

# Kingston Health Sciences Centre

## ADMINISTRATIVE POLICY MANUAL

**Subject: Contractor Health and Safety Program**

**Number: 02-195**

Issued by: President & Chief Executive Officer

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Original Issue: 2023.06

Revised: 2024.08

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### Introduction

The KHSC is committed to health and safety and adherence to safe work practices by all workers on KHSC premises, including contractors. We will adhere to relevant legislation and implement standards, programs, and procedures to ensure compliance and the safety of all persons, the environment, and our assets.

### Policy

The purpose of this policy is to establish minimum requirements for Contractors and ensure all persons on KHSC premises comply with procedures, regulations and standards related to health and safety.

*This policy does not apply to delivery personnel, vendors, corporate consultants, supplied-labour/temp agency staff, working visitors. Instead see Administrative Policy #02-196 'Health & Safety Training for Employees & Affiliates.'*

### Definitions

Approved Contractor- contractors who have signed and returned all required documents as per KHSC requirements including the 'Contractor Health & Safety Responsibility Agreement' and are authorized to obtain their KHSC ID badge through Emergency Management, Security & Life Safety.

Contractor- refers to any person or business that provides services to KHSC under a service contract or other agreement and is not on KHSC payroll. Includes for example, construction contractors, subcontractors, service contractors, and independent contractors brought in to provide a service. \* For the purpose of this policy also includes 'the Constructor.'

Contractor Health & Safety Responsibility Agreement- Appendix B to this policy and provides information associated with provision of contracted services to conduct renovations, new construction, retrofit work and installations of specific equipment/building products on/in the grounds and facilities of Kingston Health Sciences Center.

Constructor- a person who undertakes a project for an owner and can include: an owner who undertakes all or part of a project himself (owner considered the constructor), an owner who undertakes all or part of a project by hiring more than one employer/contractor (owner considered the constructor), or an owner who hires someone else to undertake the project (person/company hired is the constructor).

Premises- includes, but is not necessarily restricted to, all KHSC land, property, structures,

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installations, vehicles, and equipment owned, leased, operated, or otherwise directly controlled by KHSC.

Project- means a construction project; involves for example, construction, renovation, repair, demolition, maintenance, and/or additions to KHSC buildings, grounds, or infrastructure.

Project Manager- A KHSC employee, individual working on behalf of KHSC, or an individual who is otherwise responsible, for arranging for the provision of the service.

### Procedure

1. All Contractors working at Kingston Health Sciences Center and/or any of its satellite offices are obligated to perform their work in compliance with all applicable municipal, provincial, and federal laws and regulations pertaining to Health, Safety and the Environment, as well as all KHSC's safety and security policies and procedures.
2. All Contractors shall ensure their Health, Safety and Environmental policies comply with the requirements and regulations of the *Occupational Health and Safety Act* 1990, as may be amended from time to time, the *Health Care and Residential Facilities Regulation* 67/93, and any other applicable Federal and Provincial legislation governing worker's safety.
3. The Contractor selection/tendering process will include an evaluation of the Contractor's ability to comply with all Health, Safety and Environmental requirements as set out in applicable governmental legislation and as established by Kingston Health Sciences Center I. The Contractor will submit evidence of their Occupational Health & Safety Program by completing the Contractor OHS Evaluation Form (Appendix A).
4. As part of the Contractor tendering/RFP process, the Contractor will be provided with the Contractor Health & Safety Agreement (Appendix B). The signed Contractor Health & Safety Responsibility Agreement must be returned with the RFP response.
5. For Contracts established through the Planning Office (TPO), the Contractor will be provided with the Contractor Health & Safety Responsibility Agreement (Appendix B), and the Contractor Health & Safety Manual (Appendix C) as part of the terms and conditions of the contract. The signed Contractor Health & Safety Responsibility Agreement must be returned with the bid.
6. For service contracts established through a purchase order, there is a separate process (See [Admin Policy # 02-196 'Health & Safety Training for Employees & Affiliates'](#)). KHSC Purchasing will obtain proof of liability insurance and a copy of the Contractor's WSIB

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clearance certificate. These records will be maintained by Purchasing. It is incumbent upon the individual who is bringing the service contractor into KHSC to:

- 6.1 ensure Purchasing is aware so that insurance and WSIB clearance information can be obtained in advance,
  - 6.2 ensure they receive a KHSC ID badge
7. Where the above processes outlined in #4 to 6 above have not been followed and/or the Contractor Health & Safety Responsibility Agreement (Appendix B) has not been executed, it will be the responsibility of KHSC Project Manager to ensure the above requirements have been met prior to commencing any work on the premises.
  8. When the Contractor Health & Safety Responsibility Agreement (Appendix B) has been executed and the Contractor is deemed to be an 'Approved Contractor' the Emergency Management, Security & Life Safety Department must be informed. The Contractor and the Contractor's employees and sub-contractors will not be permitted to obtain a KHSC ID badge unless authorization has been provided.
  9. Before commencing any work on the premises, the Contractor shall review the Contractor Health & Safety Manual (Appendix C) with all of their employees, agents, contractors, and/or subcontractors, and maintain a record that this training has been provided.
  10. Contractors need to meet requirements set out in [Policy #02-210 - Communicable Disease Screening for KHSC Staff & Affiliates](#) (ie. Appendix E - Communicable Diseases Screening Requirements Form) and the current [COVID-19 Staff & Affiliate Vaccination Policy # 02-199](#).
  11. Before commencing any work on premises, the Project Manager shall review the following with the Contractor, as applicable:
    - 11.1 Any KHSC information pertaining to known work site hazards and precautionary measures which the Contractor, their employees, agents and subcontractors should be aware including for example:
      - 11.1.1 Designated Substances Report or latest Asbestos Reassessment (for the area(s) they will be working in)
      - 11.1.2 Project Specific Health and Safety Plan
      - 11.1.3 Safety Data sheets (Safety Data Sheets) for hazardous materials the Contractor may come in contact with during their work, etc.
      - 11.1.4 Emergency egress/fire exits

