

CONTRACTOR SAFETY CHECKLIST

Part A: HAZARD IDENTIFICATION AND RISK ASSESSMENT <i>(to be completed by Contract/Project Manager/Hiring Department)</i>	
Name of Contract:	
SITE/LOCATION(S) of work:	
Describe the work/service	<i>Approximate numbers of workers</i>

HAZARDS at Fraser Health Site	Present	Comments
1. <u>Asbestos Containing Materials**</u>	<input type="checkbox"/>	
2. <u>Biohazard or Infectious Disease</u> -airborne/contact/droplet -contaminated needles/ medical sharps	<input type="checkbox"/>	
3. <u>Chemicals-hazardous products or hazardous drugs*</u>	<input type="checkbox"/>	
4. <u>Concealed Services / Tunnels</u>	<input type="checkbox"/>	
5. <u>Confined Space(s)*</u>	<input type="checkbox"/>	
6. <u>Falls from Height*</u>	<input type="checkbox"/>	
7. <u>Hazardous Energy Sources*</u>	<input type="checkbox"/>	
8. <u>Hazardous Exhaust</u>	<input type="checkbox"/>	
9. <u>Hot Work</u>	<input type="checkbox"/>	
10. <u>Noise</u>	<input type="checkbox"/>	
11. <u>Pinch Points/Crush Hazard</u> <i>(mobile machinery movement)</i>	<input type="checkbox"/>	
12. <u>Poor Cellular/Radio Service Area*</u>	<input type="checkbox"/>	
13. <u>Radiation</u>	<input type="checkbox"/>	
14. <u>Slippery Surfaces</u>	<input type="checkbox"/>	
15. <u>Workplace Violence</u>	<input type="checkbox"/>	
16. Other:	<input type="checkbox"/>	

* **Note:** Contractor must provide Safety Program/Safe Work Procedures, and as applicable a rescue plan.

* **Note:** ANY work activities that penetrate the building fabric/envelope, including lifting/moving ceiling tiles may expose workers to asbestos fibres. The Contract/Project Manager must ensure site FMO is consulted.

Every reasonable effort has been made to identify, assess, and communicate potential hazards and conditions to the Contractor.			
Contract/Project Manager name	Title	Dept.	Date
Signature			

CONTRACTOR SAFETY CHECKLIST *(continued)*

Part B: CONTRACTOR INFORMATION *(to be completed by contractor representative)*

Company Name:	WSBC Registration Number:
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Main Office Address:

All contractors (including Subs) must specify an OH&S representative.

OH&S representative Name:

Will any of the work activities introduce hazards or disturb the work of others on the site?
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HAZARD	">	Description
<u>Chemicals-fumes and/or odours</u>	<input type="checkbox"/>	
<u>Chemicals-hazardous products</u>	<input type="checkbox"/>	
<u>Disturbance of biofilm/debris in water systems or storage</u>	<input type="checkbox"/>	
<u>Dust</u>	<input type="checkbox"/>	
<u>Equipment-Mobile Machinery</u>	<input type="checkbox"/>	
<u>Fire hazards/hot work</u>	<input type="checkbox"/>	
<u>Noise or Vibration</u>	<input type="checkbox"/>	
<u>Scented products</u>	<input type="checkbox"/>	
<u>Vehicle Exhaust Near Fresh Air Intakes</u>	<input type="checkbox"/>	
<u>Other</u>	<input type="checkbox"/>	

Briefly outline hazard controls/hazard mitigation

First Aid Services will be provided by <i>(name agency)</i> :
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Start-Up Meeting:
Date Location

<p>The Contractor agrees that</p> <ul style="list-style-type: none"> ■ All work must be done in compliance with WSBC OH&S Regulation; applicable bylaws, codes, standards, and Health Authority policies. ■ Its workers and sub-contractors must be provided with the required safety information, site procedures, orientation, and equipment required to perform the work safely. ■ Appropriate controls & safe work procedures for the identified hazards must be established and monitored. ■ Upon request, Safety Programs and/or Safe Work Procedures required per Part A of this form will be provided to the Health Authority. ■ It must complete and submit any applicable permits and/or Notice of Project to the appropriate parties/agencies prior to the job start.

Title	Name (Print)	Signature	Phone	Date
Contractor Site Supervisor				
Contractor OH&S Rep				
Health Authority Contract/ Project Manager				

Information for Contractors While Working at Fraser Health Sites

Edition: July 2017

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GENERAL INFORMATION

Alcohol/Drug Use

All individuals who are employed by or carry out business for Fraser Health are expected to perform their assigned duties safely and acceptably without any limitations due to the inappropriate use or after-effects of use of alcohol, illegal drugs, medications or any other mood altering substances that may endanger their health and safety or that of any other person (WorkSafeBC Regulation, Part 4, 4.20(1) (2) (3)). Fraser Health will facilitate the removal from the premises of any individual it suspects is impaired by alcohol, a drug or other substance.

