



**CONTRACTOR SAFETY/SECURITY REQUIREMENTS AND ORIENTATION BOOKLET**

*This document makes note of specific safety and security requirements contained in the BC Ferries' Level II Safety and Security Manuals in eFleet. In addition, all other regulations, standards, guidelines, safety documentation and/or requirements that may apply are considered to be mandatory in their entirety at all BC Ferries' locations with the most stringent having priority in cases of conflicting requirements.*

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## 1. SAFETY AT BC FERRIES

### Introduction

BC Ferries (BCF) is committed to the prevention of accidental loss and to the provision of a safe and healthy work environment by reducing the risk of employment injury, occupational disease and accidental damage or loss to equipment and property and by complying with legislated regulations, standards and established safe work procedures.

### Policy

All work shall be planned and performed to reduce the risk of work related injuries and losses in accordance with responsibilities as outlined below.

### Definitions

- **BCF Site Contact** – the BCF employee who the contractor contacts for the specific worksite, usually on location.
- **BCF Work Owner** – the BCF representative responsible for the coordination of work to be completed at a BCF worksite by a contractor. This could include Project Managers.
- **BCF Work Owner Representative (when BCF is not the Prime Contractor)** – the BCF person representing the BCF Work Owner who will coordinate the on-site contract work with the Prime Contractor.
- **Contractor** – any persons or group of persons entering a site for any amount of time that is carrying out work as agreed through written or verbal contract. This can include but is not limited to vendors and service providers.
- **Coordinator (when BCF is not the Prime Contractor)** – the person designated by the Prime Contractor to be the liaison between the BCF Work Owner and the Prime Contractor.
- **Prime Contractor** – a contractor who enters into a written agreement with BCF for the purposes of coordinating activities of themselves, other contractors or BCF staff on a BCF location as per the *Workers' Compensation Act* and OSH Regulation.
- **Visitor, Supplier or Consultant** – a non-BCF employee who is accompanied by and in the care of a BCF employee constantly while at a BCF site for non-contract work purposes.

## 2. RESPONSIBILITIES

### Prime Contractor

The following responsibilities apply when an external contractor is designated the Prime Contractor:

- Ensure the contract is in writing.
- Assign a qualified Coordinator.
- Identify, address and control hazards.
- Ensure work on the site is carried out in accordance with OSH Regulation.
- Coordinate and communicate with BCF and any subcontractors.
- Establish an emergency response plan.
- Maintain accurate records.

### Contractors and Subcontractors

The following responsibilities apply to contractors and subcontractors:

- Ensure pre-arrangements with the BCF Work Owner are made and authorization to carry out the work is received.

- Comply with all safety regulations, standards, guidelines and other applicable safety requirements specific to the work being done.
- Report all safety related events and incidents to the BCF Site Contact.
- Ensure appropriate safety training is provided for all staff.
- Provide a copy of the safety program, safe work procedures and all other job specific safety procedures to BCF for review.
- Plan and conduct work in a safe manner.
- Supervise workers in the safe performance of their job.
- Provide workers with all required personal protective equipment and instruct in its proper use.
- Ensure all equipment and tools are in safe condition, inspected and certified as required.
- Ensure all employees are trained and or certified for the equipment and tools they use.
- Ensure daily crew safety meetings (toolbox meetings) are held and questions and concerns on safety are addressed.
- Barricade all construction areas to prevent unauthorized access with informational signage as required.
- Ensure all workers coming onto a BC Ferries worksite have read and understood this Contractor Safety Requirements package.
- Ensure all workers coming onto a BC Ferries worksite have received the Annual Contractor Site Specific Orientation.
- Ensure a Contractor Safe Work Plan or equivalent pre-work safety planning document(s) is completed prior to beginning work at any BCF site.

### Visitors, Suppliers and Consultants

The following responsibilities apply to visitors, suppliers and consultants:

- Report to the BCF Site Contact upon arrival.
- Ensure the Annual Contractor Site Specific Orientation is current.

### 3. SECURITY (WORKSITE ACCESS SIGN IN SYSTEM)

All contractors, visitors, regulatory agencies, suppliers, consultants and their staff must be familiar with the requirements for signing in and signing out at BCF worksites. The BCF Work Owner will supply the current procedure for each specific worksite location and project. Wearing a safety vest is mandatory and can be obtained at the site if needed. No person will be provided access to any BCF site without approval from the BCF Site Contact.