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- 11.2 The Contractor Health & Safety Manual (Appendix C) and any other applicable Health, Safety and Environmental requirements including emergency response codes and applicable procedures
- 11.3 11.3 KHSC's Infection Control Policies & Procedures including those specific to COVID-19 and required protocols.
- 11.4 KHSC's policies and procedures with regard to Smoking, Use of alcohol/Drugs, Scent Sensitive Policy, Workplace Conduct, and Reporting of Incidents/Injuries.
- 11.5 Checklist for Project Managers - Contractor Health and Safety requirements (Appendix D)
- 12. All construction contractors and their personnel are required to be oriented to key health and safety requirements, policies, and procedures, infection prevention and control standards, and fire safety policies at KHSC prior to commencing work on site.
- 13. Where applicable, the Contractor shall ensure that copies of Safety Data Sheets (SDSs) for all hazardous materials used are readily available on site and shall produce them for review by KHSC representative if requested.
- 14. The Contractor shall provide a copy of its Worker's Safety & Insurance Board (WSIB) Clearance Certificate to KHSC at the time they sign the Contractor Health & Safety Responsibility Agreement (Appendix B). Updated clearance certificates, showing the contractor remains in good standing with WSIB premiums paid, are required every ninety (90) days thereafter and should be provided with each invoice for the duration of the contract term.
- 15. The Contractor shall not rely upon KHSC for fire, liability, or other insurance coverage during the period of their contract with KHSC. During the term of the agreement, the Contractor shall maintain in full force and effect general liability insurance and professional liability insurance of at least five million (\$5 million) dollars for any one occurrence\*. Such insurance shall name KHSC as additional insured but only with respect to this agreement and shall include at least the following:
  - 15.1 Products and completed operations;
  - 15.2 Personal injury;
  - 15.3 Cross Liability; and,
  - 15.4 Contractual liability.

\*The Managers, Plant Engineering & Maintenance, and/or the Directors of the Planning Office (TPO) or Maintenance, in consultation with the Director, Risk Management, may approve a lesser amount at his/her discretion.

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Note: In the event that there is a conflict between the insurance limits identified within this Responsibility Agreement and a formal contractual agreement between the parties regarding the same services, the formal contractual agreement shall govern.

16. The Contractor (including their employees, agents, and representatives) will comply with all municipal, provincial, and federal laws and regulations, as well as KHSC's safety and security policies and procedures.
17. Those administering contractual agreements with Contractors on behalf of KHSC will monitor the work performance to ensure that it is being carried out in a safe manner in accordance with all requirements. The Project Manager must inform the Contractors without delay of any unsafe work performance engaged in by Contractor.
18. Employees, agents, subcontractors, and those for whom the Contractor is in law responsible, who refuse to comply with such policies, rules and regulations shall, at the request of KHSC, be removed from KHSC's premises forthwith and replaced by the Contractor as soon as practicable. Should such replacement not be carried out within a reasonable time, the Contractor shall be deemed to be in breach of its contract with KHSC and KHSC shall be at liberty to pursue such remedies as may be available to it at law.
19. KHSC's Person negotiating the contract and/or the Project Coordinator shall ensure that all of the required documentation is completed and returned before the commencement of the work including: the signed Contractor Health and Safety Responsibility Agreement (Appendix B), the Contractor's WSIB Clearance Certificate, and a copy of the Contractor's Liability Insurance.
20. Contractors shall share the following with the KHSC Project Manager/Maintenance Manager:
  - 20.1 Ministry of Labour visits and orders issued to them in relation to work on KHSC premises; and
  - 20.2 Injuries and illnesses that occur in their staff, on KHSC premises, where they are reportable to the Ministry of Labour

### References

1. Occupational Health & Safety Act (R.S.O. 1990): Health Care Regulations (O. Reg. 67/93), Industrial Establishments (Reg. 860) and Construction Projects (O. Reg. 213/91).

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2. Public Hospital Act (R.S.O. 1990), Hospital Management Regulation 965.
3. Ontario Fire Code
4. KHSC Infection Control Manual, Policy 2-70 Construction

### Related Documents

- Appendix A Contractor OHS Evaluation Form
- Appendix B Contractor Health & Safety Responsibility Agreement
- Appendix C Contractor Health & Safety Manual
- Appendix D Checklist for Project Managers - Contractor Health and Safety Requirements

Authorizing Signature



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Dr. David Pichora  
President and Chief Executive Officer

# KINGSTON HEALTH SCIENCES CENTRE

## Contractor OHS Evaluation Checklist

Policy 02-195, Appendix A

### 1. Contractor Details

Company/Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Brief Description of Contract: \_\_\_\_\_

Duration of Contract From : \_\_\_\_\_ To : \_\_\_\_\_

### 2. Insurance Requirements

| Insurance Requirement             | Not Required             | Required                 | Sighted                  | Expiry Date | Policy Number |
|-----------------------------------|--------------------------|--------------------------|--------------------------|-------------|---------------|
| Workers compensation (WSIB)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |             |               |
| Comprehensive Liability Insurance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |             |               |
| Automobile Insurance              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |             |               |

### 3. Contractor OH&S Management System

#### Criteria

#### Sighted and Acceptable

##### OHS Policy and Programs

- OHS policy demonstrates commitment to OHS. ☐
- Roles and responsibilities defined for OHS. ☐
- OHS programs documented. ☐

##### Hazard Recognition & Control (Risk Management)

- Procedures outline process for hazard identification. ☐
- Procedures outline process for assessing risk of hazards. ☐
- Procedures outline use of hierarchy of controls for risk minimisation and review. ☐

##### Safety Operating Procedures

- Task specific safe work procedures are developed. ☐

##### Emergency Procedures

- Procedures outlined for incidents/injuries i.e. first aid, reporting ☐
- Procedures outlined for emergency preparedness and response ☐

##### Training

- Requirements for orientation training described ☐
- Requirements for job/task specific training/certification described ☐

##### Sub Contractor Management

- Sub contractors are selected upon OHS programs and performance. ☐
- Procedures outline subcontractor orientation training ☐

### 4. Evaluation and Sign Off

Evaluation and/or Comment: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

This record is to be maintained with all other contract documentation

## **KINGSTON HEALTH SCIENCES CENTRE**

### **Contractor Health & Safety Responsibility Agreement**

Contractors who have not executed this **Contractor Health & Safety Responsibility Agreement** are not authorized to work on Kingston Health Sciences Centre (KHSC) premises

The Contractor hereby acknowledges and agrees that:

1. The Contractor, along with their employees and/or subcontractors working at Kingston Health Sciences Centre and/or any of its satellite offices, will perform their work in compliance with all applicable municipal, provincial, and federal laws and regulations pertaining to Health, Safety and the Environment, as well as all KHSC health and safety, and Protection Services department policies and procedures.
2. Contractors need to meet requirements set out in [Policy #02-210 - Communicable Disease Screening for KHSC Staff & Affiliates](#) (ie. Appendix E - Communicable Diseases Screening Requirements Form) and the current [COVID-19 Staff & Affiliate Vaccination Policy # 02-199](#).
3. The Contractor's Health, Safety and Environmental policies comply with the requirements and regulations of the *Occupational Health and Safety Act* 1990, as may be amended from time to time, the *Health Care and Residential Facilities Regulation* 67/93, and any other applicable Federal and Provincial legislation governing worker's safety.
4. The Contractor shall, at its own expense, obtain and maintain in good standing all permits and licenses required by any authorities having jurisdiction over the business of the Contractor.
5. The Contractor shall provide a copy of its Worker's Safety & Insurance Board (WSIB) Clearance Certificate to KHSC at the time they sign the **Contractor Health & Safety Agreement**. Updated clearance certificates are required every sixty (90) days thereafter and should be provided with each invoice for the duration of the contract term.
6. **INSURANCE AND INDEMNITY**

During the term of the agreement, the Contractor shall maintain in full force and effect general liability insurance and professional liability insurance of at least five million (\$5 million) dollars for any one occurrence.\* Such insurance shall name KHSC as additional insured but only with respect to this agreement and shall include at least the following:

- Products and completed operations;
- Personal injury;
- Cross Liability; and,
- Contractual liability.