Conduct

Contractors and their workers must be attired in clean, neat clothing appropriate to the work being performed. Regardless to work area, contractors and their workers must exhibit behaviours and language suitable for a hospital setting (i.e. no foul language).

Criminal Records Check

Contractor personnel permitted to work unsupervised with children and/or vulnerable adults will be required to undergo a Criminal Records Review. Certificates must be retained by the Contractor and be produced upon written request by the Fraser Health Project Manager.

Flu Immunization Status

All contractors who will be expected to work in patient care areas are required to have their flu shot for the duration of the flu season up to date, or wear a mask.

Hand Hygiene

Contractors are also required to clean their hands prior to entering and after exiting all patient care areas.

Information Security

Fraser Health has an *Information Security Policy* that applies to all people who have been authorized to have access to Fraser Health information, data assets and corporate resources.

Parking

Personal vehicle parking access may be arranged with the Contract/Project Manager if applicable. No service vehicles of the Contractor or their workers will be permitted to park on FH property unless such parking is within the confines of a construction compound. Vehicles making deliveries to the job site will be allowed free access for visits not exceeding twenty (20) minutes.

Personnel Identification

Identification must be worn at all times while on site. Failure to wear identification may result in denied access to the site.

All trades workers who will be working at Fraser Health sites must report to Facilities Maintenance & Operations to “Sign-In & Sign-Out” and obtain a Facilities Maintenance & Operations Identification Tag prior to the start of each work day.

GENERAL SAFETY INFORMATION

Emergency Codes

The following is a list of emergency codes used in all acute care facilities:

- Code Red Fire (or smoke)
- Code Blue Cardiac / Respiratory Arrest
- Code Green Evacuation
- Code Orange Disaster / Mass Casualty
- Code White Aggressive / Violent Act
- Code Yellow Missing Patient
- Code Black Bomb Threat
- Code Brown Hazardous Spill

Listen to the overhead announcement and follow the directions provided.

Emergency First Aid

The Prime Contractor shall provide first aid services and facilities.

Where FH is Prime Contractor, or where a written agreement is in place with FH – First Aid Services are provided by FH.

For information on first aid service please contact your Contract/Project Manager.

Equipment Use

Contractors are not permitted to use Fraser Health equipment without permission.

Fire Safety

If a fire or smoke is discovered at the worksite:

1. Pull the closest fire alarm station to sound the alarm.
2. Inform switchboard, if applicable by calling ext. 7111 and state the site and location of the fire.

Contractors performing hot work must follow their Fire Safety Plan. For additional information see section on hot work.

For information on fire safety please contact your Contract/Project Manager.

Identification of Unsafe Acts/Conditions

The Contract/Project Manager or a delegated representative will meet with the Contractor/Supervisor onsite to resolve observations or reports of unsafe acts or conditions.

The consequences for continued non-compliance may include the issuance of verbal or written reports with an expectation of immediate compliance. Serious infractions may result in temporary work stoppages. Termination of the contract will be considered for continuous repeat offences and for observation of a designated high risk violation.

Personal Protective Clothing and Equipment

Contractors are required to provide their own personal protective clothing and equipment (unless specifically indicated). This would include, but not be limited to items such as hard hats and bump caps, hearing protection, safety footwear and eyewear, respirators, gloves, face shields, protective coveralls, and fall arrest and restraint equipment.

Restricted Areas

Contractors are to observe signage and obey all access restrictions. Entry is not permitted in restricted areas unless specified permission is granted. Examples of restricted areas may include, but are not limited to: patient rooms and Operating Room theatres, morgue, shipping and receiving, rooftops, powerhouses, X-Ray rooms, Nuclear Medicine Labs and CT Scan rooms, interstitial space/ceilings.

Each of these areas has unique hazards that require a safety orientation. For information please contact your Contract/Project Manager.

Risk Assessments and Safe Work Procedures

Where required by WorkSafeBC, the Contractor will be required to carry out a risk assessment, and /or provide its workers with safe work procedures. The following is a list of typical work activities or conditions where a risk assessment and/or safe work procedures are required:

- Confined Space Entry
- Emergency Response/Rescue
- First Aid
- Hazardous Energy Sources (Lockout)
- Hazardous Materials
- Heat and Cold Stress
- Violence in the Workplace
- Working Alone
- Working in close proximity to or with asbestos containing materials
- Working at heights

Scented Products

All workers are to refrain from using or wearing scented products during the course of their work in FH owned and or operated facilities.

Contractors are required to notify the FH Contract/Project Manager if the use of a scented product is unavoidable. Notification should allow reasonable time for the accommodation of employees to take place, if necessary.

Smoking

Smoking and vaping as well as other uses of tobacco, marijuana, and related products (including e-cigarettes) are prohibited in or on all Fraser Health owned and/or operated premises, facilities and grounds; owned or leased premises; and corporately owned or leased vehicles. Workers that smoke can contact QuitNow BC or speak with their health care provider to discuss nicotine replacement or other therapies to help manage their cravings while on Fraser Health property.