### 4. GENERAL INFORMATION AND WORKER CONDUCT

- BC Ferries is committed to a respectful and violence-free workplace. Any non-respectful act against any individual at BCF workplaces is unacceptable and will not be tolerated.
- All workers must be signed in and out each day.
- Obey all speed limit signs posted on terminals.
- Impact to BCF customers and operational employees must be reduced to as low as possible.
- Contractor parking locations must be coordinated prior to commencement of work.
- BC Ferries is a smoke-free environment that does not permit the smoking of any tobacco, marijuana and vapour products.
- Use of drugs or alcohol on BCF property is not tolerated.
- Contribute to safe working conditions through safe work practices and good housekeeping.

Refer to the BCF Site Contact for any additional safety questions.

## 5. SAFETY REPORTING

Whenever a person observes what appears to be an unsafe or harmful condition or act, or a near miss, the person must report it as soon as possible to their supervisor or the assigned BCF Site Contact. The person receiving the report must investigate the reported unsafe condition or act and must ensure any necessary corrective action is taken without delay.

## 6. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) includes common items, such as safety footwear, hard hats, eye protection (safety glasses/goggles/face shields), hearing protection, gloves, hi-visibility vests, personal floatation devices, leg and torso protection, fall restraint/arrest harnesses and lanyards, respirators, arc and shock hazard rated clothing and others.

All employers shall:

- ensure each employee is aware of the PPE requirements for the work they are carrying out; and
- provide necessary PPE, where required.

Each worker shall:

- inspect all PPE prior to use; and
- be aware of the correct application for use and the limitations of the equipment worn.

## 7. EMERGENCY PROCEDURES/FIRST AID

1. **When the contractor is the Prime Contractor**, emergency procedures and provisions for first aid must be provided to the BCF Work Owner for approval prior to starting work.
2. **When the contractor is not the Prime Contractor**, the location and number of employees completing the work must be provided to the BCF Site Contact. This may affect the OFA requirements for the worksite. The contractor must follow the BCF procedures as outlined in the Annual Contractor Site Specific Orientation.

## 8. WORKPLACE ELECTRICAL SAFETY

### Contractor Management

The supervisor or an authorized Qualified Electrical Worker (QEW) shall:

- Ensure contractors are made aware of hazards related to the work they are performing.
- Identify and provide all information necessary to perform an Electrical Risk Assessment for both Shock and Arc Flash.

### Contractor Responsibilities

Contractors shall:

- Ensure their employees are qualified and competent for the low or high voltage work tasks that will be assigned to them.
- Ensure their employees are trained and understand how to assess electrical hazards, apply appropriate risk control methods and the applicable provisions and procedures provided to them.

- Supply their own electrical specific PPE, tools and equipment unless specifically authorized to make use of BC Ferries PPE, tools and equipment.

### Contractor Workers

Contractors shall be competent to undertake the work tasks for which they are contracted. The contractor's workers who do electrical work shall meet the following requirements:

- Must be a Journeyman Electrician, P.Eng. or P.E., Electrical Engineer, Certified Electrical Technologist (CET) or other Task Qualified Worker.
- Has a comprehensive knowledge of the construction, operation, installation of the electrical equipment and maintenance work tasks and the associated safety implications.
- Can determine the nominal voltage of exposed energized electrical conductors and circuit parts.
- Has Electrical Safety Awareness Training.
- Can complete Electrical Hazard Risk Assessments, both Arc Flash and Shock Risk Assessment for an energized electrical work task to identify additional protective measures and establish and use the Shock Approach Boundaries and the Arc Flash Boundary.
- Has comprehensive knowledge of the requirements of CSA Z462.
- Is experienced in the selection and application of electrical specific PPE, tools and equipment.
- Is trained on proper use, care and maintenance of electrical specific PPE, tools and equipment.
- Is trained to select an appropriate test instrument (e.g. voltage detector) and can demonstrate how to use it to test for the absence of voltage.
- Is oriented to and familiar with BCF safety programs permitting and lockout/de-energization procedures.
- Has received training to recognize and avoid or mitigate electrical hazards.
- Knows where and how to safely de-energize or switch off an electrical circuit or equipment if there is a sign of a worker in distress.
- Has reviewed and understands the entire contents of this package and received the Annual Contractor Site Specific Orientation as required.
- Has participated in the completion of Contractor Safe Work Plan or equivalent pre-work safety planning document(s) prior to beginning work at any BCF site.
- Has received Electrical Emergency Response and First Aid/CP Training.

## 9. LOCKOUT

All contractors must follow BC Ferries' de-energization and lockout policy and procedures.

In the case of BC Ferries designating a Prime Contractor and giving them total control of a worksite and no BC Ferries employees will conduct work inside that controlled zone, Prime Contractor (WorkSafeBC approved) procedures can be used. However, BCF should make every endeavor to encourage contractors to adopt BCF Lockout.

A specific exception has been granted to KONE technicians in regard to their requirement for live testing and troubleshooting of elevating devices and equipment. The exception and stipulations are detailed in Appendix N of their contract.

