



SITE RULES FOR CONTRACTORS

General Information

Contractors and sub trades are required to comply with all applicable Federal, Provincial and Municipal Acts and Regulations including, but not limited to; Occupational Health & Safety Act, Workplace Safety and Insurance Act and the Environmental Protection Act.

In addition, contractors are expected to be familiar with St. Joseph's Health Care London (St. Joseph's) policies and procedures for Project Safety, Administrative Facility Project, Planning and Space Allocation, Waste Management, Emergency Codes, Infection Control and any other related work requirements that may be given.

Project Lead is the St. Joseph's staff person responsible for implementation of the construction/renovation and/or maintenance related work. Project Leads can be staff from any authorizing department (refer to [Administrative Facility Project, Planning and Space Allocation](#) Policy) and include Physical Plant Co-ordinators when maintenance work is being performed.

Contractors shall be given a copy of the **Site Rules for Contractors**, at the preliminary site meeting by the Project Lead, and/or before commencing work. Contractors shall instruct their employees and subs trades on applicable site rules and post a copy at the site office (if applicable) before any work commences.

Non-compliance with site rules or other mandated policy, procedure, act or regulation is subject to actions, as may be provided for in the contract documents or purchase order, that could lead to stop work orders or other means necessary to correct the deficiency, and as may be determined by the Project Lead.

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Accident/Incident Reporting

Any dangerous accidents/incidents, potential hazard to health and environment and/or fire damage to St. Joseph's property shall be immediately reported to the Project Lead. The Contractor shall also report accidents/incidents to the Ministry of Labor or any other appropriate authority, as required.

Asbestos

Asbestos containing materials are present in a number of facilities. Contractors and sub trades shall review locations of asbestos containing materials by consulting documentation and survey reports on site. There is to be no removal or disturbing of asbestos containing materials unless appropriate measures are followed and the persons doing this work are appropriately trained and in compliance with Asbestos in Construction projects regulations.

Communication Devices

Contractors and sub trades shall be compliant with the London Hospitals' policy on the use of wireless devices. This policy specifies the types and locations of use of all wireless devices (cell phones, two way radios, etc.) and must be adhered to so as to not impact patient/resident medical equipment. Copies of the policy can be obtained from the Project Lead.

Confined and Restricted Spaces

Contractors and sub trades are not to enter any confined or restricted space without the approval of the Project Lead and only if the workers performing the work in the confined and restricted space have been trained in St. Joseph's Confined and Restricted Space Management Program and follow the requirements for obtaining entry permits, as may be required.

Contractor Parking

Due to the lack of parking spaces available for contractors on specific sites, designated spaces may be made available. Parking is available for personal vehicles in parking lots and parking garages, on a first come basis. Contractors are responsible for all parking fees. Parking in fire lanes and other areas marked "No Parking" may result in vehicles being towed.

Deliveries

All deliveries, including those likely to cause an obstruction, must be discussed with the Project Lead. Designated times and locations may be assigned.

Diesel and Fossil Fueled Powered Vehicles and Equipment

Infiltration of diesel fumes into the building environment is a health and safety concern for staff, patients and visitors. Contractors must not operate diesel and fossil fueled powered equipment and vehicles where fumes may be drawn into HVAC systems or naturally penetrate indoor spaces. Security will actively respond to these concerns and has the authority to shut down offending equipment.

Disabled Access/Egress

Disabled access/egress routes and dedicated parking spaces must not be obstructed under any circumstances, unless they form part of the site area and alternate arrangements have been agreed upon with the Project Lead.

Elevators

Service and or passenger elevators may be made available at certain times for transferring of materials with the agreement of the Project Lead. Should fire occur or fire alarm sound, do not use the elevator.

Fire Alarm (CODE RED)

Contractors shall be familiar with the health centre's emergency codes, especially the Code Red procedure.

- a) Remove persons from immediate danger and notify staff in immediate area.
- b) Sound alarm as necessary at alarm pull station by breaking glass. If key alarm, notify staff to turn on.
- c) If no staff in immediate area, notify Fire and Security of fire by dialing extension 55555.
- d) Extinguish fire if this can be done without jeopardizing personal safety.

First Aid

Contractors shall provide first aid services on the work site for their workers and sub trades. Contractors must have a person trained in first aid available at all times the

contractor is performing work and maintain a first aid station or stations, as per the Occupational Health and Safety Act and regulations for Construction Projects.

Harassment/ Inappropriate Language/Horseplay

Contractors are advised that offensive language (e.g. swearing) and offensive behaviour including harassment and horseplay are not acceptable. Contractor staff must perform their roles in a manner consistent with St. Joseph's Mission, Vision and Values

Hazardous and Controlled Products

Contractors or their sub trades will not bring any hazardous and/or controlled products to any St. Joseph's project site without providing, in advance for the approval by the Project Lead, Material Safety Data Sheets for the products. Hazardous and controlled products must be stored in accordance with good practice and as may be required under the Ontario Fire Code. All Contractor staff must be trained in the Workplace Hazardous Materials Information System (WHMIS) and be able to produce a record of training, upon request by the Project Lead.

Housekeeping and Waste Management

At all times, the work site shall be kept clean from dust, debris and trash. The Contractor is responsible for removal of construction debris and trash generated by Contractor work and sub trades from the worksite. St. Joseph's debris containers may not be used unless specified otherwise by the Project Lead. All wastes generated by the contractor and sub trades must be handled and disposed of in accordance with provincial and municipal regulations. Recycling of materials is strongly encouraged.

Hygiene Facilities

Contractors shall provide proper sanitary facilities, including potable water for hand washing, suitable towels and toilets, for all of their construction personnel and sub trades. Company facilities may be used with prior authorization from the Project Lead.