Spills & Cleanup

Contractors are responsible for clean-up of spillages and work related debris/dust as a result of their work or of products used by their workers. This should be done immediately or as soon as practicable. All hazardous spills must be reported to the Contract/Project Manager immediately and reported as necessary to the Ministry of Environment.

HAZARDS SPECIFIC TO FRASER HEALTH SITES

Asbestos Containing Materials

All Fraser Health owned facilities constructed prior to 1990 may contain asbestos containing material. Fraser Health has an extensive Asbestos Management Program which deals with the identification, assessment and control of the asbestos containing materials at each of our sites. Inventories are maintained by Facilities Maintenance and can be accessed through the Contract/Project Manager.

Any work activities that cause penetration to the building fabric or envelope, including the lifting/moving of ceiling tiles may expose workers to asbestos fibres. For information please contact your Contract/Project Manager.

Contractors must ensure their workers are educated and trained and supervised on the Fraser Health hazard identification system, the hazards of asbestos and any precautions that they are required to take in order to safely perform their work while at FH sites.

Contractors working directly with asbestos containing materials must provide proof of qualification.

Biohazard or Infectious Disease

Patient care areas, laboratories, waste disposal areas, and waste staging areas may contain biological or infectious disease hazards. Patients may have infectious diseases, and/or biological/infectious waste may be generated through clinical or clinical support processes. Patient care areas will display will display precautions/instruction signage outside patient/resident rooms. All entrants, including contractors, are expected to check in at the nursing station and follow the instructions.

Biohazard or infectious waste containers are labeled and color coded.

Contaminated needles and other medical sharps may be inadvertently caught up on soiled linens, left on trays, or disposed of in garbage containers, or found in unexpected areas of the hospital or grounds. Any puncture with a contaminated medical sharp or potential exposure to biological or infectious disease should be reported to the Contractor's first aid attendant and supervisor. The Contract/Project Manager should also be notified so that a coordinated investigation may be completed.

See **Appendix A** for Infectious Disease posters.

See **Appendix C** for Healthcare Waste Color Coding

Chemicals-Hazardous Products or Hazardous Drugs

Patient care areas, laboratories, morgues, chemical storage areas, waste disposal areas, and waste staging areas may contain chemical hazards. Hospital departments may use hazardous products and/or generate hazardous waste through clinical or clinical support processes, as well as transport these products to/from various areas of the hospital to/from loading bays. Staff using and handling hazardous products are trained in spill response and Code Brown procedures. Fraser Health maintains an online data base of Safety Data Sheets for all hazardous chemicals used at its sites. The Contract/Project Manager may arrange access for either paper or electronic access to the Safety Data Sheets as required.

Lead may be found as a component in radiation shielding and protective apparel worn during x-ray emitting procedures, in small amounts in keys/key blanks, and in some surface paints. Lead containing products in the workplace do not present a hazard if they are left intact. For information contact the Contract/Project Manager.

Patients may be undergoing treatment involving hazardous drugs. Patient care areas will display precautions/instruction signage outside patient/resident rooms. All entrants, including contractors, are expected to check in at the nursing station and follow the instructions.

Chemical waste containers are labeled and color coded.

See **Appendix B** for Hazardous Drugs posters.

See **Appendix C** for Healthcare Waste Color Coding

Contractors introducing Hazardous products to Fraser Health sites must comply with the WSBC Regulation, Workplace Hazardous Materials Information System (WHMIS), and must ensure safe work practices are followed for the safety of all workers on the site. SDS for the controlled products must be readily available.

Low VOC and non-latex paints are to be used unless written permission is granted. In circumstances where the Contractor's work will produce fumes and/or odours such through the application of adhesives, paint, roofing tar, etc., appropriate notice must be given to the Contract/Project Manager and effective mitigation measures must be implemented prior to project start up.

Contractors are responsible for the safe removal and or disposal of all construction waste that may contain hazardous substances.

Concealed Services/Tunnels

Prior to cutting and coring through concrete or masonry walls and slabs, or excavating or similar work through outside roadways or grounds, the Contractor is to establish location of concealed services and conduit by x-raying, ground penetrating radar or radio detection (electronic locator). X-ray is at the discretion and the approval of Facilities Maintenance & Operations. Where necessary, the precise location of buried lines is to be established by hand digging or by the use of radio detection or similar equipment. The cost of above engineering services is to be borne by the Contractor.

Non-destructive testing involving x-ray sources or x-ray emitting devices shall be in accordance with the Atomic Energy Control Board regulations to minimize radiation exposure to workers and all other building occupants.

Confined Spaces

FH maintains an inventory of confined spaces at its sites. Contractors must coordinate with their Sub-Contractors, other Contractors and Facilities Maintenance & Operations when Confined Space Entry is required.