All contractors involved in lockout on BCF vessels or worksites will follow BCF group lockout policy.

Every person working on any equipment requiring lockout is to apply a personal lock on the hasp on the lock box.

- No worker will work under another worker's lock.
- No worker will place or remove another worker's lock.

- All contractors involved in lockout must prove de-energization from **all energy sources**.

Contractors at FMU that require lockout must:

- report to the vessel's Senior Site Supervisor to clarify scope of work and to arrange for the equipment to be locked out in group lockout by the vessel's Senior Site Supervisor;
- prove the locked out piece of equipment has been successfully de-energization from **all energy sources**;
- place their personal lock on the lock box with their contact information on the lock or a tag;
- remove their personal lock off the lock box by the end of their shift or completion of task; and
- report to the vessel's Senior Site Supervisor when the lockout is completed.

## 10. ASBESTOS

Contractors that could disturb asbestos containing material on a BCF property or vessel will be provided the site's Hazardous Materials Inventory by the BCF Work Owner.

Before disturbing any building materials, contractors must review the sections of the Hazardous Materials Inventory that pertains to the areas where work will be carried out. This review will be carried out jointly with the BCF Site Contact to ensure both parties are aware of any potential for asbestos disturbance. In addition to reviewing the sections of the Hazardous Materials Inventory affected by the planned work, the General Notes section of the document must also be reviewed by both parties. The General Notes section of the Hazardous Materials Inventory lists and describes materials that could be uncovered during destructive work but may not be listed in the "area by area" section of the document.

All staff working under the contractor must be informed of the types of asbestos containing material that could be uncovered, as well as the requirement to stop work that could disturb the material further until the BCF Site Contact has been contacted to provide further direction.

If there is the slightest doubt about the content of any fibrous material, treat it as asbestos containing material and report it to the BCF Site Contact prior to performing work, to determine how to proceed.

## 11. CONFINED SPACE ENTRY

### BC Ferries as the Prime Contractors

When BC Ferries is acting as the Prime Contractor for confined space entry and rescue the following apply:

- All entry plans will be approved by a BCF qualified person (BCF Industrial Hygienist or Refit Safety Coordinator) and these plans must meet or exceed BC Ferries own plans to be approved.
- BC Ferries owned gas detectors will only be operated by BCF staff trained to use the equipment and interpret the readings. This may mean a contractor is accompanied by a BCF staff member into the space, which is carrying a gas detector on their person; or the space is being continuously monitored by a BCF staff standby person at the entrance.
- If contractors are going to use their own gas detector, they must provide a copy of the daily bump log to the BCF confined space supervisor prior to any entry.

### Prime Contractor Other Than BC Ferries

When an outside contractor is designated in writing to be the Prime Contractor for entry and rescue in a confined space the following apply:

- The Prime Contractor will develop the entry and rescue plans associated with work in the space based on their own hazard assessment that will factor the controls required for any work in the space into any pre-existing hazard assessment that may have been provided by BCF.
- Training relating to entry and rescue procedures will be the responsibility of the Prime Contractor.
- Gas detectors will be provided and maintained by the Prime Contractor.
- If the contractor is intending to use any BCF equipment as a part of the rescue response, the Prime Contractor is responsible for inspecting the equipment before entry and verifying the equipment is suitable for use with the rescue plan.

### **Entries Carried Out at the Richmond Fleet Maintenance Unit (FMU)**

At FMU BC Ferries will always be acting as the Prime Contractor and the site's Emergency Response Team will always be the group responsible to provide rescue services. All contractors will be specifically oriented to the practices and procedures required for site confined space entry while at FMU.

## **12. WHMIS**

All contractors working on a BC Ferries site shall have WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS 2015) training before beginning work on BC Ferries worksites.

Read WHMIS labels on containers of all materials to be handled. The supervisor will have Safety Data Sheets (SDS) available for all materials that will be handled. Should a product need to be used, or exposure occurs to a product that is either unknown or outside of your company's inventory, notify the BCF Site Contact or First Aid attendant. SDS for all materials used by BC Ferries are readily available. The SDS will contain all of the first aid, personal protection equipment requirements and safe storage policies for these products.

## **13. FALL PROTECTION**

All workers must remain at least 2 metres from any unguarded edge. Fall protection systems shall be used in accordance with OSH Regulation and BCF policy when a fall of 3 metres or more may occur or where a fall from less than 3 metres involves a risk of injury greater than the risk of injury from an impact on a flat surface. In addition, a fall protection plan must be completed prior to any work taking place at heights equal to or greater than 7.5 metres or when a fall arrest system is being used. All workers working at height must be familiar with the fall protection system being used, the procedures to be followed and the hazards associated with the task. Guardrails should be used whenever practicable.