Identity Badges

All Contractors will have a photo identity badge to be worn whenever on St. Joseph's premises. Identity badges are issued by Fire and Security Services and must be returned at the end of the work.

Infection Control

Contractors shall be familiar with infection control standard precautions, if they are working in clinical/laboratory areas. Standard precautions are designed to reduce the risk of transmission of infectious diseases and should be used whenever there is a risk of an exposure to any body fluid. With respect to contractors, standard precautions include the use of disposable gloves, when appropriate, and frequent washing of hands that have contacted environmental surfaces that may be contaminated. If contractors are to be working in patient/resident care units, Project Leads shall provide them with additional information on transmission-based precautions (contact, droplet and airborne).

Any construction activity that has the potential to create dusts and/or a disruption of water supply must be assessed and comply with the **Infection Control Measures in Construction/Renovation /Maintenance Policy**. Contractor staff must not under any circumstances track mud/dirt/dust from areas under construction or spread dust in the hospital buildings from Contractor staff with dust contaminated clothing/tools/supplies.

Contractor staff that are ill with acute onset fever, respiratory or gastrointestinal symptoms should not be working in St. Joseph's facilities for a minimum of 48 hours, until symptoms have resolved.

Meals and Breaks

Contractors shall advise their employees and sub trades the location for breaks and eating meals. Contractors can purchase meals in the hospital cafeterias, if they want to use these facilities.

Mental Health Act

Contractors need to be aware that certain works undertaken on St. Joseph's specific sites will bring contractors and sub trades in contact with clients admitted under the Mental Health Act. These patients may be uninhibited or disruptive and contractors need to put in place, additional measures that would minimize the risks to this group of patients.

Noise and Vibration

Contractors and sub trades shall ensure that noise and vibration is kept to a minimum at all times. Equipment that generates high levels of noise or excessive vibration should be adequately damped, and/or silenced and/or soundproofed. Any activities that are expected to produce significant noise and/or vibration shall be approved by the Project Lead and conducted during the times and locations specified in the approval.

Penetration of Walls, Floors, Ceilings

As per the **Administrative Facility Project, Planning and Space Allocation Policy**, there is to be no access to, or alteration of the facility's infrastructure without appropriate approval from a designated authorizing department. Contractors and/or sub trades that require approval must obtain this from the Project Lead.

Personal Protective Equipment

Contractors are responsible for assessing all work activities and supplying their personnel and sub trades with the appropriate personal protective equipment (PPE), required to perform the work safely. PPE includes: safety boots, safety glasses, hard hats, work gloves, outer clothing, respiratory protection equipment, fall arrest equipment and any other PPE required by regulation or best practice. Contractor's employees and sub trades required to use PPE will be instructed in the proper care and use and records of training available for review by the Project Lead, as may be required.

Site Access and Egress (external)

Access routes into St. Joseph's sites will either be specified (with a site plan) in the Tender Documents or agreed at the preliminary site meeting with the Project Lead. Fire lanes are not to be blocked.

Site Access and Egress (internal)

Access sites within buildings on St. Joseph's sites will be specified in the Tender Documents or agreed at the preliminary site meeting with the Project Lead.

Smoking

Smoking is not allowed in any premise that is owned, leased and/or occupied by St. Joseph's. Each site has Designated Smoking Areas (DSA) that must be used by all persons wishing to smoke. This policy is enforced by security. Contractors should ensure that cigarette disposal containers are used to keep grounds, parking lots and roadways free of cigarette butts.

Temporary Site Accommodation (Contractor Site Office)

St. Joseph's may agree to the placement of temporary accommodation for the contract period in a suitable location. This will be either specified in the Tender Documents or agreed upon with the Project Lead. It will be the contractor's responsibility to install, maintain and remove on completion any temporary accommodation.

Tools and Equipment

Equipment and tools are not to be left unsupervised. The term equipment includes items such as scaffolding, ladders, guardrails and barricades. All tools and equipment used on ST. JOSEPH'S facilities must be in good working order and be suitable for the intended use. Electrical equipment must be CSA approved and all cords and connection cables inspected before and during use. Any equipment with damaged cords or plugs must not be used. Ladders and equipment used for working at heights must not be placed in any area where there is a potential for impact with other persons or equipment. Tools and equipment may not be borrowed from Physical Plant without the written permission of the Physical Plant Coordinator.

Traffic Control and Work in Traffic Areas

Contractors involved in works resulting in the restriction of access on ST. JOSEPH'S roads, parking lots or other traffic areas shall provide traffic control. They should also be aware that emergency vehicles have priority. Contractor staff directing traffic or working on or near roadways or in traffic areas such as parking lots and garages must wear traffic control vests and be appropriately trained.

Unloading and Storage Areas (Temporary Hoarding)

Unloading areas may be allocated in certain locations in agreement with the Project Lead. Storage areas will be designated in a similar way.

Utilities

Water and electricity will be provided from the nearest take off point, if agreed upon during the Tender stage (before work commences) with the Project Lead. It will be the contractor's responsibility to install, maintain and remove, upon completion, temporary supplies as necessary to enable the works and reinstate services and finishes in accordance with legislation current at the time and/or the directions provided by the Project Lead. Unless specifically agreed upon and included in the project contract or purchase order, costs of all service connections, usage and restoration are to be the responsibility of the contractor.

Warning Signs, Barricades and Lighting

Contractors are responsible for the procurement and maintenance of all warning signs, barricades, and temporary lighting, as is appropriate for the nature of the job, and as may be required/requested by the Project Lead. Warning signs shall be compliant with



CAN/CSA-Z321-96 (R2001) "Signs and Symbols for the Workplace", the Occupational Health and Safety Act and regulations, or as may be approved by the Project Lead.