Falls from Height

The Contractor must provide fall protection any time their workers are required to work at elevations of 3m (10 feet) or more. Fall protection is also required at lesser elevations if there is an unusual hazard. For work at elevations of more than 7.5m (25 feet) requires a written **Fall Protection Plan**. Contract/Project Manager will coordinate roof access as required with Facilities Maintenance & Operations.

Loading dock edges may also pose a fall risk-the dock edges are marked or barricaded.

Hazardous Energy Sources

All Contractors shall conform to WSBC regulations for lockout. All energy sources must be physically isolated before performing work. Contractors must coordinate with their Sub-Contractors, other Contractors and Facilities Maintenance & Operations when lockouts are required. Equipment which cannot be moved without presenting a potential for injury will be locked out and/or isolated.

When work must be conducted in an area which is in close proximity to overhead power lines and power systems, Facilities Maintenance & Operations is responsible to provide assurance in writing that their power systems are de-energized, guarded or displaced (see **Appendix D** for WSBC form 30M33). Contract/Project Manager will coordinate this assurance as required with Facilities Maintenance & Operations.

Hazardous Exhaust

Laboratory and Nuclear Medicine exhaust systems are located on the roofs and exterior walls of buildings. Dust and spores residing in these ducts may be discharged to the exterior with the air mass created within these ducts. Although the level of risk for potential contamination is low, workers - especially those who are sensitive to respiratory illnesses-are advised to wear appropriate dust masks capable of filtering fine particulates.

For information please contact your Contract/Project Manager who will confirm locations with Facilities Maintenance & Operations.

Hot Work

The Contractor is to provide fire extinguishers and a fire watch whenever open flame work is undertaken. In addition, each work day, Facilities Maintenance & Operations must approve all work or the start of any new work procedure which could potentially cause a false fire alarm. Work activities which require a Hot Work Permit include but are not limited to open flame work, welding, sanding, spraying, misting, cutting, filing, grinding.

Noise

There are areas in Fraser Health that require hearing protection. Contact the Contract/Project manager to verify areas and requirements.

Contractors generating noise in excess of the action limit prescribed by WorkSafeBC will need to work with the Contract/Project manager in order to mitigate the exposure to surrounding workers and patients.

Pinch Points/Crush Hazards

There are areas in Fraser Health, such as the garbage compacting areas, loading docks, and service tunnels that may expose workers to pinch/crush hazards, as well as mobile machinery, and tow carts. Check with the Contract/Project Manager.

Poor Cellular/Radio Service Areas

There may be areas within Fraser Health sites where cellular / radio services are limited. Check in procedures need to be developed for any contractors working alone in these areas. Check with the Contract/Project Manager.

Radiation

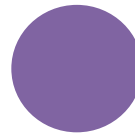
Nuclear Medicine, Medical Imaging and patient care areas may display precaution/instruction signage outside of patient/resident rooms. All entrants, including contractors, are expected to check in at reception/nursing station and follow the instructions. See **Appendix E** for *Radiation Signage*.

Slippery Surfaces

Non-slip footwear must be worn in the Food & Nutrition Service areas (kitchen), and Medical Device Reprocessing areas.

Workplace Violence

In Healthcare, individual patients/residents are assessed for violence risk. Nursing staff prepare detailed care plans to reduce the likelihood of triggering violent behaviours and to manage potential violence. Purple visual indicators placed on the patient/resident, their mobility equipment, or outside of their room/bed serve as notification that workers must check for special instructions from nursing staff prior to interaction with or entry into the patient/resident room.



INFORMATION SPECIFIC TO CONSTRUCTION / RENOVATION OR OTHER INVASIVE WORK

Administration of Site Safety Management Plan

Contractors are to understand that their actions may have a significant effect on others, particularly compromised workers and vulnerable patients. Any activity likely to create dust, odours, disturb water distribution systems, cause water damage or result in spillage/flooding of contaminated waste water, may cause illness or in extreme cases, be life threatening for patients.

The Contractor is required to prepare and provide a **Site Safety Management Plan** describing how safety will be managed throughout the project.

The Contractor is also required to lay out all required signs, work area protection and barricades prior to starting work.

The Contractor is required to name the person who will be responsible for safety on the project and to coordinate work activities and safety between trades and other Contractors.

The Contractor will be required to establish control around the work area to ensure the safety of any workers and the public occupying adjacent areas in the buildings or on FH property. Where necessary, consideration must be given to accommodating the needs of disabled persons such as those who are physically disabled, visually impaired and others.

The Contractor is expected to exercise good site safety and maintain acceptable housekeeping and material organization around the site. In particular:

- Dirt and debris must not be tracked through the hospital and/or care facility
- Food and drink are not to be consumed within the work area
- Locked doors must be kept locked, especially roof access and electrical closets
- Fire egress must be maintained
- Extension cords and other tools must not create a tripping hazard
- All areas, tools and materials must be left in a safe manner during break periods and at the end of each shift.
- Patient Care areas must be properly protected during construction.

