

2021

# Site Rules for Contractors



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St. Joseph's Health Care London  
Site Rules for Contractors

<b><u>Table of Contents:</u></b>	<b><u>Page:</u></b>
1. Legend	2
2. Authority	3
3. Introduction	3
4. St. Joseph's Health Care London (St. Joseph's) Policies and Procedures	4
4.1. Contractor Identification	4
4.2. Checking In	4
4.3. Contractor Mobilization & Deliveries	4
4.4. Contractor's Tools & Equipment	5
4.5. Smoking	5
4.6. Parking	5
4.7. Communication Devices / Wireless Phones	5
4.8. Temporary Disruptions	6
4.9. Code of Conduct	6
4.10. Hazardous Substances	6
4.11. Housekeeping and Waste Management	7
4.12. Injuries & Incidents	7
4.13. Penetration of Walls, Floors, Ceiling	8
4.14. Privacy & Confidentiality	8
4.15. Infection Control	8
5. Telecommunications	8
6. System Shutdowns	8
6.1 General	8
6.2 Fire Alarm System	9
6.3 Hot Work	9
7. Contact Information	10
8. Contractor Acknowledgement	10

## 1. Legend

ACMs: Asbestos-Containing Materials.

Asbestos: Generic name given to a commercially and legally defined group of six naturally occurring fibrous silicate minerals that have been widely used in commercial products.

Contractor: A person hired by another not as an employee but, rather, pursuant to a contract for service where the engaging party does not supervise or control the detail of the work, and where the party engaged remains self-employed. In this program the Contractor includes the Contractor Company, Project Manager, their sub-trades, staff and any affiliates associated with the Contractor or Work being performed.

Construction: Includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concrete work/repair, as well as the installation of any machinery, and any work or undertaking in connection with a Project.

Constructor: A person who undertakes a project for an Owner, and also includes an Owner who undertakes, or "makes one responsible for" all or part of a project by him/herself or by more than one employer.

The Constructor is the party with the greatest degree of control over health and safety of the entire project and is ultimately responsible for the health and safety of all workers. The Constructor must ensure that all the employers and workers on the project comply with the Occupational Health and Safety Act.

Note: St. Joseph's Health Care London does not carry Constructor liability insurance. Therefore, all Contractors who conduct work on SJHC grounds must either act as Constructor or be able to clearly identify the Constructor they are working for/are sub-trade to.

HEPA: High Efficiency Particulate Air (99.97% efficient to 0.3 microns)

Infectious Agent: Includes a virus, pathogen, agent that is capable of causing an adverse effect including illness, disease, short and long-term disability.

Maintenance: Includes any cleaning activity, servicing equipment or the installation of any equipment, device, or building service, including cabling, piping, wiring, etc.

Owner: Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.

St. Joseph's Health Care London  
Site Rules for Contractors

**Project Lead:** The St. Joseph's staff member dedicated to the planning, execution, and closing of a construction/renovation and or maintenance contract, agreement, or purchase order. The Project Lead oversees the contract and provides support to the Contractor.

**Project:** This term as it appears in the Ontario Occupational Health and Safety Act states that a Construction Project, whether public or private, including:

- a) *The Construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, water main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof;*
- b) *The moving of a building or structure; and*
- c) *Any Work or undertaking, or any lands or appurtenances used in connection with Construction.*

**St. Joseph's Hospital (St. Joseph's):** For this document includes St. Joseph's Hospital, Lawson Research Institute and Mount Hope Centre for Long Term Care (Mount Hope), Family Medical and Dental Centre, as well as the St. Joseph's Parking Garage, and all external grounds on those building sites.

**Parkwood Institute Main Building (Parkwood Institute):** For this document includes the Parkwood Institute, Main Building, Neurobehavioral Building, and Parking garage, as well as the grounds directly surrounding those buildings.

## 2. Authority

In Ontario, a Constructor retained for the purpose of completing "project" Work or other construction activities has a responsibility to ensure that the Work is being done in accordance with good engineering practice, which includes a requirement that it be done in a manner that protects the health and safety of all workers, as per Section 1.1 of Ontario Regulation 213/91: *Construction Projects*.

## 3. Introduction

All Contractors engaged by St. Joseph's to perform construction and/or maintenance work must follow all *St. Joseph's Health Care, London Policies & Procedures*. Contractors, their staff and/or sub-trade(s) are required to comply with all applicable Federal, Provincial and Municipal Acts and Regulations including but not limited to: *Occupational Health and Safety Act, Workplace Safety and Insurance Act, and the Environmental Protection Act*. The hospital's policies and procedures do not take precedence over any applicable Federal, Provincial or Municipal Act, Regulation or Code.

