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| Form Title: | Known Workplace Hazards Form |
| Issue Date: | December 2016 |
| Revised Date: |  |
| Document #: | 918981 |
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**KNOWN WORKPLACE HAZARDS FORM - INSTRUCTIONS**

**Objectives**

Under the *Workers Compensation Act* and its regulations (the “*Act*”), the City may have responsibilities as an employer and as an owner in relation to the project (see generally sections 115 and 119 of the *Act*). One of the City’s responsibilities as owner is to ensure that employers and/or the prime contractor at the workplace receive information known to the owner that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.

The City also has an interest in ensuring that stakeholders (City staff, contractors, etc.) are aware of the scope of a project, as this helps avoid cost overruns and delays.

The Known Workplace Hazard Form (the “Form”) helps achieve these objectives by identifying worksite and/or work process hazards that the City is aware of in relation to the project.

**Completing the Form**

The Form must be completed by the City Project Manager, who is the City employee designated to be the liaison with the prime contractor or contractor for the purpose of managing, overseeing, coordinating or in any other way administering the project. The City Project Manager may obtain input from other City staff or third parties, as required.

To complete the Form, the City Project Manager identifies hazards that are known by the City to exist at the project or to exist given the nature of the work activities that will be performed at the project. The City Project Manager must fully complete the Form using best efforts, using the information available to the City. If the City Project Manager is unsure of whether a hazard may exist at the project, and there is no reasonable means to obtain the required information, this must be noted on the Form. Do not make definitive statements unless you are reasonable sure. If the City Project Manager has any questions while completing the Form, or is unsure if the listed hazards apply, please seek assistance from Health and Safety (604.527.4631).

In the event that new information becomes available, the City Project Manager must update the Form and provide same to the prime contractor or contractor at the project, or use alternate written means of advising such party or parties of any such new hazard(s).

The City Project Manager must also instruct the prime contractor or contractor at the project to inform the City Project Manager of any new hazards that are discovered by the prime contractor or contractor at the project. The City Project Manager must also instruct the prime contractor or contractor at the project that failure to make such disclosure may lead to liability or termination of the contract for the project.

The Form must be completed in full. Choices for each entry are:

Y – Yes – the known worksite hazard or existing work process hazard does exist.

N – No – the known worksite hazard or existing work process hazard does not exist\*

NA – Not Applicable – worksite hazard or existing work process is not applicable for this contract type

TBD – To Be Determined – typically a third party (environmental consultant) will address the issue at a later date (primarily for a hazardous materials assessment)

\*based on reasonable estimation from all input by persons with expertise or relevant knowledge and understanding.

*Hazardous Materials Report*

Depending on the scope of the project, the City may have an obligation under the *Act* to obtain a hazardous materials assessment report for the project. This may be prepared by the City or by a third party. If a hazardous materials assessment report is prepared, it must be included with the Form, and referenced as appropriate. Hazardous materials may include but are not limited to asbestos, lead, crystalline silica, ammonia, PCB’s, CFC’s, moulds, mercury, ozone depleting substances (ODS), and radioactive substances.

**Uses**

Once completed, the Known Workplace Hazard Form may be used for a variety of purposes, including but not limited to:

1. establish compliance with the *Act*;
2. project scoping and analysis by the City;
3. disclosure in a bid tender package to potential contractors; and
4. disclosure in a pre-job meeting between City and one or more contractor at the project.

**KNOWN WORKPLACE HAZARDS FORM**

Project # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name

and Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Form was completed by the City Project Manager responsible for the Project, on the date indicated below. This Form is not complete until signed by the City Project Manager.

Key – Yes (Y); No (N); Not Applicable (NA); and To Be Determined (TBD)

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| 1. Asbestos-containing Materials – e.g. disturbance or penetrations of flooring, walls, ceiling tiles, pipe lagging, ac pipe, transite siding, particularly in older facilities; e.g., furniture/fixture installation, carpeting/flooring services, and boiler repair/tune-up services. | **Circle Answer** |
| Asbestos containing materials (ACM) will be encountered.  Comments: | **Y N NA TBD** |

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| 2. Lead-containing Materials – e.g. disturbance of lead-based paint, particularly in older facilities. Also present in certain electrical circuitry and metal alloys; .e.g., overhead bridge crane maintenance/repair, high-voltage cable splicing services, boiler repair/tune-up services, fixture installation services, and chiller maintenance/repair services. | **Circle Answer** |
| Inorganic lead-containing materials will be encountered  Comments: | **Y N NA TBD** |

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| 3. Other hazardous materials - may include ammonia, PCBs, CFCs, moulds, mercury, ozone depleting substances (ODS), radioactive substances, sewage, unknown contaminated materials, silica, other. | **Circle Answer** |
| Other hazardous materials may be encountered  List:  Comments: | **Y N NA TBD** |