Access

The construction zone should be delineated and access routes agreed in the Infection Control plan. All other areas are restricted unless special permission is granted (e.g. washrooms and cafeteria). Access to any other clinical or clinical support areas must be agreed with the project manager, who will seek appropriate advice as required.

Barricades and Barriers

No workers are to enter restricted or barricaded areas unless an orientation, which provides all applicable safety education and training required, which includes infection control measures, has been received. All training and orientation shall be documented and recorded kept, as per FH guidelines.

All barricades and barriers on construction sites shall conform to all safety practices required by regulations and good practice. Barriers outside the construction site must be visible both day and night.

All walkways in close proximity to job sites shall be built with overhead protection where overhead work is being performed.

In pedestrian areas, adequate warning must be provided for visually impaired pedestrians. Chain link fencing or hoarding is preferred as it allows blind persons to feel the base of the barricades with their canes. Audible or tactile warning devices may also be required. Before setting up barriers in pedestrian areas Facilities Maintenance & Operations must be notified.

Unless otherwise agreed to by the Contract/Project Manager, all work areas to receive renovations shall be completely enclosed off by the Contractor with drywall and a supportive framework or other effective means (check with your Project/Contract manager). Partitioning shall be insulated to reduce sound transmission and sealed above and below suspended ceilings to prevent the spreading of dust to smoke detectors and to staff in other areas. All debris shall be removed daily from construction work areas. Floors are to be kept clean. Mats are to be installed at entries to control tracking of dirt to other areas. In areas of new construction staff, patients and visitors are to be fully protected from construction activities by enclosing the site with appropriate fencing or plywood hoarding in accordance with the requirements of Section 8.2 of the BC Building Code headed "Protection of the Public and Fire Safety".

Temporary exit and access routes are to be kept clear of obstructions. Walkways are to be level and free of tripping hazards. Where ramps are required, they are to be painted yellow. Warning signs and adequate lighting shall be provided and maintained for the protection of the public. Temporary exit and access areas are to meet the requirements of Facilities Maintenance & Operations and any other authorities having jurisdiction (e.g. City of Surrey).

Disruption of Existing Services

The Contractor is to give a minimum of fourteen (14) days written notice to Facilities Maintenance & Operations prior to carrying work that may disrupt existing services such as computer connections, electrical circuits/circuit breakers, fire alarms, medical gas, natural gas, nurse call, overhead paging, sprinkler systems, steam, telephone, water, etc. The contractor must complete and submit a *Request for Shut Down* form to Facilities Maintenance & Operations. See **Appendix F** for sample form.

Drilling and Coring

The use of pneumatic jackhammers and of impact tools for drilling, chipping or breaking out concrete or masonry, is not permitted unless specifically agreed to by Facilities Maintenance & Operations. All required holes in existing concrete or masonry shall be core drilled. All new openings in existing concrete or masonry shall be saw cut.

Concrete breaking, cutting, chipping and drilling shall be identified and programmed ahead of time by the Contractor with the Facilities Maintenance & Operations. Facilities Maintenance & Operations reserves the right to stop or reschedule such work irrespective of prior arrangements to suit hospital Operations without any additional cost to Fraser Health. The Contractor shall construct sound enclosures and baffles and operate all equipment as quietly as practicable to keep noise transmission to a minimum. Radios are not permitted on the work site.

Dust Control

All activities such as concrete grinding, drywall sanding, sweeping and the like that create dust are to be contained. All surfaces, particularly pipes, ducts and cable trays, etc. are to be wiped clean upon completion of the work. The method of proposed dust containment is to be discussed and an ICRA needs be filled out by the Contract/Project Manager and submitted to the relevant Infection Control

Practitioner/Consultant prior to the start of the work. Access to this document should be easily accessible (arguably posted on an external door or wall, outside the construction zone).

Appropriate hazard warning signs and contact information shall be posted on an external door or wall, outside the construction zone.

In the case of exterior work, windows are to be sealed and, where approved by Facilities Maintenance & Operations, building air intakes protected from construction dust.

There should be an expectation that the contractor completes a daily construction clean, which should include removal of waste from the site. At the end of the project the contractor would be expected to complete a final construction clean.

It would be expected that the contractor adheres to any relevant guidance provided in the current CSA standards, e.g. Z317.13-17

Emergency Procedures

Contractors are to post and follow Emergency Procedures. Emergency Procedures should include provision of first aid services, and rescue plans for work areas that are not easily accessed –roof tops, confined spaces, interstitial spaces, excavations/trenches and managing accidental disturbances/breaks to the water systems.

Environmental Conditions

Work that affects the environmental conditions, e.g. noise, heating, cooling or humidity of existing areas must be minimized. Notify Facilities Maintenance & Operations a minimum of seven days prior to any possible environmental condition change.