The Contractor must confirm to the Project Lead that he/she is familiar with these *St. Joseph's Site Rules for Contractors* by signing the last page of the document where specified, and must maintain a copy of this document on the project site. The person signing this document on behalf of the Contractor is responsible

to ensure that all Contractor's staff and sub-trades working on the project are also familiar with these *Site Rules for Contractors*.

#### **4. St. Joseph's Policies and Procedures**

##### **4.1 Contractor Identification**

All Contractors must wear St. Joseph's ID badges at all times while on St. Joseph's sites. Badges are to be obtained by submitting a request form to the Project Lead (see "**Contractor Key Request Form**"). The Project Lead will provide the badge(s) prior to the start of the work. Badges are to be returned to the Project Lead at the completion of the project. Any badges not returned to the Project Lead may carry a fee that will be applied to the Contractor's final billing.

##### **4.2 Checking In**

Prior to commencing work, the Contractor must sign in at the Facilities Management office on site. (*Site locations are noted in Section 7 of this document*). The Contractor must have immediate access to the following information for the duration of the project:

- The name, number and location of the project;
- The number of workers they are responsible for onsite including sub-trades;
- The start date and duration of the project;
- The name and contact number of the St. Joseph's Project Lead;
- Site Supervisor's name, contact number and designate, if appropriate; and
- Name of safety representative on site (if required by Regulations).

##### **4.3 Contractor Mobilization & Deliveries**

The Contractor must secure the project site from access by hospital staff, patients and the public. This includes, but is not limited to, the assurance that doors to the project site be closed and secured whenever the site is unsupervised, and at the end of the work day. Throughout the duration of the work, the Contractor is obligated to display appropriate signage indicating the restricted access and hazard(s) involved.

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 requested by the Project Lead.

All deliveries, including those likely to cause an obstruction, must be discussed and agreed to with the Project Lead prior to shipment date. Unloading and/or temporary storage areas may be assigned with designated times and locations outlined by the Project Lead. No deliveries are to be directed through public entrances.

Service and/or passenger elevators may be made available at certain times for transferring of materials with the agreement of the Project Lead.

St. Joseph's Health Care London  
Site Rules for Contractors

Any need for temporarily Contractor space accommodation is to be clearly identified on the quotation or bid proposal, however space is not guaranteed. St. Joseph's Health Care London will not accommodate a temporary space request post award.

#### **4.4 Contractor's Tools & Equipment**

Tools and equipment are not to be left unsupervised. St. Joseph's is not responsible for the loss or theft of equipment. The term equipment includes, but is not limited to, items such as scaffolding, ladders, guardrails and barricades. All tools and equipment used at 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 the Owner.

#### **4.5 Smoking**

Smoking is not allowed on any premise that is owned, leased and/or occupied by St. Joseph's. All sites are smoke-free, meaning that no smoking is allowed on hospital property. This applies to smoking products/tobacco in any processed or unprocessed form that may be smoked, inhaled, or chewed, including but not limited to snuff, chewing tobacco, snus, cigarettes, contraband cigarettes, cigarillos, cigars, pipe tobacco, hookah pipe, herbal cigarettes, or any products which can be smoked legally or otherwise. (ie. Marijuana). E-cigarettes/Vaping are also prohibited on hospital property. Contractor staff that wish to smoke must do so off hospital property.

#### **4.6 Parking**

On-site parking is permitted in designated public, metered or pay-and-display parking spaces only. Parking on roadways or grassed areas, in fire lanes and other areas marked 'no parking' is strictly forbidden and will result in vehicles being ticketed or towed at the Contractor's expense. Temporary parking at the loading dock for vehicles that are unloading equipment and/or material will be permitted only for the purpose of unloading, with prior authorization from the Project Lead. Vehicles that are parked at the loading dock when not unloading equipment and/or material will be ticketed. Arrangements for access to a monthly parking pass must be made by the Contractor through the St. Joseph's site Parking Office. All costs for parking will be the responsibility of the Contractor, their staff and sub-trades. Obtaining a parking pass only allows parking in designated hospital parking spots.

#### **4.7 Use of Wireless Technologies**

The *Use of Cellular Phones and Other Wireless Technologies* policy states 'Except for designated areas, St. Joseph's prohibits the use of cellular phones and other wireless technologies inside any of its buildings or in close proximity to any patient using a medical device. Signs indicating where cellular phones and other wireless technologies can and cannot be used are posted throughout St. Joseph's.'

