

# **SCARBOROUGH HEALTH NETWORK CONTRACTOR PROCEDURE MANUAL (General Conditions)**

**August 2022**

Birchmount Hospital – 3030 Birchmount Road, Scarborough ON  
Centenary Hospital - 2867 Ellesmere Rd, Scarborough ON  
Scarborough General Hospital - 3050 Lawrence Ave E, Scarborough ON M1P 2V5

The Mission of Scarborough Health Network (SHN) is to provide excellent health care to our patients and their families.

Contract or service work will adhere with this mission. Work at the SHN will be organized and scheduled to have the least impact on our patients, their families and SHN staff.

We therefore require that all service personnnel working in SHN be cognizant of this and plan their work and activities accordingly.

**Table of Contents**

**SHN FACILITIES AND PROJECT MANAGEMENT (PM) LEAD CONTACT INFORMATION..... 2**

**ACCESS TO WORK SITE ..... 3**

**IDENTIFICATION..... 3**

**PARKING ..... 3**

**KEYS..... 3**

**DELIVERIES/EQUIPMENT AND MATERIAL STORAGE/STAGING AREAS..... 3**

**WORKING AT SHN ..... 4**

**WORK SITE..... 4**

<b>EMERGENCY AND FIRE PROTECTION .....</b>	<b>5</b>
Emergency Codes For SHN .....	6
<b>TEMPORARY FIRE SAFETY AND FIRE ALARM .....</b>	<b>6</b>
<b>SAFETY PROGRAM .....</b>	<b>7</b>
<b>PROPERTY DAMAGE .....</b>	<b>7</b>
<b>INCIDENT REPORTING .....</b>	<b>8</b>
<b>CONTINUITY OF EXISTING SERVICES .....</b>	<b>8</b>
<b>SHN POLICIES .....</b>	<b>8</b>
1) Harassment Policy .....	8
2) Asbestos Management Program .....	8
3) Camera Policy .....	8
<b>INFECTION CONTROL PROCEDURES DURING CONSTRUCTION .....</b>	<b>9</b>
1) Pre-Construction .....	9
2) Barrier Installation: Short Term / Low Risk Population as determined by Infection Control .....	9
3) Barrier Installation Long Term / Higher Risk Population as determined by Infection Control .....	10
4) Worksite .....	12
5) After Construction .....	13
<b>REQUEST FOR SHUTDOWN PROCEDURE .....</b>	<b>13</b>
<b>REQUEST FOR SHUTDOWN FORM .....</b>	<b>16</b>
<b>SAFETY REGULATIONS &amp; WELDING PROCEDURES .....</b>	<b>17</b>
<b>HOT WORK PERMIT FORM .....</b>	<b>19</b>

## **SHN FACILITIES AND PM LEADS CONTACT INFORMATION**

All Sites Normal Business Hours are Monday – Friday 8:00 am – 4:00 pm  
SHN (416) 438-2911, (416) 495-2400 or Centenary Site (416) 284-8131.

### **Facilities Planning & Redevelopment and Plant & Facilities Operations:**

#### **Facilities Planning & Redevelopment**

VP-Redevelopment	Faaiza Ali	Ext # 6714	Cel- 416-509-9145
Interim Director	Ralph Aprile	Ext # 5619	Cel- 647-271-4367
Interim Manager	Dianne Abistado	Ext # 5657	Cel- 416-219-8658
Project Mgt. Lead	Erich Hoyle	Ext # 6159	Cel- 437-223-0858
Project Mgt. Lead	Angeli Persaud	Ext # 5642	Cel- 647-302-6414
Project Coordinator	Moazzizaki Syed	Ext # 8365	Cel- 416-454-9706
Project Coordinator	John Park	Ext # 5652	Cel- 647-929-4939

#### **Plant and Facilities Operations**

Director	Tyler Crocker	Ext # 6253	Cel- 416-625-7541
Manager All Sites	Leon Ramkumar	Ext # 7325	Cel- 416-984-5142
Supervisor-General Hospital		Michael Courvoisier	Ext # 6824
	Cel- 647-200-1932		
Supervisor-Birchmount Hospital		Mohamed Zaman	Ext # 5157 Cel-
647-201-0316			
Supervisor- Centenary Hospital	Nash Botros	Ext # 4281	Cel-416-910-0729

### **For Security:**

Call “Locating” at 416-495-2400, Ext # 7233 (General Hospital) or Ext # 2544 (Birchmount Hospital), 416-284-8131 at Ext# 4223 (Centenary Hospital).

## **RECOMMENDED ACCESS AND ROUTES**

- All external personnel, must make prior arrangements to enter the respective site (Hospital) by contacting the appropriate SHN PM Lead (see page 2) during normal business hours.
- a) For Centenary Hospital , contractors working for a short-term (no more than 1(one) week) will have to log in and obtain a name tag by security office on Level 1 by South Entrance (Margaret Birch Wing). If working for the long-term (greater than 1(one) week), contractors are required to follow protocols in item b below.
- b) For General and Birchmount Hospital(s), contractors will be required to arrange for ID badges through the PM Lead in advance of the work. The badges with card access are limited to head/s of crew/trade only. Contractor crew members are expected to be wearing their company ID and be identified by their company uniform at all times..
  - a. PM Lead will initiate a notice of start to notify Security of the contractor's duration and location of the work.
  - b. PM Lead will also request for the required access for the ID badges or keys from Security. Keys will be signed in and out by the PM Lead only.
  - c. After hours access must be coordinated by the PM Lead. The PM lead will confirm requirements with Security or Shipping and Receiving (for loading docks) in advance.

After hours utility service access or concerns should be requested from the Facility Manager and respective site supervisor in advance. Any urgent issue should be coursed through:  
 For General Hospital Shift Plant Operator : (647) 504-7564  
 For Birchmount SHN Shift Plant Operator: (647) 267-2443  
 For Centenary SHN: all issues and concerns are coursed through the Facility Supervisor

- Traffic through patient and critical areas shall be kept to an absolute minimum throughout the duration of the work. Travel between entrances, public areas and the work area will be via the most direct route and be coordinated with the SHN PM Lead contact in advance.
- Crew traffic, access points and material delivery routes should be planned and agreed upon by all parties in coordination with other PM Leads should there be 2 or more contractors working in the same site for the same period of time. No two contractors are allowed to work on the same project site or use the same access routes at the same time.
- Fire routes or exit doors and stairwells must not be obstructed. Fire doors must not be wedged open or latches disengaged at any time. If keeping fire doors open is required in going about with the repairs or the work, permission should be obtained first from Security and Facilities.

## **IDENTIFICATION**

- **Permanent ID Badge:** Contractors on SHN property who will be considered as on-call technicians on site will be required to purchase a personal photo ID badge from Security. ID badges are not transferable and must be used only by the person to whom it is issued.
- **Card Access:** Arrangements to obtain an ID badge are to be made through the appropriate SHN PM Lead . See attached ID Badge Request Form to request for badge access cards in pg. 23.
- **Temporary ID badge:** Centenary - contractors
- **Site Logs:** Contractors to keep site logs and have staff sign in and out on a daily basis, keeping record and making it available upon SHN's request.

## PARKING

- Parking will be at the Contractor's expense via monthly parking rates offered through Scarborough Health Network.
- Please respect all designated Emergency, Restricted, Reserved for Service Technicians, Wheelchair Parking Areas and other posted no parking areas.

## KEYS

- Access to mechanical, electrical, elevator shafts and communication rooms may be requested from Facilities or HITS through the SHN PM Lead
- Request to access restricted areas, or after hours access can be made by contacting the SHN PM Lead contact.

## MATERIAL OR EQUIPMENT DELIVERY, TRANSPORT AND STORAGE

- Arrangement must be made with the SHN PM Lead contact before any tools, equipment or materials are brought into site to determine acceptable storage and internal delivery routes to work area.