Excavations

Contractors are responsible to ensure that all excavations over 1.2 m (4 feet) in depth are appropriately sloped, shored or benched. Contractors must also comply with all other WSBC regulations pertaining to excavations.

Movement of Heavy Equipment/Materials

Should the work to be done involve the movement of heavy equipment or materials adequate precautions must be taken to protect all floors, columns and walls within the area. Any damage to FH property is to be made good at the Contractor's expense. The location of disposal containers, points of egress out of the building and construction routes shall be as approved by Facilities Maintenance & Operations.

Site Security

At the end of each day's work, the Contractor must ensure that the construction area is locked and made secure to the satisfaction of Facilities Maintenance & Operations. All tools and equipment are to be stored in a non-hazardous area. All flammable materials such as paints, thinners, cartons, crates, etc. are to be stored away from the building. Facilities Maintenance & Operations is to be given copies of Contractor's key(s) to the locked-up areas. This key(s) will then be made available to Integrated Protection Services.

Use of Elevators

Passenger and service elevators will not be available to the Contractor for the movement of workmen, construction materials or demolition debris unless previously agreed to by Facilities Maintenance & Operations. Seven (7) days of notice is to be given to Facilities Maintenance & Operations if the work requires a temporary shutdown of the elevator system. Elevator shutdowns are to be carried out after normal working hours.

Vehicle Exhaust Near Fresh Air Intakes

Care must be taken to avoid idling vehicles near fresh air intakes. For information on the locations of fresh air intakes please contact your Contract/Project Manager who will confirm with Facilities Maintenance & Operations.

In circumstances where the idling or operation of vehicles /machinery near fresh air intakes is unavoidable, appropriate notice must be given to the Contract/Project Manager and effective measures to prevent vehicle exhaust from entering fresh air intakes must be implemented prior to project start up.

Vibration

There are critical areas where vibration may negatively affect patient care (i.e. Operating Theatres). Any work that causes vibration will need to be coordinated with the Contract/Project manager.

Water Spillage/Damage

Proper precautions must be taken to prevent roof leaks, burst pipes and water spillage particularly from concrete coring and saw cutting. Facilities Maintenance & Operations must approve the erection of drip trays and protective sheeting before work commences. If water leakage occurs, immediately notify Facilities Maintenance & Operations and initiate clean up. The Contract/Project Manager will assess the damage in accordance with “Water Damage & Mould Assessment/Remediation Plan, 2015”), to determine if damaged ceiling tile, drywall, insulation and the like is to be removed and replaced.

The procedures and practices outlined in CSA Z317.13-17 shall apply.

Work Outside of Normal Hours


In the event that Facilities Maintenance & Operations determines that the interruption requires the work to be carried out in the evenings or outside of normal working hours, the Contractor is to carry out the work at no additional cost to Facilities Maintenance & Operations. In addition, Facilities Maintenance & Operations and the Contract/Project Manager reserves the right to stop or reschedule the work, regardless to any prior arrangements, at no additional cost to Fraser Health.

APPENDIX A –INFECTIOUS DISEASE SIGNAGE


AIRBORNE PRECAUTIONS

Private room
Negative pressure


Keep door closed

Families and visitors:  **Please report to staff before entering**

Clean hands before entering and when leaving room



Clean hands with
A) hand foam/gel or B) soap and water


Staff: 

KEEP SIGN POSTED UNTIL ROOM CLEANED
HOUSEKEEPER will remove sign after Isolation Discharge cleaning

Required:

- N95 Respirator
- Point-of-Care Risk Assessment:

When there is a risk of splash or spray, wear face and eye protection.




Contact Infection Prevention & Control - Before Discontinuing Airborne Precautions


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DROPLET PRECAUTIONS

Bed #

Families and Visitors:  **Please report to staff before entering**


Clean hands before entering and when leaving room



Clean hands with
A) hand foam/gel or B) soap and water

Wear mask and eye protection when within 2 metres of patient

If helping to care for the patient, put on gown and gloves before entering room, and remove them before leaving room.



Staff - Required:

- Point of Care Risk Assessment
- Gown and gloves
- Procedure mask with eye protection when within 2 metres of patient
- Keep 2 metres between patients

KEEP SIGN POSTED UNTIL ROOM CLEANED
HOUSEKEEPER will remove sign after Isolation Discharge cleaning

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CONTACT PRECAUTIONS

Bed #

Families and Visitors:  **Please report to staff before entering**

Clean hands before entering and when leaving room



Clean hands with
A) hand foam/gel or B) soap and water

Staff: 

KEEP SIGN POSTED UNTIL ROOM CLEANED
HOUSEKEEPER will remove sign after Isolation Discharge cleaning

Wear gown and gloves for any contact with the patient or environment.

Point-of-Care Risk Assessment

When there is a risk of splash or spray, wear face and eye protection.