#### **4.8 Temporary Disruptions**

Hospital access and/or egress routes and dedicated parking spaces must not be obstructed under any circumstances, unless they form part of the job site and/or is approved in advance by the Project Lead.

Contractors involved in Construction work resulting in the restriction of access on St. Joseph's roads, parking lots or other traffic areas shall provide appropriate 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 comply with their own Occupational Health & Safety Plan, including appropriate safety gear & training.

Dedicated service and/or passenger elevators may be made available at certain designated times for transferring materials with prior agreement from the Project Lead. The use of some elevators requires hospital ID, so please discuss elevator access in advance with the Project Lead. Patients and their families are to be the priority. Please give our patients priority access to elevators at all times.

Contractors 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 advance.

Inform the Project Lead in advance of any potential odours resulting from the Construction work. Any process that may produce hazardous, toxic or noxious fumes, vapours, smoke or other emissions that will not be contained in the project site must be submitted for review and have prior approval of the Project Lead. (see section 4.10) 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 fuel powered equipment and vehicles where fumes may be drawing into HVAC systems or naturally penetrate indoor spaces.

#### **4.9 Code of Conduct**

Contractors are advised that offensive language (ex. swearing) and offensive behavior including harassment and horseplay are not acceptable. Contractor staff and suppliers must perform their roles in a manner consistent with St. Joseph's Mission, Vision and Values. The consequence of not behaving in a professional manner could result in the offending person being asked to leave the work site and/or facility.

#### **4.10 Hazardous Substances**

Contractors will not bring any hazardous and/or controlled products to any site without providing, in advance for the approval of the Project Lead, Material Safety Data Sheets for the product(s). Hazardous and controlled products must be stored in accordance with good practice and in accordance with the Ontario Fire Code where applicable.

#### **4.11 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 the Contractor's work, from the worksite. Hospital owned debris containers may not be used unless specified otherwise by the Project Lead. All waste generated by the Contractor must be handled and disposed of in accordance with provincial and municipal regulations. Recycling of materials is strongly encouraged.

#### **4.12 Injuries and Incidents**

Any serious accident/incidents, potential hazard to health and/or environment and/or fire damage to St. Joseph's shall be immediately reported to the Project Lead, or if unavailable, to Security Services. The Contractor shall also report accidents/incidents to the Ontario Ministry of Labour (MOL) or any other appropriate authority, as required. First Aid, when required, must be administered as a first priority by the Contractor in accordance with Ontario regulations. Contractors must have a person trained in first aid available at all times the Contractor is performing work and will maintain a first aid station on site, as per the Occupational Health and Safety Act.

**For Emergency Response at any St. Joseph's sites, dial extension 55555 from any internal phone.**

**For Emergency Response at any St. Joseph's off-site facilities, dial 9-911 from any internal phone, or if using a cellular device call 911.**

**For Security assistance at any St. Joseph's site, dial 44555 from any internal phone, or if using a cellular phone call 519-685-4555.**

Contractors are to be familiar with St. Joseph's emergency response codes:

## Emergency Code Names

<b>GREEN</b>	Evacuation
<b>RED</b>	Fire
<b>BROWN</b>	Hazardous Chemical Spill
<b>BLACK</b>	Bomb Threat/Suspicious Object
<b>GREY</b>	Critical Infrastructure Failure
<b>ORANGE</b>	External Disaster
<b>YELLOW</b>	Missing Person
<b>WHITE</b>	Violent Person
<b>PURPLE</b>	Hostage Taking
<b>SILVER</b>	Person with a Weapon
<b>BLUE</b>	Adult Medical Emergency
<b>PINK</b>	Pediatric Medical Emergency

In case of an emergency call **55555**

### 4.13 Penetration of Walls/ Floors/ Ceilings

There is to be no access to, or alteration of the facility's infrastructure without documented approval from the Project Lead. Contractors that require approval must obtain this well in advance of the work taking place.

### 4.14 Privacy and Confidentiality

Under no circumstances can patient information, patients or visitors be captured in any still photographs or video footage. This is a legal requirement as per the Ontario Personal Health Information Protection Act (PHIPA). If any patient-identifying information is discovered during the duration of the Construction work, it is the Contractor's responsibility to bring it to the attention of the Project Lead as soon as possible.

### 4.15 Infection Control

Contractors are to review with the Project Lead the St. Joseph's standard precautions for infection control (ie. Hand Hygiene). 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 may 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, the Project Lead shall provide them with additional information on transmission-based precautions. In case of an outbreak,

St. Joseph's Health Care London  
Site Rules for Contractors

access to patient/resident care units may be restricted. If you see an outbreak sign for the area you are working in, please speak with the Project Lead prior to entering the site.

