



WOODSTOCK HOSPITAL

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 Woodstock Hospital Policies policies and procedures that may be applicable to the work being performed and the location of the work.

Project Lead is the Woodstock Hospital staff person responsible for implementation of the construction/renovation and/or maintenance related work.

Contractor are required to sign in with the Honeywell Facilities Management office for first day video orientation and everyday they are on site thereafter.

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.

Contractors who are going to be on site for an extended period may be required to attend our General Orientation.

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.

Vendors and other third party product/service providers are also expected to follow these rules, where applicable.

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Accident/Incident Reporting

Any dangerous accidents/incidents, potential hazard to health and environment and/or fire damage to Woodstock Hospital 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.

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 Confined and Restricted Space Management 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 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 5000.
- 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 and Behaviours

Contractors are advised that behaviours that would be considered workplace harassment, workplace discrimination, workplace violence, abuse, bullying and disrespect are not tolerated. Contractor staff must perform their roles in a manner consistent with The Woodstock Hospital Mission, Vision and Values.

Hazardous and Controlled Products

Contractors or their sub trades will not bring any hazardous and/or controlled products to the Woodstock Hospital 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. Woodstock Hospital 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 wear an identity badge whenever on Woodstock Hospital 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 routine practices, if they are working in clinical/laboratory areas. Routine practices 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, routine practices 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. 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 Woodstock Hospital 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 cafeteria, if they want to use these facilities.

Mental Health Act

Contractors need to be aware that certain works undertaken at Woodstock Hospital 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

There will be 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, high-visibility 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.

Scent-Free Policy

Woodstock Hospital is a scent-free workplace and personal care products with fragrances are not be used by staff and should not be used by contractors, sub-contractors, vendors, etc.

Site Access and Egress (external)

Access routes into Woodstock Hospital 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 the Woodstock Hospital site will be specified in the Tender Documents or agreed at the preliminary site meeting with the Project Lead.

Smoking .

There is no smoking is allowed on Woodstock 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, cigarettes, contraband cigarettes, cigarillos, cigars, pipe tobacco, hookah pipe, herbal cigarettes, or any products which can be

smoked legally or otherwise (i.e. marijuana). E-cigarettes are also prohibited on hospital property. This policy is enforced by security. Contractor staff that wish to smoke must go off Woodstock Hospital property.

Temporary Site Accommodation (Contractor Site Office)

Woodstock Hospital 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, Equipment and Supplies

Equipment and tools are not to be left unsupervised. Tools, equipment and supplies must be properly stored and not present a slip/trip/falls hazard. The term equipment includes items such as scaffolding, ladders, guardrails and barricades. All tools and equipment used on Woodstock Hospital 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 Woodstock Hospital without the written permission of the Project Lead.

Traffic Control and Work in Traffic Areas

Contractors involved in works resulting in the restriction of access on roads leading into Woodstock Hospital, in 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 high visibility traffic control vests and be appropriately trained.

Unloading and Storage Areas (Temporary Hoarding)

Unloading areas may be allocated or restricted to certain times and locations in agreement with the Project Lead. Storage areas will be designated in a similar way. Good housekeeping is expected from the contractor for unloading and storage areas.

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. Cords, hoses and cables must be properly routed and secured and not present a slip/trip/fall hazard.

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.