Only qualified persons may erect or alter scaffolding (refer to OSH Regulation, Part 11 and 13). Only certified man lifts may be used.

## **14. DIVING OPERATIONS**

All diving operations shall be approved by a Senior Chief Engineer or Terminal Maintenance Regional Manager and follow the procedures described in the eFleet Level II Safety Manual 07.08.010 Diving Operations.

The Contracted Dive Supervisor shall follow Diving Supervisor Worksite Duties as outlined in Part 24 of the OSH Regulation.

In addition, the Contracted Dive Supervisor shall:

- complete site specific contractor safety orientations;



- evaluate diving operation hazards with the BCF Dive Coordinator;
- ensure every contracted dive team worker follows BCF group lockout policy and procedures; and
- provide all required documentation to the BCF Dive Coordinator.

## 15. FIRE SAFETY PLAN

All contractors with the responsibility of fighting fires must be trained. All contractors must be familiar with alarm activation and muster procedures as detailed during the Annual Contractor Site Specific Orientation. This orientation will explain the location of:

- Local emergency fire fighter contact information (911).
- BC Ferries site specific fire emergency contact information.
- Listing and location of all firefighting equipment available on-site.
- Alarm and evacuation procedures including muster location area designation.

The BCF Site Contact must be made aware of all hot work and a permit issued with all conditions met before work can begin.

## 16. ENVIRONMENTAL PROTECTION

Contractors' practices and products used at BCF sites shall comply with all federal, provincial and municipal environmental regulations, industry best management practices and the BC Ferries Environmental Management Plan Guidelines.

Contractors shall immediately report any environmental incident or concerns to the BCF Site Contact, provide their own spill response kits for their operations/vehicles and supply the MSDS sheet to BCF for all products that are controlled under the *Hazardous Products Act*, can enter a sewage treatment plant or can be discharged into the air or the marine environment (e.g. paints, solvents, cleaning products, solvents).

## 17. RAMP MODIFICATIONS

Any adjustments, inspections, repairs or modifications made to BC Ferries ramps or subsidiary equipment outside of normal operating design must be pre-approved by BC Ferries Terminal Engineering and be recorded as a work order entry detailing change within the BCF Asset Management System, and have such changes recorded in the Ramp Equipment Log Book.

## 18. ASSESSMENT OF CHANGING CONDITIONS

It is recognized that circumstances may change or situations not previously considered may occur where an employee's safety may be jeopardized. When it is recognized that conditions have changed and new instances present themselves, the risks must be re-evaluated and any written procedures must be modified and re-posted to negate the risk of injury. A new risk assessment may be required.

## 19. ANNUAL CONTRACTOR SITE SPECIFIC ORIENTATION

All contractors working on BC Ferries property must complete the Annual Contractor Site Specific Orientation in accordance with the *Workers' Compensation Act*, Section 118.

- The Annual Contractor Site Specific Orientation shall be organized with the BCF Work Owner and must be completed before the commencement of work on a BCF worksite.

- An Annual Contractor Site Specific Orientation is required for each BCF worksite.
- Each contractor must ensure all of its employees performing work on a BCF worksite have completed the Annual Contractor Site Specific Orientation.

## 20. SAFE WORK PLANS

Contractors working on any BCF site must have a completed Contractor Safe Work Plan before work begins. The contractor's supervisor must review the approved Contractor Safe Work Plan with all workers participating in the work and the workers must sign the Contractor Safe Work Plan prior to commencing work.

If a contractor does not have their own Safe Work Plan document, they can request a BC Ferries Contractor Safe Work Plan document from the BCF Work Owner or BCF Site Contact.

Note: If new conditions arise, existing conditions change or the scope of the work changes, the Contractor Safe Work Plan must be updated to reflect the changes and go through the complete approval process. The Contractor Safe Work Plan must be reviewed again with all the workers before work continues.

## 21. TOOLS, MACHINERY AND EQUIPMENT

All operators of equipment shall possess the necessary licenses and or certificates to operate if required. The operator must be authorized to operate the equipment. All equipment must be maintained according to the original equipment manufacturer and inspected prior to use.

22. PHONE NUMBERS CONTACT LIST 

BCF Contact #1 Department: Position: Name:	Office: Cellular: Other:
BCF Contact #2 Department: Position: Name:	Office: Cellular: Other:
BCF Contact #3 Department: Position: Name:	Office: Cellular: Other:
CONTRACTOR Contact #1 Position: Name:	Office: Cellular: Other:
CONTRACTOR Contact #2 Position: Name:	Office: Cellular: Other:
FIRE EMERGENCY CONTACT:	PHONE:
EMERGENCY MUSTER LOCATION:	

NOTES: