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| **Policy Title:** | **Construction Projects – Safety Process** |
| **Issue Date:** |  | **Revised Date:** |  |
| **Document #:** | **948699** |

**Purpose**

This policy summarizes the City’s rules and processes for demolition and construction projects on City property, with a focus on safety rules and obligations. Since this is a summary, City staff must also consult the *Workers Compensation Act* and OH&S Regulation to ensure statutory compliance. Such legislation takes precedence over this policy in the event of a conflict.

**Process**

1. Determine Scope of Project

The City will first determine the scope of the project. This includes whether to complete the project work entirely with City staff, or to contract out some or all of the project. If the project is to be contracted out, the City will determine whether it will proceed through the tender process, through a less formal bid process, or by direct award. In almost all cases where a third party is contracted to perform the work, the City will designate that party to be the Prime Contractor, with responsibility for overseeing safety coordination at the project. Exceptions are limited, but include where the contractor is not qualified to perform that role, or where it makes sense to retain overall safety coordination within the City. If it not clear whether a Prime Contractor should be designated, contact the City’s Manager of Health and Safety. Prospective contractors should be notified of this requirement in advance of bidding.

2. Known Workplace Hazards Form

The City project manager for the project (the Project Manager) will complete the ***Known Workplace Hazards Form***. This document may be used in determining the scope of the project and whether to contract out the work.

3. Hazardous Material Assessment Report

Prior to work commencing on certain types of construction projects, the City must obtain a *Hazardous Materials Assessment Report*. Projects that require this *Report* include demolition or salvage of machinery, equipment, a building or a structure, or the renovation of a building or structure. The City’s ***Hazardous Materials Policy*** sets out further information concerning this requirement. The *Hazardous Materials Assessment Report* will be completed with reference to the scope of the project. If the project scope changes, the *Hazardous Materials Assessment Report* must be updated. The *Hazardous Materials Assessment Report* must be attached to the *Known Workplace Hazards Form*. If the project is put to tender, the *Hazardous Materials Assessment Report* will be included in the tender package. Any exceptions must be approved by the City’s Manager of Health and Safety and the Project Manager.

4. Pre-Bid / Pre-Award Site Meeting

Prior to bidding or direct contract award, the Project Manager will hold a mandatory site meeting with prospective contractors. The City may invite other consultants, such as engineers, architects, or hygiene consultants. The Project Manager will describe the project, review the worksite (including with a walkthrough), communicate known workplace hazards using the *Known Workplace Hazards Form* and *Hazardous Materials Assessment Report*, and hold a Q&A session. If attending, external consultants will participate as required to help the Project Manager address questions or concerns about the project. Following this meeting, the Project Manager will determine if any project documents (e.g. *Hazardous Materials Assessment Report*) need to be updated prior to project bidding or award. Any such revised documents should be made available to prospective contractors as required.

5. Contract Award and Prime Contractor Designation

If the project is contracted out, whether through tender process, through less formal bidding, or by direct award, the City must have a written agreement with the contractor. The City uses industry standard tender agreements. For smaller projects, the City uses its Contract for Services Agreement.

Any project agreement must include a designation of the contractor as a Prime Contractor. For more information, see the ***Prime Contractor Designation Policy***. Any project agreement the city uses such as the City’s Contract for Services Agreement and industry standard agreements (i.e. CCDC2, MMCD, etc) along with the ***Prime Contractor Designation Schedule*** is to be used for tender or contract for services situations. The Schedule is part of the agreement.

The ***Prime Contractor Designation Agreement*** form is to be used for purchase order situations and when a city agreement or industry standard agreement is not used.

5. Pre-Job Meeting

Prior to demolition, construction, or other work commencing on a project, the Project Manager will hold a pre-work meeting with the Prime Contractor, any consultants to the project (eg. engineer, architect, hygiene consultant) and any other persons as determined by the Project Manager. During this meeting, the Project Manager will discuss the Prime Contractor’s role as prime contractor and will identify and review any known hazards, including those identified in the *Hazardous Materials Assessment Report*(s). This meeting must be documented in the ***Pre-Job Meeting Form***.

6. During and After Project

The Project Manager will regularly monitor the project to ensure it comes in on time and on budget. The Project Manager will also monitor safety at the project, and will share relevant safety-related information (i.e. accidents, near misses, etc.) with other City staff, as appropriate, to aid in the City’s overall objective of ensuring workplace safety. If there are any major safety issues at the project, the Project Manager must immediately coordinate with the City’s Manager of Health and Safety.