\*The Manager, Plant Engineering & Maintenance and/or the Directors of the Planning Office or Maintenance, in consultation with the Director, Patient Safety, Quality and Risk Management, may approve a lesser amount at his/her discretion.



## **KINGSTON HEALTH SCIENCES CENTRE**

### **Contractor Health & Safety Responsibility Agreement**

Note: In the event that there is a conflict between the insurance limits identified within this Responsibility Agreement and a formal contractual agreement between the parties regarding the same services, the formal contractual agreement shall govern.

The Contractor shall provide KHSC with evidence of insurance upon signing. The Contractor shall provide thirty (30) days' prior written notice of material change to, cancellation, or non-renewal of the policy

7. The Contractor shall indemnify and save harmless Kingston Health Sciences Centre from any and all claims, demands, actions, losses or property damage arising directly or indirectly from the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor or for those whom it is in law responsible. The Contractor shall protect and hold Kingston Health Sciences Centre harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by KHSC in connection with such litigation. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.
8. The Contractor warrants that its staff, agents, and employees and sub-contractors assigned to work on KHSC's premises shall maintain strict confidentiality of any information obtained by whatever means, and not allow it to be used or disclosed to anyone. Should any confidential information be accessed, used or disclosed by the Contractor, its staff, agents, employees, or sub-contractors, the Contractor shall be liable for any and all loss or damages or claims arising from such disclosure. This duty to maintain the confidentiality of the confidential information shall continue after the working relationship with Kingston Health Sciences Centre is terminated.
9. The Contractor acknowledges and agrees that KHSC is not required to provide direct supervision, instructions or management of Contractor personnel unless unusual circumstances require such involvement, the Contractor is acting as an independent contractor in the performance of its work, and the Contractor, its personnel or agents shall not be deemed to be the employee, agent, partner, or in a joint venture with the KHSC.
10. The Contractor shall employ only orderly, trained, competent and skillful people to do the work and the Contractor's employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor. All subcontractors must comply with the terms of this Agreement.
11. The Contractor acknowledges and accepts all risk arising or pertaining to the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible
12. Any violation of Safety Rules or Regulations is justification for the immediate termination of its contract with Kingston Health Sciences Centre, without any further obligation on the part of KHSC. Employees, agents, subcontractors, and those for whom the Contractor is in law responsible, who refuse to comply with such policies, rules and regulations shall, at the request of KHSC, be removed from the KHSC's premises and replaced by the Contractor.

## **KINGSTON HEALTH SCIENCES CENTRE**

### **Contractor Health & Safety Responsibility Agreement**

Should such replacement not be carried out within a reasonable time, the Contractor shall be deemed to be in breach of its contract with KHSC.

13. All construction contractors are required to attend an Orientation that includes information on key health and safety requirements, policies, and procedures, infection prevention and control standards, and fire safety policies. KHSC reserves the right to verify that all contractors and their employees and subcontractors have attended the training by requesting documentation of the training record.
14. The Contractor will also be able and willing, at such times as recommended by Kingston Health Sciences Centre, to implement additional precautions as deemed necessary by the KHSC, for safe-guarding persons and equipment at KHSC.
15. Before commencing any work on premises, the Contractor shall review the **Contractor Health & Safety Manual** ([Appendix C](#)) with all of their employees, agents, contractors, and/or subcontractors, and provide a site specific Health and Safety Plan for the project.
16. Before commencing any work on premises, the Project Manager shall, as applicable:
  - Make available information on known work site hazards on the project site and precautionary measures for which the Contractor, their employees, agents and subcontractors should be aware of including:
    - SDSs (Safety Data Sheets)
    - Designated Substances Report
  - Ensure the contractor has been provided with information on the KHSC's policies & procedures and applicable Health, Safety and Environmental requirements including emergency response codes and applicable procedures, Infection Control Policies & Procedures, and KHSC expectations related to Smoking, Scent Sensitive Environment Policy, and Workplace Behaviour. *Note:* These are addressed in the **Contractor Health & Safety Manual** (Appendix C) and KHSC Orientation.
17. The Contractor agrees to attend regular meetings at the request of the KHSC to review any incident reports with respect to Contractor activities, and to ensure that all the requirements of the Occupational Health and Safety Act and its Regulations, along with the KHSC's policy requirements are being met by the Contractor.
18. The Contractor acknowledges and agrees that their employees and subcontractors will uphold the health & safety requirements as outlined in the **Contractor Health & Safety Manual** ([Appendix C](#)) including but not limited to:
  - Smoking is prohibited within the buildings and grounds of KHSC's premises.
  - No person will consume alcohol or drugs or be under the influence of alcohol or drugs. 'Drugs' includes any substances, illicit drugs, medications, solvents or inhalants, that act on the central system to negatively change or affect the way a person thinks, feels, or acts. Prescription drugs are of concern if they affect an individual's potential or ability to perform their job safely.

## **KINGSTON HEALTH SCIENCES CENTRE**

### **Contractor Health & Safety Responsibility Agreement**

- No cameras, photographic or recording equipment are allowed on KHSC's premises without the express permission of KHSC on each occasion. Patients and staff are not to be photographed or recorded under any circumstances.
  - All persons working at KHSC's premises shall wear a visible Identification Badge at all times. All badges issued to Contractor staff, agents or representatives shall be surrendered to the Protection Services department when leaving KHSC's premises.
19. Will utilize the **Emergency Response Code** procedures for fire and other emergencies while on the KHSC's premises. (See **Contractor Health & Safety Manual**, [Appendix C](#))
  20. Where applicable, the Contractor, its employees, agents and representatives must wear personal protective equipment suitable (or deemed appropriate by KHSC) for the work being done, including but not limited to eye, foot, head, noise, and respiratory protection equipment.
  21. The Contractor shall obtain authorization from KHSC's Protection Services Department for the use and storage of any flammable liquids in excess of their daily requirements used by the Contractor on the KHSC's premises.
  22. The Contractor shall at all times keep the workplace free from accumulations of rejected, demolished, or waste materials, or garbage resulting from the work. At the completion of the day and specified work, the Contractor shall remove all surplus material, debris, tools, and supplies, leaving the premises in a state of cleanliness acceptable to KHSC. The Contractor shall ensure that the removal and disposal of any and all debris, waste material/garbage meets the requirements of the Environmental Protection Act, Waste Management Act, the regulations of the City of Kingston, and the Ontario Waste Reduction Office.
  23. Where applicable, the Contractor shall have on site copies of the Safety Data Sheets (SDSs) for all hazardous materials used on the work site and shall produce them for review by the KHSC's representative as required. All such materials by the Contractor are to be used in accordance with the instructions specified in the SDS.
  24. Where applicable, the Contractor shall post in visible locations, signs indicating that construction work is in progress and the areas should not be entered. The Contractor shall barricade the work area to prevent any other persons from entering the area at any time of the day or night.
  25. Under no circumstances are tools, materials, wrappings, boxes, equipment, etc., to be left unattended. The safety of our patients, staff, visitors, contractor personnel and others is of primary importance and unattended articles can lead to potential dangers as well may disappear and be used in harmful means.

**KINGSTON HEALTH SCIENCES CENTRE**  
**Contractor Health & Safety Responsibility Agreement**

I hereby acknowledge and agree, on behalf of \_\_\_\_\_  
(the Contractor, including its agents, employees, or other representatives) to the Terms  
and Conditions outlined above.

Signed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

*I have the authority to bind the Company.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

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**For Internal Use Only:**

**Documentation received:** (attached)

- ( ) Contractor OHS Evaluation Form
- ( ) W. S. I. B. Clearance certificate
- ( ) Liability Insurance Certificate
- ( ) Communicable Disease Health Requirements Clearance Form(s) if applicable

**Documentation provided by the Kingston Health Sciences Centre:**

- ( ) Contractor Health & Safety Manual Date: \_\_\_\_\_
- ( ) Other: Please specify: \_\_\_\_\_  
\_\_\_\_\_

Date Received: \_\_\_\_\_ Received by (initial only): \_\_\_\_\_

**Kingston Health Sciences Centre  
Contractor Health & Safety Manual**

## **KINGSTON HEALTH SCIENCES CENTER CONTRACTOR HEALTH AND SAFETY MANUAL**

### **1) ACCESS TO WORK SITE**

- All Contractors, sub-contractors, trades persons, service persons or all others who are hired to do work on buildings/grounds at Kingston Health Sciences Centre (KHSC) must make prior arrangements to enter the work area before arriving at KHSC.
- For all construction services, verbal or written work notification to Plant Engineering & Maintenance is required, through KHSC's Project Manager.
- All Contractors/Constructors must sign in/out with Protection Services department (after hours and weekends), and will be asked to show KHSC identification

### **2) IDENTIFICATION**

- KHSC ID badges and any required keys can be obtained from Protection Services department, or Facilities if applicable.
- All Contractors must complete Contractor Health & Safety Orientation prior to being granted a KHSC ID badge.
- Each worker will be given an ID badge, which will identify them as an approved contractor at KHSC. These badges must be returned after work is completed.
- ID Badges must be worn and be visible at all times when on KHSC property.
- ID Badges are not transferable and must be used only by the person to whom it was issued.
- Any lost or misplaced ID Badges or keys MUST be reported immediately to Protection Services department at extension 4218 or 4142.
- Keys must be returned after use, and no key is to be duplicated/copied by the Contractor.

### **3) FIRE SAFETY & EMERGENCY CODES**

- Contractors must provide and maintain at all times ready access to firefighting equipment on their work site.
- Maintain clear and safe emergency exit paths for personnel at all times. If fire exit through an Infection Control barrier is required, the Contractor must supply proper signage stating, "Emergency Exit Only".
- Contractors must provide temporary portable fire extinguishers throughout the work area as required and/or instructed.
- Should the work being carried out carry with it the risk of starting a fire, the Contractor shall ensure that proper and suitable precautions are taken prior to the commencement of the work, including but not limited to securing any Hot Work Permits as may be necessary, and the provision of fire extinguishers by the trades involved.
- Electric or gas welding shall not take place within three meters of combustible material, or in space occupied by persons, unless operated behind a shield of

non-combustible material. Contractors shall maintain extinguishing equipment near all welding and cutting operations.

- No flammable liquids may be brought into the building unless they are stored in approved safety cans.
- No open flame or grinding type equipment which could cause sparks shall be used in the battery areas unless temporary partitions have been erected to ensure ambient gases cannot reach flame or sparks.
- Contractors must provide “fire-watch” during welding operations.
- Fire doors must not be wedged open or latches disengaged. If repeated access is required, speak to Protection Services department.

**KHSC Emergency Phone Number: ext 4444  
from any Hospital phone line**

### **CODE RED-FIRE**

In the event of smoke or fire, remember the R.E.A.C.T. formula:

- R** - Rescue anyone in immediate danger
- E** - Ensure doors and windows are closed wherever safe to do so
- A** - Activate the nearest pull station; pulling the pull station will activate the fire alarm system. Call Switchboard at **4444** providing:
  - Name & position
  - Location
  - Nature of the emergency
- C** - Confine the area by closing the door to the affected area
- T** - Try to extinguish the fire only if it safe to do so. Do not attempt to extinguish a fire if doing so will put yourself or others at risk

### **Upon Hearing A Fire Alarm:**

- 1) When you hear the 1st alert stage alarm 30 Tones Per Minute (TPM), the switchboard operator will announce over the PA the location of them fire for “Code Red-Area” and all magnetic door holders will be released and fire separation doors will be closed.
- 2) Note that the fire alarm tones will automatically silence after 5 minutes. This does not mean that the Code Red is over. See 8) for information about when it is safe to resume normal work.
- 3) Cease unnecessary activity and listen for the location of the emergency
- 4) If the emergency is in your immediate area investigate for signs of smoke or fire and activate alarm; if you do not discover smoke or fire, report to your designated / alternate safe area and wait for instructions.
- 5) Do not use elevators unless instructed by the Fire Department.
- 6) If you hear the 2nd evacuation stage alarm (120TPM) immediately report to your designated/alternate safe area and wait for instructions; a **Code Green** will be announced to identify the location to start evacuating.
- 7) Prepare for the need to evacuate the area – turn off all equipment, extinguish all flames and leave the area and building immediately via the closest building exit closing all doors behind you.

- 8) An “all clear” announcement will be made to signal the end of the emergency. Contractors may now continue their normal work and circulation in the KHSC premises.