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| **4. CONFINED SPACES** - working in vaults, chambers, pits, tanks, etc.; e.g., construction, inspection and testing services, water/fuel storage tank clean-out services, and utility corrosion inspection services. | **Circle Answer** |
| A confined space hazard assessment (for entry and inspection only) from the City of New Westminster is attached.  Comments: | **Y N NA** |
| The City of New Westminster shall provide procedures to isolate adjacent piping, or to lock out equipment (complicated systems only)  Comments: | **Y N NA** |
| The prime contractor or contractor shall be responsible for isolation and lockout procedures in the confined space.  Comments: | **Y N NA** |

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| 5. Lock Out – e.g. industrial equipment maintenance, power machinery repair services, pump maintenance/repair services, mechanical refrigeration systems, elevator repair, overhead bridge crane maintenance/repair services, cathodic protection services, hydraulic test systems repair/service, and air compressor rebuilding services. | **Circle Answer** |
| Lockout will be required to isolate or prevent the unexpected release of energy (e.g. electrical, mechanical, hydraulic, chemical, thermal, kinetic, gravitational, pneumatic)  Comments: | **Y N NA** |
| Work will be performed on or near energized equipment, lines, or circuits  Comments: | **Y N NA** |

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| 6. Fall Protection - e.g. tree pruning, window and ledge cleaning, window replacement, overhead bridge crane maintenance/repair services, roll-up door replacement, tent installation, awning/canopy installation, overhead air exchange installation, construction inspection and testing services. | **Circle Answer** |
| Workers will be exposed to a potential fall in excess of 3 m (10 feet), or to a fall of less than 3 m which would likely result in a serious injury (ex. impalement on rebar)  Comments: | **Y N NA** |
| Scaffolding or ladders will be required to be secured to a building or structure  Comments: | **Y N NA** |

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| 7. Overhead and Underground Utilities – e.g. tree pruning services, tree removal, utility relocation or replacement, underground utility identification (digging with powered equipment), concrete sawing services, pole painting | **Circle Answer** |
| There will be electrical hazards associated with overhead power lines such as limits of approach and contact. Comments: | **Y N NA** |
| Necessary assurances (in writing) have (or will be) obtained by the City, through the CNW Electric Utility or BC Hydro, for any work where minimum limits of approach cannot be maintained (provide documentation and review at pre-job meeting with the prime contractor or contractor). Comments: | **Y N NA** |
| Necessary assurances must be obtained (in writing) by the prime contractor or contractor, through the utility company, for any work where minimum limits of approach will not be able to be maintained. Comments:  If the specific physical locations where minimum limits of approach will not be able to be maintained are known, how will this information be provided to the prime contractor or contractor? | **Y N NA** |
| Underground or hidden utilities are located on the job site. Any excavation or drilling work in proximity to an underground utility service must be undertaken in conformity with the requirements of the owner of that utility service. Comments: | **Y N NA** |

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| 8. Construction, Excavation, SHORING and Demolition | **Circle Answer** |
| The Prime Contractor will submit the Notice of Project  Comments: | **Y N NA** |
| Workers will be required to enter an excavation over 1.2m (4 ft) in depth  Comments: | **Y N NA** |

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| **9. CHEMICALS, SOLVENTS, FUMES, VAPORS, AND/OR DUSTS** (existing work processes or known worksite hazard only)– ice rinks, swimming pools, cleaning solvents, adhesives, paints, coatings, binders; e.g., storage tank clean-out services, countertop installation (epoxies), and flooring | **Circle Answer** |
| The worksite has chemicals solvents, fumes, vapors or dusts that may affect the contractor or workers at the worksite  Comments: | **Y N NA** |
| Material Safety Data Sheets for chemicals currently in use at the worksite will be available, on request, to the contractor  Comments: | **Y N NA** |

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| **10. NOISE** – (existing work processes only) | **Circle Answer** |
| Employees will be exposed to noise levels above 85dbA  Comments: | **Y N NA** |

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| **11. TRAFFIC CONTROL** | **Circle Answer** |
| Traffic Control Plan is required for this project  Comments: | **Y N NA** |

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| **12. WORKING NEAR OR OVER WATER** | **Circle Answer** |
| Employees will be required to work in places from which they could fall and drown  Comments: | **Y N NA** |
| Rescue equipment and procedures are required  Comments: | **Y N NA** |

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| other hAZARDS (NOT IDENTIFIED ABOVE) |
| a) |
| b) |
| c) |

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| **HAZARDOUS MATERIALS ASSESSMENT REPORT** | **Circle Answer** |
| The City will provide a hazardous materials assessment report to the prime contractor or contractor at the project  For (list):  Comments: | **Y N NA** |

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| **KNOWN WORKPLACE HAZARDS LIST COMPLETED BY** | |
| **Project Manager Name (print):** | |
| **Project Manager Signature:** | **Date:** |
| **Title:** | **Phone:** |