Any construction activity that has the potential to create dusts and/or a disruption of water supply must be assessed and comply with the CSA Z217.13-17 Preventative Measures Checklist, for infection control during construction, renovation, and maintenance of health care facilities. The Contractor and Project Lead are to review and determine the extent of infection control measures that are to be taken for the project based on the type of work taking place and the location of the work. (see "**Infection Control Plan Form**")

## 5. Telecommunications

Installation of telecommunications infrastructure cabling shall be installed by a Belden Certified Systems Vendor (CSV) in good standings which includes low voltage telecommunications work performed under Division 26. CSV's should have a letter from Belden of good standings on file with the client before commencement of work. As of September 2019 the current preferred vendor is Activo.

## 6. System Shut-Downs

### 6.1 General

Any work external to the project site or any work on hospital systems shall not commence until the Project Lead has been notified of the extent and nature of the work to be performed. St. Joseph's Health Care London requires five (5) working days' notice by submission of a Shut-Down Request Form (see "**System Shutdown Form**"), which needs to be approved in advance by the Project Lead before any shutdown of a system may proceed.

One (1) request form is required per system to be shut down.

Immediately prior to any shutdown, verbal confirmation must be received from the Facilities Management office.

### 6.2 Fire Alarm System

Any alterations to the existing fire alarm and emergency paging systems are to be coordinated with the Facilities Management office by use of the System Shutdown Form (see "**System Shutdown Form**"). Work will not commence in the area until an approved copy of the form is presented to the Contractor and the deactivation has been CONFIRMED by a Facilities Management staff member, where appropriate. An extension will be granted at the Contractor's expense, subject to availability of St. Joseph's Health Care Facilities Management and Security Services staff.

In order to reinstate the fire alarm system to normal status, verbal confirmation must be made by the Contractor to the Facilities Management office or Building Engineer Operator (BEO).

St. Joseph's Health Care London  
Site Rules for Contractors

**BEO Hours:**

**PIMB**

MON-FRI 7am to 7pm

SAT-SUN 8AM to 6pm

STAT Holidays 7am to 7pm

**SJH**

MON-FRI 6am to 6pm

SAT-SUN 6am to 4pm

STAT Holidays 6am to 6pm

False fire alarms on the project site that result in the City of London Fire Department responding due to the Contractor's failure to obtain confirmation of a deactivated system or submit the appropriate form, will result in invoicing the Contractor for a cost of approx. \$350 per emergency response vehicle, or as determined by the City of London Fire Department by-law charges, whichever is the greater.

**6.3 Hot Work**

Completion of a St. Joseph's Hot Work Permit is required prior to performing any work that is capable of generating sparks or flames. The Contractor is solely responsible for completing the hot work permit and is to contact the Project Lead and/or Facilities Engineering Building Engineer Operator (BEO) to request the bypass prior to performing hot work. (ex. fire alarm system). Hot work permits are available in the Facilities Engineering site office for the Contractor to pick up and fill out. The Contractor requesting the hot work must contact the BEO for bypass reinstatement immediately following completion of the work.

Any hot work must be performed in accordance with the Hot Work Policy. Fire watch requirements during the construction period shall be performed by the Contractor. The Contractor shall provide an adequate number of portable fire extinguishers in the areas of work in addition to adhering to all other legislative requirements.

**7. Contact Information**

**St. Joseph's Hospital  
268 Grosvenor St.  
London, ON  
P.O. Box 5777  
N6A 4V2**

**Contractor contact information for all St. Joseph's Hospital site facilities:**

- a) **Facilities Management Office: room E0-120, phone 519-646-6000, ext. #64421.**
- b) **Security Services Office: room B0-401, phone 519-646-6000, ext. #44555.**

**Parkwood Institute Main Building  
550 Wellington Rd. S.  
London, ON  
N6C 5J1**

**Contractor contact information for all Parkwood Institute site facilities:**

- a) **Facilities Management Office: room A1-125, phone #519-646-6000, ext. #42100**
- b) **Security Services Office: room E2-139 & F2-108 , phone #519-646-6000, ext. #44555**  
(Please note that F2-108 is located in the Mental Health Care Building)

**8. Contractor Acknowledgement**

Name of Contractor \_\_\_\_\_

Contractor's Representative Name \_\_\_\_\_

Contractor's Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**9. Construction Related Documents:**

- a) Contractor Key Request form
- b) System Shutdown form
- c) Hot Work Permit Procedure FM Global
- d) Notice of Designated Substances
- e) Infection Control Plan Form