- All materials and equipment deliveries shall be coordinated with the SHN PM Lead contact.
- Use of the elevators for dedicated use for transport shall be arranged with Facilities through the SHN PM Lead contact.
- Where permission is granted to the Contractor to use an elevator, the Contractor shall be responsible for providing protection to the cab interior and is expected to have cab vacuumed and wiped clean before turning it back for operations. Contractor shall cover for costs for repairs should the finishes get damaged while using the elevator.
- The Contractor shall clear and surrender use of the elevator immediately during any h emergency, for such instances like a Code Red or Code Blue/Pink.
- Comply with the requirements noted in the infection control orientation module/CSA requirements during construction when transporting materials, tools & equipment to or from anywork area.

## **CONTROL OF CONSTRUCTION ELEMENTS**

- Noise, dust, odours, etc. shall be minimized (if not eliminated) to ensure end users That these elements are contained and not disruptive. Corrective action to cease or limit inconveniences to the end users shall be implemented immediately upon notification of the SHN PM Lead contact. This may require that work be stopped and rescheduled to a mutually agreed upon time.
- Service interruptions must be coordinated in advance through the SHN PM Lead contact; contractor to follow the SHN's theshutdown procedures (see page 14).
- Submit, as per agreed upon procedure, a request for any work impacting existing services or clinical operations at least 48 hours prior to start time for work.
- HospitalPM Lead is to provide the asbestos reports of the work/site area (if any) in advance of the work for the contractor's reference.
- Contractor is expected to notify the PM Lead for any discovery of asbestos-containing materials (ACMs) on site so next steps can be taken.

## **SITE CLEANLINESS AND GENERAL UPKEEP**

- It is the responsibility of the contractor to keep perimeter areas clean at all times and remove all garbage debris, packaging, surplus material and scrap from the work site on a daily basis. SHN containers and garbage bins may not be used unless written permission is obtained from the SHN PM Lead contact. Contractor shall provide and use their own external garbage bins that will be parked at agreed upon designated spots.
- Contractor should assign a crew member who will regularly ensure that the dust mat gets refreshed and perimeter areas outside of the hoarding be mopped clean with damp cloth, keeping areas in its best ciondition at
- All tools, equipment and materials must be properly labeled; secured and protected (this is strictly enforced in occupied SHN areas). The loss of any such material will be the responsibility of the contractor. The Hospital assumes no responsibility for lost or stolen equipment. Use of SHN's carts, ladders, tools and equipment is not allowed.
- Damage to SHN equipment or property by the contractor must be reported

immediately to the PM Lead contact. The contractor will be charged for the replacement or repair of same.



- Contractors should be aware of areas where use of mobile phones are restricted as this may interfere with life support and monitoring equipment.
- Safety clearances and proper protective enclosure or equipment are required before any cutting, welding, core drilling, open flame work or dust work is done (see page 17-18). Submit a hot work permit (see pg. 22) for such work to the SHN PM Lead contact, to obtain approval from Facilities, a minimum of 48 hours prior to the work commencing.
- Under no condition will it be permissible to connect a machine requiring electrical power to the existing building electrical panels. Contractors and subcontractors shall provide their own exterior located generators unless approved in advance.
- Secure and make safe the building, premises and adjoining premises from damage during the construction period and during any period when the work is closed down for any cause.
- Materials which are to be removed in the existing building should be confirmed with the SHN PM Lead contact as to the requirement and at the time of handover. Where services are connected to such items, services shall be removed and capped / isolated except where required for reuse where they shall be temporarily capped / isolated.
- No signs, advertisements, or notices of any kind shall be placed on or in the building, fences, hoarding or any place on the site except as specifically directed in writing and approved by the SHN PM Lead contact.
- Contractor shall post the following by the hoarding: building permit (if any), notice of project (if required), IPAC activity permit, safety signage, construction notice.
- Contractor shall be responsible for providing the required safety board inside the construction area.

## **EMERGENCY AND FIRE PROTECTION**

- Provide and maintain at all times, ready access to firefighting equipment. Fire extinguishers stored onsite or used as standby firex for hot works should be properly labeled and not expired.
- In the event of a fire emergency, premises, existing fire emergency pulls and fire extinguishers can be used as required.
- In case of a fire or an emergency, the following procedure should be followed:

**R** Remove any people from danger.  
**E** Enclose all doors and windows.  
**A** Activate the fire alarm pull station.  
**C** Call 5555. Give floor location and nature of fire.  
**T** Try to fight the fire with appropriate extinguisher.

- When a fire alarm is activated:
  - a) The Code Red alarm will sound coupled with an overhead paging announcement. These are long beeps in between short intervals.
  - b) All magnetic door holders will be released and the fire separation doors will be closed.
  - c) An announcement will be made identifying the location of the fire; do not go through fire doors or use the elevators.
- All contractors and service persons on hearing the fire alarm will cease work, listen for

the location of the fire and await further instructions. Contractors are required to remain by work area unless instructed to evacuate or once Code Red is lifted.

- If the fire or emergency becomes more critical, a Code Green or an evacuation may be activated. Turn off all equipment then await further instructions if area is affected, if immediate exiting is required and location for assembly.
- If the fire or emergency is all clear, the bells will cease and an announcement will be made that Code has been lifted and declare it "All Clear". Contractors may resume their normal work and circulation in the SHN.

### ***Emergency Codes For SHNs***

**Code Red**

**Code White**

**Code Green**

**Code Orange**

**Code Orange CBRN**

**Code Brown**

**Code Blue**

**Code Pink**

**Code Yellow**

**Code Black**

**Code Purple**

**Code Silver**

**Code Grey Button Down**

**Code Grey**

**Code Amber**

**Fire**

**Violent Patient / Physical Danger**

**Evacuation**

**External Disaster**

**CBRN Disaster**

**In-Facility Hazardous Spill**

**Medical Emergency Adult**

**Medical Emergency Infant/Child**

**Missing Person**

**Bomb Threat / Suspicious Object**

**Hostage Taking**

**Active Attacker**

**Air Exclusion**

**Infrastructure loss or failure**

**Missing/Abducted Child**

### **TEMPORARY FIRE SAFETY AND FIRE ALARM**

- While work of this contract is proceeding, contractor shall make certain existing fire alarm systems and life safety systems (i.e. smoke detectors, enunciators, bells, exit light, etc.) are in proper operating condition at all times except when work is being done on said systems (i.e. at evenings, weekends, etc.) and said systems shall be left in proper operating conditions by temporary or permanent means.
- If, during the progress of the work, it is necessary to take all or part of the existing fire alarm system out of service, prior to final installation of the new fire alarm system, the Contractor shall provide adequate fire watch and also advise SHN PM Lead contact of the condition minimum 48 hours in advance. All such shutdowns and need for a fire watch shall be kept to a minimum. The fire watch shall be requested by the PM Lead from Security to have a staff who will be able to patrol the affected areas and initiate a proper fire drill should the need arise.
- Fire alarms should be bypassed on a daily basis, to be coordinated with the Plant Operator or with the Facilities Supervisor. Fire alarms shall be by-passed from start of the work until after the construction clean is complete.
- Contractor shall be responsible for the payment of the fire truck services should they get summoned by alarms should these get activated by construction or cleaning activities within the construction site.

## **SAFETY PROGRAM**

- The contractor will supply the SHN PM Lead with a copy of their construction safety program as well as all workers are to supply their proof of safety training for the specific job duty.
- All work performed in SHN must be in compliance with the hospital's policies and procedures.
- MSDS sheets are to be available on site and readily accessible to the SHN PM Lead contact at their request.
- See Workplace, Health and Safety Program Manual as part of the appendices of this package.

## **PROPERTY DAMAGE**

- Contractor shall be responsible for any damage done to the hospital's facilities, furniture or equipment and have this repaired or replaced as required as charged to the Contractor.
- Architectural, mechanical and electrical drawings indicate the approximate locations of services as far as these are known. The contractor and subcontractors shall take all measures to verify actual location of existing services prior to start of work. Nevertheless, should any mechanical or electrical service line be broken or disrupted by operations specified under this contract, the contractor shall repair service lines and make good all damage to the approval and satisfaction of the SHN PM Lead contact and/or Consultants at the Contractor's expense. It is expected that such incidences be reported to the PM Lead immediately.

## **INCIDENT REPORTING**

- Any unplanned event that impacts facilities or clinical operations that occurs as a result of construction / contractor activities must be reported immediately to the SHN PM Lead contact.
- The contractor shall repair and make good all damage to the acceptance and satisfaction of the SHN PM Lead contact and/or Consultants.

## **CONTINUITY OF EXISTING SERVICES**

operates 24 hours a day, seven days a week, 365 days a year. Disruption to the operation of the SHN must be planned to be kept to a minimum.

- Schedule and coordinate work so that services are not unduly interrupted at any time. Interruption of services must be reviewed and scheduled with the SHN PM Lead contact so that disruption to patients and procedures are kept to a minimum. Generally, service interruptions are to be scheduled to occur after hours.
- To obtain approval to interrupt services complete the shutdown procedure (see page 12) at least 48 hours prior to interruption of services.
- Include the cost of all investigations, including ferro scanning.
- Include the cost of cryogenic freezing of domestic water.

## **INFECTION CONTROL PROCEDURES DURING CONSTRUCTION**

### ***1) Pre-Construction***

- 1.1. Notify Infection Prevention & Control, through the SHN PM Lead contact a minimum of 1 week prior to start of work (except in the case of an unplanned emergency situation requiring immediate attention). Infection Prevention & Control will perform a CSA approved Preventative Measures Analysis\* according to population at risk and type of construction activity. This analysis will determine the Infection Control Procedures and any barriers required prior to start, during and in completion of the specific project.
- 1.2. Ensure all construction personnel associated with each project has received and read a copy of SHN Contractor's Procedure Manual.
  - 1.2.1. Ensure that all sub-trades and all workmen are familiar with and follow the required Infection Control Procedures.
- 1.3. Identify possible service disruptions e.g. water, electrical, HVAC, Oxygen, etc.
- 1.4. Review the potential for the contamination of occupied areas from air intakes or ductwork with Engineering; prior to start of work. Review the location of all air intakes so as to prevent cross contamination from the work site.
- 1.5. Establish with the SHN PM Lead contact and Infection Control a safe traffic pattern for workers, tools, supplies and debris removal.
- 1.6. Identify and discuss barrier placement with the SHN PM Lead contact and Infection Prevention & Control. For long term / large scale projects, drawings indicating hoarding lines are to be provided.
- 1.7. All tools, carts, supplies and workers clothing must be clean when entering occupied areas.

- 1.7.1. Carts used to transport equipment/supplies through an occupied area need to be clean and may need to be covered.
- 1.8. Before the construction project is started, requirements for cleaning the adjacent areas shall be determined.
- 1.9. Notify SHN PM Lead contact if all SHN equipment and supplies have not been removed, sealed with poly, or taped in a closet or cupboard prior to barrier installation.

***2) Barrier Installation: Short Term / Low Risk Population as determined by Infection Control***

- 1.10. The HEPA fan, if will be required, will be the first equipment that is to be installed and operated inside the project hoarding. DOP testing should be updated and proof of certification should be clearly seen as adhered to the equipment.
- 1.11. Prior to the start of work, including ceiling tile removal, exploratory opening of walls, ceilings or access hatches and any other dust generating activity, erect barriers, which shall comply with the following:
- 1.12. Barriers to extend from floor to false (finished) ceiling to completely enclose and isolate the work site from adjacent occupied spaces. If ceiling tiles are to be



becomes dusty or dirty and as requested by SHN staff. Vacuum the walls and ceiling of the anteroom, daily with a HEPA equipped vacuum cleaner.

### 3) Worksite

- 1.13. Post signage to maintain site (e.g. "Construction Zone", "Entrance restricted to Construction Personnel only" or "Do Not Shut Off Exhaust Fan").
- 1.14. Provide an airtight seal to all ductwork from the work site and adjust airflow to ensure that the work site is under negative air pressure to the adjacent areas of the Health Care Facility at all times.
- 1.15. Securely seal any gaps, holes or leakage paths around any pipes (Including plumbing penetrations and electrical outlets) between construction site and adjacent areas of the SHN.
- 1.16. Removal of debris, tools, equipment and materials from the work site shall be via an agreed to route and at an agreed to time, generally after hours.
  - 1.16.1. Transport debris in clean containers with tightly fitting lids or completely cover debris with a wet blanket or wrapped in heavy gauge poly. Wipe and/or vacuum clean containers prior to leaving the site to reduce risk of dust transfer to occupied areas.
  - 1.16.2. Cover all rubbish chutes and bins and thoroughly wet rubbish and/or debris prior to placing in chutes. Locate rubbish chutes to prevent dust migrating into air intakes
- 1.17. Areas of external excavation and the connecting road way must be kept moist at all times to keep dust to a minimum.
- 1.18. Carefully remove ceiling tiles so as to keep them in a horizontal position until vacuum cleaned with a HEPA-filter equipped vacuum cleaner.
  - 1.18.1. Clean all ductwork, conduits, cable trays etc. and ceiling space with a HEPA equipped vacuum cleaner, prior to or immediately after removal of existing ceiling tiles and prior to start of work. Replace ceiling tiles should work be interrupted or stopped for any reason.
- 1.19. Seal and make air tight all exterior windows and doors in the vicinity of a) site work b) demolition and c) rubbish bins and chutes.
- 1.20. Maintain negative pressure within the construction area by using:
  - ★ Portable HEPA filter-equipped air filtration units that include pressure gauges and an alarm (High Risk Areas), or
  - ★ HEPA-Filter equipped vacuum (Lower risk areas as determined by I.C).

Filters shall be monitored and replaced if clogged or functioning below the manufacturer's specifications.

Reminder: Anteroom should be negative to the occupied area, and positive to the worksite. Worksite must be negative to Anteroom and adjacent occupied areas.

  - 1.20.1. \* Ensure that the air is either exhausted directly outside and away from intake vents or filter through a HEPA filter before going through regular exhaust and possibly being recirculated. Air movement from all adjacent occupied areas of the health care facility into the construction area shall be monitored to ensure that it exceeds 10m/min and that the negative pressure differential with respect to all adjacent building areas is no less than 7.5 Pa (0.03wc). High-efficiency exhaust fans with High-Efficiency Particulate Air (HEPA) filters shall be used for the duration of the work.

- 1.21. Maintain barriers throughout the work. Repair or replace as required or instructed. Replace torn or dirty poly sheeting and reapply tape as required to maintain airtight barrier.
- 1.22. Clean immediately outside the work area with a HEPA filter-equipped vacuum cleaner every day or more frequently if necessary.
- 1.23. Workers must use the route identified to enter and exit the work site. Workers should not enter the occupied SHN unless the SHN and Infection Control have identified an approved route. Prior to entering an occupied area, dust must be removed from the body, clothing and shoes using a HEPA equipped vacuum cleaner; as well, when workmen leave the work site and enter occupied areas; or workmen must wear coveralls which are to be removed prior to leaving the work site.
- 1.24. An entrance and if possible an elevator shall be designated by SHN for use by the Contractor to transport material and workmen to and from the work site. DO NOT TRANSPORT construction personnel, materials or debris in an elevator that is used to transport patients, visitors and staff.
  - 1.24.1. Ensure that the dedicated elevator is vacuumed (HEPA) and damp mopped daily (or more often if necessary) to remove dust.
  - 1.24.2. If an elevator is not available for use by the Contractor, workmen must use a designated stairwell.
  - 1.24.3. Contractor shall ensure assigned elevator and/or stairwell remains free of dust and debris and must be cleaned on a daily basis, as required, and at the end of the day.
- 1.25. In areas designated by the SHN (i.e. Operating Rooms) workmen may be required to wear protective clothing. DO NOT ENTER THESE AREAS without protective clothing if directed.
- 1.26. For small projects, tools, carts and/or toolboxes are to be clean and may be kept in the area immediately adjacent to entry to the barrier.
  - 1.26.1. For larger projects, toolboxes and equipment are to remain within the work site barriers until completion of work. Do not leave tools or equipment unattended in any occupied areas
  - 1.26.2. Thoroughly vacuum all tools, toolboxes and equipment prior to removal from behind work site barrier.
- 1.27. Use water or dust abating material to keep dust to a minimum in the construction area.
  - 1.27.1. Provide pest control if required.
  - 1.27.2. Clean the construction area with HEPA filter-equipped vacuum cleaner, a wet mop, or both, as necessary.
- 1.28. Replace any and all existing or new ceiling tiles, which become wet due to work being done by the contractor.
- 1.29. Replace any and all drywall that becomes wet due to flooding or work being done by the contractor.
- 1.30. Use cryogenic procedures to isolate valves and supply water piping. Hot and cold domestic water piping must not be drained. If drained for any reason, coordinate with the SHN to have piping sanitized.
- 1.31. Report any water leaks or flooding immediately to the SHN PM Lead contact, who will inform Facilities, Infection Control and the affected patient care areas.



