testing company after flushing only not on standing water. In addition to the tightening of the specification, Architects and Consultants are directed to place greater emphasis on the inspection of plumbing installations on projects in progress.

Sect	2.10.3
Approved	1995
Revised 1997	

Last Updated November 15, 2006

Peel District School Board
All Rights Reserved