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APPENDIX B –HAZARDOUS DRUGS SIGNAGE



**CYTOTOXIC
PRECAUTIONS REQUIRED**

Start (date & time) : _____	End (date & time) : _____
Room #: _____	Bed #: _____

When Handling:

- Cytotoxic medication, and
- Body fluids (during & for 48 hours following the last administered dose of cytotoxic medication)

Protect Yourself by Using:

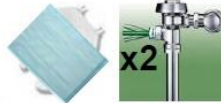
1. Personal Protective Equipment

- Double glove: use approved nitrile gloves (Sensicare ICE or Aloetouch Nitrile), change both sets every 30 minutes.
- Wear long sleeved, moisture resistant gown.
- Wear eye / face protection, if risk of splash.



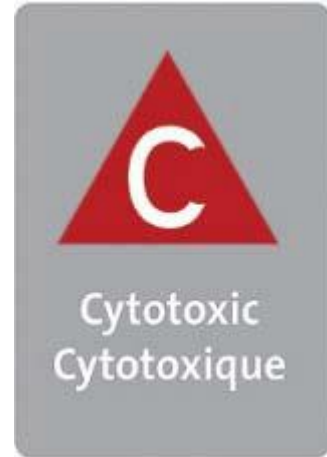
2. Safe Work Procedures

- Carefully empty body fluids into toilet / hopper, using hopper shield or facial protection, cover with blue pad and double flush.
- Carefully rinse reusable equipment. Place in clear plastic bag & identify as cytotoxic precaution, put into SPD bin.
- Discard disposable and contaminated items into the cytotoxic waste disposal container.
- Keep the waste container near point-of-use. When full - fully seal top and place for pick-up.



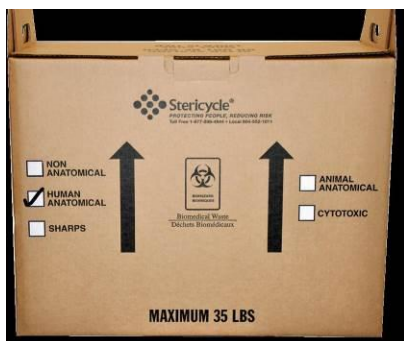
If you have concerns or questions about cytotoxic drug exposure, please consult the **Hazardous Drugs Exposure Control Program** on the Fraser Health Workplace Health Intranet or contact your supervisor.

REV: June 2012



APPENDIX C –HEALTH CARE WASTE COLOR CODING

Non-Anatomical
Sharps
Anatomical
Cytotoxic
Pharmaceutical
Recycling
Confidential
Garbage



APPENDIX D – Form 30M33



Location
6951 Westminster Hwy
Richmond BC
604.276.3100

Mailing address
PO Box 5350 Stn Terminal
Vancouver BC V6B 5L5
1.888.621.7233

**Assurance of Compliance with
Occupational Health and Safety
Regulation, Part 19**

This form **MUST** be completed by the contractor and the owner of the power system prior to commencement of work near energized high-voltage electrical equipment or conductors per Occupational Health and Safety Regulation (OHSR), Part 19.

Contractor to complete this section (please print)

Name of customer/contractor		Employer number	Number Sequential number assigned
Mailing address			City
Phone number (include area code)	Fax number (include area code)	Email address	
Date that workers and/or equipment will be working in proximity to energized electrical equipment or conductors			
FROM: Date (yyyy-mm-dd)	Time (hh:mm)	TO: Date (yyyy-mm-dd)	Time (hh:mm)
Nature of work <input type="checkbox"/> Construction <input type="checkbox"/> Roofing <input type="checkbox"/> Refacing <input type="checkbox"/> Washing <input type="checkbox"/> Painting <input type="checkbox"/> Other (specify)		Equipment on site <input type="checkbox"/> Crane <input type="checkbox"/> Ladder <input type="checkbox"/> Other (specify) <input type="checkbox"/> Scaffolding <input type="checkbox"/> Aerial device	
Work site address			City
Name of the contact for customer/contractor			Contact phone number (include area code)
Plan view N ↑		Section view	
Show power pole/tower locations related to site.		Show power pole/tower locations related to site.	

Owner of the power system to complete this section (please print)