#### **EMERGENCY CODES FOR KHSC**

|                                 |  |
|---------------------------------|--|
| Code Red                        | Fire   |
| Code Green                      | Evacuation   |
| Code Yellow                     | Missing Patient  |
| Code White                      | Violence / Behavioural Situation   |
| Code Blue                       | Adult Cardiac Arrest   |
| Code 99                         | Medical Emergency  |
| Code Pink                       | Pediatric Cardiac Arrest   |
| Code Brown                      | Hazardous Spill (Radioactive / Chemical / Biological)  |
| Code Aqua                       | Flood  |
| Code Orange                     | Disaster External/Mass Casualty  |
| Code Black                      | Bomb Threat / Suspicious Package   |
| Code Grey                       | External Air Exclusion   |
| Code Purple                     | Hostage Situation  |
| Code Amber                      | Infant / Child Abduction   |
| Code 11                         | Inmate Escape  |
| Code Silver<br>(Lockdown)       | Active Shooter / Dangerous Weapon Situation  |
| Code Transfusion                | A massive hemorrhage medical Emergency   |
| Contingency Plans –<br>Loss of: | Power, Water, Communications, Information Technology,<br>Heat, Medical Gases, or Flood Emergency |

#### **4) GENERAL CONDITIONS**

- All work performed on Kingston Health Sciences Centre premises must be in compliance with the:
  - Ontario Occupational Health & Safety Act (1990) and applicable Regulations
  - Workplace Safety & Insurance Act (1997) and Regulation 1101 (First Aid)
  - Ontario Building Code and applicable Regulations,
  - Environmental Protection Act (1990) and applicable Regulations
  - Transportation of Dangerous Goods Act (1981) and applicable Regulations
  - CSA Standard Z317.13-07 Infection Control during “Construction or Renovation of Health Care Facilities
  - Ontario Human Rights Code
  - Kingston Health Sciences Centre policies and procedures and instructions.
- The contractor shall develop and submit a site-specific Health and Safety Plan
- The Contractor will take all necessary steps to protect the work area/property and KHSC staff, patients, visitors, and general public from any danger arising from their work. Any damage shall be repaired by the Contractors/Sub-Contractors at their expense and to the satisfaction of KHSC.
- The contractor will share Ministry of Labour visits and orders issued to them, with the KHSC Project Manager.



- Any and all injuries must be reported to the Contractor Supervisor and to KHSC's Project Manager.

#### **First Aid**

Contractors are responsible for maintaining their own First Aid Kit/Room as per the Workplace Safety & Insurance Act. Any injury requiring serious medical attention – Dial 4444, explain situation location and request a Code 99. If the person is having a life threatening medical emergency, call 4444 for Code Blue.

- All accidents or near misses involving Contractors/Constructors, their subcontractors or their agents, must be fully investigated by the Contractor and an Investigation Report produced, with preventative measures identified and implemented. A copy of the Investigation Report shall be provided to KHSC upon request.
- All accidents involving or affecting staff or clients of KHSC shall be fully investigated in conjunction with a KHSC Representative and an Investigation Report will be produced. The Contractor, subcontractors or their agents shall cooperate with the investigation and provide KHSC Project Manager with a copy of their Investigation Report.
- The Contractor will be responsible for ongoing safety inspections, and implementation and adherence to KHSC's Infection Prevention & Control requirements.
- The Supervisor of the project, representing the Contractor, shall be responsible for his/her employees maintaining standard safety practices, as well as the specific safety rules listed below, and additional instructions issued by KHSC representative while working on KHSC premises.
- All documented programs and schedules shall be reasonably available to KHSC should KHSC Project Manager or Representative require access to them.
- If Contractors, subcontractors and/or their agents are in breach of any safety or Infection Prevention & Control requirements, they may be asked to leave the site premises. It will be up to KHSC's Project Manager to determine whether the Project shall continue. Contractors, subcontractors and their agents will not be permitted to resume work on KHSC premises until such time as they have proven compliance with all safety requirements, legislation and practices.
- Hazard warning tags must be used while working on:
  - Compressed Air
  - Electrical panels
  - Steam lines
  - Water lines
  - Gas lines
  - Other services locked off to avoid injury
- Contractors should use designated "service" elevators and are responsible for protecting elevators from damage and keeping them free of construction debris and spills. Damage shall be fully restored by the responsible contractor. Fire routes and corridors must not be obstructed with equipment.
- Precautions may be required when working on existing walls, ceilings, floor spaces, ducts and piping systems. The dust and dirt collected in these areas may contain disease causing germs. All renovation and construction projects must be

reviewed by KHSC's Infection Prevention & Control Service to ensure appropriate precautions are in place prior to beginning work.

- Where KHSC washroom facilities are approved for use by contractors, the contractor will maintain the washrooms in a clean and sanitary manner.
- Where available, Contractor vehicles must be left in designated areas and when not in use, must not obstruct emergency vehicles or roadways.
- Materials which are to be removed in the existing building and are not called for to be reused or specifically called for in the specifications to be removed, and turned over to KHSC shall become the property of the Contractor and shall be removed from the site. The Contractor shall be responsible to check with Plant Engineering & Maintenance prior to the removal of any and all items. Where services are connected to such items, services shall be removed and capped off except where required or reused when they shall be temporarily capped.

## **5) CLOTHING/DRESS CODE**

- Shirts and long pants that are appropriate (e.g. no inappropriate slogans) shall be worn at all times
- For individual protection, do not wear:
  - Loose clothing or cuffs
  - Greasy or oily clothing, gloves or boots
  - Torn or ragged clothing or any encumbrance (long hair tied back, loose jewelry removed, etc)
- Appropriate Personal protective equipment (PPE)

## **6) GENERAL CONDUCT**

- No horseplay permitted on the Project site or on KHSC premises.
- Inappropriate behaviour/language will not be tolerated.
- Harassment exhibited in the workplace is prohibited in accordance with the Ontario Human Rights Code and the Occupational Health & Safety Act. Harassment is defined as "engaging in a course of vexatious comment or conduct against another staff member that is known or ought reasonably to be known to be unwelcome."
- Violence in the workplace will not be tolerated. KHSC defines violence as "any actual, attempted or threatened conduct in the workplace that causes, or is likely to cause, physical and/or psychological harm/injury, or that gives a person reason to believe that they themselves or another person is at risk of physical or psychological harm/injury. It includes but is not limited to any actual or attempted assault (including physical and sexual), threatening, intimidating, and abusive behaviour (verbal, written, or physical), bullying and harassment.
- Contractor must adhere to the following KHSC policies:
  - Code of Behaviour Policy # [12-320](#)
  - Workplace Harassment & Discrimination Policy # [12-300](#)
  - Workplace Violence Prevention Policy # [02-143](#)
  - Workplace Conduct Policy # [01-217](#)
  - Whistleblowing Policy # [01-218](#)

## **7) SMOKING:**

- KHSC is a smoke-free facility. Smoking is not permitted anywhere on KHSC premises. KHSC Protection Services department and hospital contacts are responsible for ensuring the smoking policy is adhered to.

## **8) ALCOHOL & DRUGS:**

- No person will consume alcohol or drugs or be under the influence of alcohol or drugs. 'Drugs' includes any substances, illicit drugs, medications, solvents or inhalants, that act on the central system to negatively change or affect the way a person thinks, feels, or acts. Prescription drugs are of concern if they affect an individual's potential or ability to perform their job safely.

## **9) PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- Contractor shall ensure that their personnel are informed of and abide by safety regulations, always follow safe practices and use personal protective equipment (PPE) as required.
- Special protective clothing may be required in some work areas. The Contractor will instruct as required.
- Hard hats shall meet the requirements of the CSA or ANSI as outlined in Construction Regulations (O. Reg. 213/91) and shall be worn by everyone on a construction site.
- Safety footwear shall be CSA certified and shall be worn by everyone on a construction site.
- Goggles/face shield shall be worn where there is a danger from chipping, sawing, grinding, cutting, welding, exposure to heavy dust, acids and other toxic liquids, and potentially infectious agents/body fluids.
- Welding helmets shall be worn by personnel doing welding.
- Appropriate respiratory protection (e.g. dust masks) is recommended for workers when removing ceiling tiles; tight fitting respirators with the appropriate type of cartridge may be required where other potential respiratory hazards exist (e.g. particulates, VOC's, etc.).
- Flagmen vests shall be worn by personnel flagging traffic. Flagmen shall be instructed in proper flagging procedures.
- Appropriate fall protection devices shall be used by those working at heights.
- Hearing Protection shall be provided by the Contractor and worn as required. Areas within KHSC with noise levels that exceed 85 dB A will be posted. The Contractor shall similarly post signage to notify their workers of any areas that require the use of hearing protection.
- PPE, as required by policy (also see KHSC *Personal Protective Equipment Policy # 02-015*), or indicated by infection prevention and control (see # 13 below), to prevent or contain the spread of infectious organisms.

## **10) DELIVERIES/EQUIPMENT AND MATERIAL STORAGE/STAGING**

- Storage space at KHSC is limited so arrange for delivery of supplies on a daily basis. Items cannot be left on the loading dock or left in corridors.
- The Contractor has sole responsibility for the receipt of their own deliveries.

- All materials and equipment deliveries will be made to the designated receiving area.
- When making deliveries of tools/equipment/supplies, building doors must be closed after use and must not be left open.
- Use of the elevators shall be arranged through HSC Project Manager or contact.
- Where permission is granted to the Contractor to use an elevator, the Contractor shall be responsible for providing protection to the cab and shall be responsible for repairing any damage caused during the use of the elevator at the Contractor's cost. The contractor shall ensure the elevator remains free of dust and debris (at all times) and must damp mop and clean daily at the end of the workday. The Contractor shall clear and surrender use of the elevator immediately during a KHSC emergency.
- When transporting materials, tools & equipment to or from the work site the Contractor shall ensure compliance with the requirements as identified in KHSC's Infection Prevention & Control policies and procedures.
- Contractors provided with an outdoor staging area to serve the construction process will enclose the area with protective fencing and an access gate.

## **11) TOOLS & EQUIPMENT**

- The use of KHSC's carts, ladders, tools and equipment is not allowed. Damage to KHSC equipment or property by the contractor must be reported immediately. The Contractor will be charged for the replacement or repair of same.
- All equipment provided and used by the Contractor shall be in safe operating condition
- All tools and equipment utilized must be CSA approved where applicable, be labeled, protected, and in good condition.
- Tools and dangerous objects must not be left unattended.
- The loss of any such material will be the responsibility of the Contractor. KHSC assumes no responsibility for lost or stolen equipment.

## **12) HOUSEKEEPING**

- The job site must remain clean and tidy on a daily basis and free of trip hazards.
- Only those materials required each day are to be brought to the job site.
- It is the responsibility of the Contractor to remove all garbage debris, packaging, surplus material and scrap from the work site on a daily basis – or more often if required.
- Oily and waste solvent rags are a fire hazard and shall be deposited in approved containers and removed from site daily.
- KHSC containers, carts, and garbage bins shall not be used to store or transport debris unless permission is obtained from the KHSC's Project Manager or Representative. Failure to comply may be cause for removal by KHSC and a claim against the contractor or deduction from invoiced amounts for the incurred cost.

### **13) INFECTION PREVENTION & CONTROL**

- Comply with the requirements as identified by KHSC's Infection Prevention & Control Policy, Preventive Measure Analysis, and Constructor's Infection Control Plan as approved by KHSC Infection Prevention and Control.

### **14) BARRICADING, LIMITING ACCESS AND HOARDING**

- The Contractor will supply, erect, maintain, and remove hoarding barriers, barricades, signs, lights, etc. around the building site, so as to provide proper protection and comply with regulations and by-laws of the municipality and authorities having jurisdiction.
- It shall be the responsibility of the Contractor to review the location and extent of the work site isolation with KHSC Project Manager prior to commencement of work.
- Barricades must be placed in such a manner as to prevent unauthorized personnel from entering the work site
- No fire prevention equipment or fire exits may be blocked for emergency access.
- Any hoarding that is required to control dust must be inspected by The Infection Prevention & Control Service before work commences and prior to removal.

### **15) LADDERS AND OTHER EQUIPMENT**

- When using ladders and other equipment, Contractors must ensure cones and proper signage are put in place to ensure safety of the public.
- Ladders must be stored safely when not in use and not propped against a wall.
- Contractors must employ good ladder practices to ensure safety of user and public.
- Contractors shall be responsible to have all employees properly trained.
- Contractors shall inspect any equipment and or device that is used to elevate material or persons. These equipment inspections must be logged.
- Contractor shall ensure that all fall arrest equipment is certified and in good condition in accordance with the requirements of the Occupational Health and Safety Act.

### **16) CHEMICAL SAFETY**

- KHSC Project Manager shall inform the Contractor of any hazardous or designated substance that the Contractor may encounter in the course of work.
- Contractor shall ensure that when working with or around any hazardous or designated substance, all necessary precautions are followed. Such precautions include, but are not limited to, the use of personal protective equipment, engineering controls, area signage and isolation, safe handling and storage of hazardous materials and disposal of waste, and proper procedures for spill clean-up in accordance with the MSDS.
- Contractors shall be responsible to have all employees properly trained on the safe use of hazardous materials.
- Contractors shall ensure all hazardous substances/containers are clearly labeled and properly stored as per the WHMIS Regulation.

- Under the WHMIS Regulation, Material Safety Data Sheets (MSDS) of all chemicals to be used on the Project shall be kept on site and readily accessible at all times. Copies of any MSDS products being used on site will be provided at the request of KHSC's Project Manager or representative.
- All hazardous materials will be stored and dispensed in an area suitable for that purpose, in compliance with regulations. This includes, but is not limited to, a well-ventilated area and away from possible sources of ignition.
- The following rules shall apply to compressed gas cylinders on the premises:

**Storage** – all compressed gas cylinders must be stored in a ventilated area which is located away from traffic and free from falling material. Full cylinders must be stored in a separate area from empty cylinders. In all cases, cylinders must be fastened securely in an upright position, the valves closed and safety caps in place, hand tight.

**Transportation** – all cylinders being transported must be fastened securely in an upright position with the safety caps in place. No cylinder full or empty shall be transported lying across the forks of lift trucks and shop trucks.

**Usage** – during use, cylinders must be fastened securely in an upright position in an approved cart. In no case shall cylinders be used in a lying down position on shop trucks or stock baskets. They shall never be used as rollers or for any purpose other than to carry gas. Cylinders must be kept away from sparks, slag or excessive heat. Oil or grease should never come in contact with the bottles, lines or gauges.

**Disposition of empty cylinders** – when cylinders are empty, they are to be taken to the empty storage area immediately. In no circumstance are the empty cylinders to be left standing in the work area or left lying on the floor, on scrap heaps, Shop trucks or left in the yard. When the contract is complete, the Contractor shall be responsible for removing all cylinders from KHSC premises.

- The Contractor shall ensure all waste is disposed of, in accordance with all municipal, provincial or federal regulations. Under no circumstances are Contractors to allow any contaminant to be added, emitted or discharged into the natural environment.
- Chemical spills released into the environment must be reported immediately by the Contractor/Constructor to KHSC's Project Manager or Representative. If a hazardous material spill occurs, call 4444, explain the situation, and request a Code Brown be announced.

## **17) DESIGNATED SUBSTANCES**

- Contractors will adhere to the Occupational Health & Safety Act and all Regulations pertaining to Designated Substances.
- Many of KHSC's buildings contain varying amounts of designated substances such as lead, mercury, silica, and asbestos.
- A Designated Substances Inventory is on file with KHSC. Full details will be provided to contractors.

### **Asbestos Containing Material (ACM):**

- On an annual basis, the Asbestos Inventory is assessed and updated. It is available through the Plant Engineering & Maintenance Department and/or through your Project Manager. Full details will be provided to contractors.
- All Contractors must review the asbestos inventory prior to commencing work.
- If the Contractor locates asbestos containing materials during the project then the Contractor shall immediately cease work in the area and immediately contact the Consultant, Project Manager, or KHSC Representative.
- Testing and arrangements for the removal of the discovered Asbestos Containing Materials (ACM) will be made by KHSC.
- The Contractor shall comply with all Regulations relating to Asbestos including Regulation 278/05- Designated Substance –Asbestos on Construction Projects and in Building Operations and Repairs, made under the Occupational Health & Safety Act.
- The removal and disposal of asbestos shall be in accordance with the Ministry of the Environment Regulation 309, Revised Regulation as amended to Ontario Regulation 464-85 and 460-88 under the Environment Protection Act, and Regulation 278/05 noted above.
- For more information, see KHSC's Asbestos Management Policy # [02-092](#)

### **18) SHUTDOWNS/TIE-INS**

- Shut down procedures must be followed when all or part of KHSC's utility is required to be disabled or otherwise temporarily rendered inoperable.
- Shut down applies to automatic fire sprinklers, standpipe systems, fire alarm and detection systems, under/above ground water supply mains, power, steam, network and telecommunications equipment, etc.
- The person or organization requesting the utility shutdown is responsible for initiating the shutdown.

#### **Utility Shutdown Procedure:**

A utility system shutdown shall be coordinated as follows:

1. The requester must provide written notification by filling out a "Request for Utility Shutdown" form, which shall be completed for all utility shutdown requests. Forms are available from the Planning Office or through KHSC Plant Engineering & Maintenance Department.
2. All coordination and scheduling of impairments shall be completed a minimum of 72 hours prior to the impairment.
3. Utility shutdowns may be accomplished with less than 72 hours' notice, provided that all notification and coordination has been arranged between Protection Services department, Information Services, and Plant Engineering & Maintenance, and the shutdown required is of an emergent nature.
4. KHSC's Plant Engineering & Maintenance Department is responsible for signing off before execution of the request and notifying those occupants who reside in the areas of the shutdown. *Note- Authorization for shutdowns by Plant Engineering & Maintenance is not required for Information Services/IT shutdowns.*
5. Upon completion of the workday, the requester will notify Plant Engineering & Maintenance and request that the system be returned to normal operation.

The bottom half of the "Request for Utility Shutdown" shall be completed and signed off.

## **19) LOCK-OUT/TAG OUT**

- Contractors must adhere to established requirements under the Occupational Health & Safety Act and pertinent Regulations at all times while on KHSC premises.
- Contractors must adhere to safe lockout/tagout procedures when working on equipment, machinery, and/or systems, in order to ensure they are at a zero energy and inoperable state to prevent inadvertent start up and potential injury to workers.
- Lockout/tagout is designed to ensure the health and safety of all persons related to the unexpected surge, start up, or release of stored energy, activation of electrical, mechanical, hydraulic, pneumatic, thermal (steam), chemical (natural gas or propane), and all other forms of energy or multiple energy sources.
- Contractors must use their own locks and tags.
- KHSC's Project's Manager will notify Plant Engineering and Maintenance via a Utility Shutdown request for all Contractor requests for de-energization of power at the energy source.
- Failure of the Contractor to safely lockout equipment will result in removal from the premises.
- For more information, see KHSC's Lockout/Tagout Policy # [02-086](#).

## **20) HOT WORK PERMITS**

### **Instructions for Fire Watch / Hot Work Permit**

- Hot Work permits are required before any cutting, welding, core drilling, open flame work or dust work is done. A 'Hot Work Permit' form must be filled out and approved a minimum of 72 hours before this work is anticipated. This will allow KHSC time to warn all persons involved and disable any fire detectors to prevent sounding an alarm.
- Once the Hot Work Request is approved, the requester will contact Protection Services department and request the hot work to be posted at the work site. Protection Services department will inspect the area for any hazards and issue the hot work permit.
- Personnel conducting "hot work" are responsible for their own fire watch. "Fire watch" means not leaving the area unoccupied while detection/means of alarm activation is unavailable. This means that the worker is responsible for all areas of the work site.
- KHSC's Protection Services staff will patrol the work site routinely to ensure the workers know how to respond, extinguishers are present, and that no obvious hazards are left around.
- Any Contractor working on KHSC's premises is required to review KHSC Health & Safety Orientation which includes fire safety.
- When the work is complete, the contractor will call Protection Services department and advise that the work is complete.
- Once the final inspection is complete, Protection Services department will request the restoration of the fire alarm system if impaired.



- Any impairment to the fire alarm system must be returned to normal before the worker leaves the work site. If the impairment has occurred after work hours, arrangements will need to be made by Protection Services department to ensure a constant and vigilant fire watch of the unprotected area, or alternatively, make arrangements to return the system to normal.
- If the shutdown/hot work request is cancelled, the contractor will advise the Protection Services department of the cancellation
- Any person, and his/her organization, requiring a utility system installation, maintenance, testing, repair, or other operation that requires a shutdown of a utility, shall be responsible for compliance with these procedures.
- If at any time a site authority (e.g., Protection Services department, Plant Engineering and Maintenance, The Planning Office, Occupational Health & Safety, Information Services) believes the area of work is unsafe, or that the work being carried out is not being done in accordance with this document, all work will stop until the area is made safe and compliance is attained.
- If an emergency occurs on a work site that has failed to comply with these procedures, the responsible Contractor may be fined up to \$2,500 for Kingston Fire Services and KHSC emergency response team response. The responsible Contractor for the area may also be removed from the preferred contractors list
- For more information, see KHSC's 's Utility shutdown/Hot Works Policy # [02- 077](#)

## **21) SCENT SENSITIVE POLICY**

- Due to health concerns arising from exposure to scented products, KHSC has instituted a scent-sensitive policy in an effort to provide a healthy and safe working, learning, teaching, and caring environment for all persons on site.
- All Contractors are required to comply with KHSC's Scent Sensitive Policy # [02- 201](#).
- Contractors must refrain from wearing scented products (e.g. aftershave, cologne, perfume, etc.
- All paints, adhesives, glues, and other materials must be low (VOC) scent or unscented.
- Activities that require the use of scented products must be conducted after hours and/or in a manner that minimizes exposure to others who could react to the scent.

## **22) RESTRICTED/CONFINED SPACE ENTRY**

- Contractors must meet all requirements as specified in the Occupational Health & Safety Act and relevant Regulations pertaining to Confined Space and Restricted Space entry including: the Confined Space Regulation 632/05, Confined Space requirements as prescribed under Section 43 of the Health Care & Residential Facilities Regulation 67/93, and Restricted Space requirements as prescribed under Section 42 of the Health Care & Residential Facilities Regulation 67/93.
- Confined Space requirements- include, but are not limited to, having a written plan in place that identifies hazards and hazard control measures, ensuring entry permit prior to any worker entering the space, ensuring rescue procedures, equipment, and an attendant are in place and that all involved workers have

been adequately trained, and ensuring atmospheric testing has been conducted as required prior to entry/re-entry into the space.

- Contractor is to maintain all records in relation to the above for the prescribed period of time and upon request, provide these to KHSC Project Manager or Representative.
- Contractors must provide and use their own equipment for Confined Space and Restricted Space entry and rescue.
- For more information, refer to KHSC's Restricted Space/Confined Space Policy # [02-087](#).

### **23) HOISTS AND CRANES**

- Use and follow maintenance checklists that include critical safety components as specified by the manufacturer, professional engineer and/or your company's requirements.
- Inspect the crane as often as required - pre-operation, daily, weekly, monthly, annually and/or periodically as specified by the manufacturer.
- Document all findings clearly in the maintenance logbook, including all tests, repairs, modification and maintenance.
- Keep logbook with the crane.
- Have the crane certified by a professional engineer as required, including the structural, mechanical and control systems

### **24) PNEUMATIC TOOLS**

- Review the manufacturer's instruction before using a tool.
- Wear safety glasses or goggles, or a face shield (with safety glasses or goggles), and, where necessary, safety shoes or boots and hearing protection.
- Post warning signs where pneumatic tools are used. Set up screens or shields in areas where nearby workers may be exposed to flying fragments, chips, dust, and excessive noise.

### **25) SCAFFOLD SAFETY**

- Scaffolds shall be erected on sound, rigid footing, capable of carrying the maximum intended load without settling or displacement.
- Install, inspect, maintain and repair scaffolding in accordance with standards, regulations, and manufacturer's instructions.
- Remove snow and ice from scaffold platforms, ladders and access areas. Ensure that scaffold is securely attached to the building structure.
- Provide adequate ventilation for the work done inside the scaffold if the scaffold is completely hoarded. Note also that effects from winds increase when scaffolds are covered (hoarded).
- Use all of the components required, including base plates, connections, braces, and securing devices (e.g., "banana" clips, "pig tails", tie-ins, etc.)
- Protect all planked or working levels with proper guardrails, mid rails and toe boards along all open sides and at the ends of scaffold platforms.

## **26) FALL PROTECTION**

- Identify all areas where there is a potential of injury due to fall.
- Consider the use of passive fall arrest systems first, such as guardrails, or travel restraint or fall-restricting systems.
- Develop fall arrest rescue procedures with details how to return workers safely to the ground after a fall has been arrested.
- Educate and train workers and supervisors to understand and properly fulfill their role in fall protection and prevention. Workers should have easy access to policies and procedures so they can be reviewed when needed.
- Make sure workers are instructed in all of the fall-protection methods or systems used and, in the post-fall rescue procedure before being allowed into an area where there is a risk of fall.

## Checklist for Project Managers - Contractor Health and Safety Requirements

|                             |  |
|-----------------------------|--|
| <b>Project Name</b>         |  |
| <b>Project Startup Date</b> |  |
| <b>Project Manager</b>      |  |
| <b>Contractor</b>           |  |

| No  | Requirements   | Completed                |
|-----|--|--------------------------|
| 1.  | Prequalified contractor: if not, complete <a href="#">Appendix A - Contractor OHS Evaluation form</a>  | <input type="checkbox"/> |
| 2.  | Project-Specific Health and Safety Plan submitted and approved   | <input type="checkbox"/> |
| 3.  | Project-specific Designated Substances Report (DSR) or latest version of site-specific Asbestos Reassessment shared with the contractor                              | <input type="checkbox"/> |
| 4.  | Shared Appendix C – <a href="#">Contractor Health and Safety Manual</a> with the contractor  | <input type="checkbox"/> |
| 5.  | Contractor Signed <a href="#">Appendix B - Contractor Health and Safety Responsibility Agreement</a> if not already done as part of the contract procurement process | <input type="checkbox"/> |
| 6.  | Communicable disease screening requirements (Policy # 02-210) reviewed and Appendix E is completed (as required).  | <input type="checkbox"/> |
| 7.  | WSIB Clearance Certificate is up to date   | <input type="checkbox"/> |
| 8.  | Contractor's Liability Insurance is in place   | <input type="checkbox"/> |
| 9.  | Contractor Orientation completed and Hospital ID issued (as required)  | <input type="checkbox"/> |
| 10. | Contractor aware of the requirement to share MOL visits and orders issued to contractors with the KHSC Project Manager/Maintenance Manager                           | <input type="checkbox"/> |
| 11. | Contractor aware of the requirement to share their workers' MOL reportable injuries/illnesses with the KHSC Project Manager/ Maintenance Manager                     | <input type="checkbox"/> |