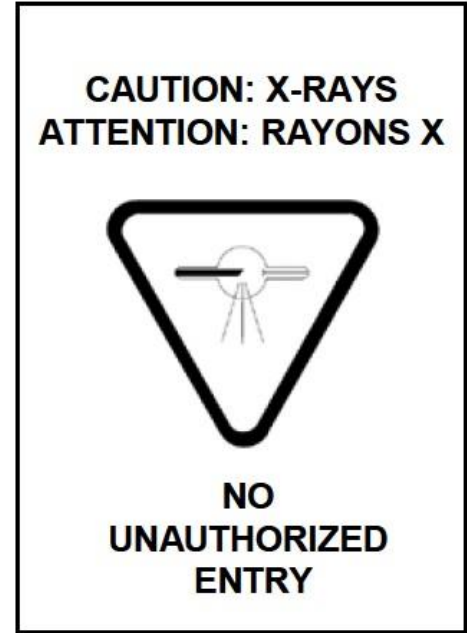
Name of owner of the power system	Employer number	Voltage (phase to phase)	Circuit identifier
High-voltage electrical equipment or conductors identified above have been <input type="checkbox"/> Visually identified and guarded** <input type="checkbox"/> Re-routed <input type="checkbox"/> Isolated <input type="checkbox"/> De-energized and grounded <input type="checkbox"/> Discussion only ** The contractor must adhere to the precautions for guarding as outlined in OHSR section 19.25 as stated on the reverse side of this form. If the requirements of OHSR section 19.25 cannot be met, work must not be done until precautions are taken in accordance with OHSR section 19.26. Please see reverse side of this form.			
Notes/Discussion _____ _____ _____			
<input type="checkbox"/> Work is not to proceed without protective covering installed <input type="checkbox"/> Work may proceed as described subject to contractor maintaining the required clearance (per OHSR section 19.24.1, Table 19-1A, or having precautions in place per section 19.26)			
Name of contractor's representative (please print)		Name of power utility representative (please print)	
Phone number (include area code)	Date signed (yyyy-mm-dd)	Phone number (include area code)	Date signed (yyyy-mm-dd)
Signature of contractor's representative		Signature of power utility representative	




WorkSafeBC use only

Officer and number	Service centre	Area	Date received (yyyy-mm-dd)
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This copy to be faxed immediately to the WorkSafeBC Richmond office – fax 604.276.3247.

APPENDIX E – RADIATION SIGNAGE



 CAUTION RADIOFREQUENCY RADIATION	 WARNING RADIOFREQUENCY RADIATION	 DANGER RADIOFREQUENCY RADIATION
<p><i>Area of Unrestricted Occupancy</i></p> <p>Acceptable Exposure limits for general public or <i>Uncontrolled Environments</i>.</p> <p><input type="checkbox"/> Minor Injury Possible from Misuse</p> <p>Caution signs are optional to site owners.</p>	<p><i>Area of Restricted Occupancy</i></p> <p>Exposures greater than limits for the general public for <i>Uncontrolled Environments</i>.</p> <p><input type="checkbox"/> Serious Injury Possible from Misuse</p> <p>Warning signs are optional to site owners however recommended for staff who may need to access areas.</p>	<p><i>Area of Denied Occupancy</i></p> <p>Exposures greater than that allowed for RF workers in <i>Controlled Environments</i></p> <p>Danger signs are mandatory when RF emissions exceed limits for controlled environments.</p>

APPENDIX F – REQUEST FOR SHUT DOWN Form

REQUEST FOR SHUTDOWN

General Contractor to submit form at least 14 days (or as required by contract) prior to start date

ROYAL COLUMBIAN HOSPITAL FMO (Plant Services) 604-520-4379

REQUISITIONER:		DATE:
Company/Contractor:		
Primary Contact:	Tel. #	
Alternate Contact:	Tel. #	

PROJECT & SHUT DOWN INFORMATION:	
Project Name:	
Proposed Start Date(s):	Proposed Start Time:
Proposed End Date(s):	Proposed End Time:

LOCATION OF SHUTDOWN:	
Building:	
Floor(s):	Room No.(s):
Additional Comments:	

SYSTEMS or EQUIPMENT (be specific) IMPACTED:		
<input type="checkbox"/> Electrical	<input type="checkbox"/> Water	<input type="checkbox"/> Gas
<input type="checkbox"/> Nurse Call	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Vacuum
<input type="checkbox"/> Building Closure	<input type="checkbox"/> HVAC	<input type="checkbox"/> Steam
<input type="checkbox"/> Fire Alarm (Device Address):		<input type="checkbox"/> Compressed Air
<input type="checkbox"/> Method of Procedure Required	<input type="checkbox"/> Hot Work Permit Required	
<input type="checkbox"/> Other:	<input type="checkbox"/> Witness required (consultant/inspector)	

PURPOSE OF SHUTDOWN:

REQUISITIONER: Please complete "ALL" applicable areas and submit to one of the FMO personnel listed below:

FMO office 604-520-4379	Randy Elgert FMO Project Manager Cell 604-362-3752	Tim Kelly FMO Manager 604-520-4375 Cell 604-505-9843
Patrick O'Neill Local 525574 Electrical Supervisor Cell 604-613-6813	Dave Johnson Local 525572 Plumbing Lead Hand	Bryan Ramage Local 525660 Electrical Lead Hand
Dan Brownell Local 528835 Plumbing/Carpentry Supervisor Cell 604-613-4154	Engineering Department 604-520-4294 Day Shift Cell 604-614-8936 Night Shift Cell 604-614-6795	Alan Kelly (Mech Supervisor) 604-614-0731 Rick Kormendy (Chief Engineer) 778-240-3571
FMO Response <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
FMO Representative Name _____		

Please send a copy of the completed form to the Contract/Project Manager.