#### **4) After Construction**

- 1.32. Infection Prevention & Control / I.P.C. Appointed Designate is required to inspect the site prior to removal of barriers.
- 1.33. Thoroughly vacuum (HEPA filter-equipped) and/or wet clean the work site and all surfaces of the dust barriers and anterooms in preparation for removal.
- 1.34. Poly barriers to be erected on the non-construction side of the hard barriers before removal of the hard barriers.
- 1.35. Thoroughly vacuum and/or wet clean the areas occupied by barriers. Repair finishes damaged by barrier installation or the work and touch up paint as required to leave the site in the same condition or better than, it was prior to start of work.
- 1.36. The HEPA fan, if any and if required, will be the last piece to be removed from the project site after the hoarding comes down.
- 1.37. Environmental services to do final clean before removal of the poly barriers.
- 1.38. Remove barriers at times designated by the SHN.
- 1.39. Project Manager is required to inspect the site after removal of barriers.

**Failure to comply with Infection Control requirements may be cause for stoppage of work. Costs that may be incurred as a result of non-compliance are the responsibility of the Contractor.**

\*Z317.13-07 CSA Standard Infection Control during Construction or Renovation of Health Care Facilities is used by Infection Control to do Preventive Measures Analysis.

\* Specific reference for 4.8.1 (sections 6.6.2. and 8.3.22) of the above document.

## **SHN POLICIES**

### **1) Harassment Policy**

- Contractors will be responsible for the behavior of their employees while on SHN property. Contractors working at SHN must demonstrate courtesy and respect in interaction with all employees, volunteers, physicians, patients and visitors at SHN and will not engage in any form of abusive or discriminatory behavior. Any violation of the SHN Code of Conduct or Workplace Violence Prevention policy is unacceptable and such behavior will not be tolerated.

### **2) Asbestos Management Program**

- Copies of the Asbestos Management Program (AMP) and asbestos logs are located in the Command Centre office at the General Site.
- AMP applies to all SHN staff as well as all service providers and contractors performing work at SHN General Site.
- Contractor should notify the PM Lead upon discovery of suspected hazardous materials on site.

### 3) *Camera Policy*

- Cameras are prohibited within occupied areas of the SHN unless permissions are procured through the SHN PM Lead contact in conjunction with Communications. This may require accompaniment.

### 4) *Planned Shutdown Policy*

- Construction managers/contractors and subcontractors must request the scheduling of all construction related utility shutdowns through the appropriate SHN PM Lead Contact. SHN is responsible for the disconnection or shut off of all valves, circuit breakers and smoke detectors for utility outages.

## PROCEDURE FOR SHUTDOWN REQUEST

**Contractors and sub-contractors shall not shut down, tie into or disrupt any utility systems unless specifically directed or permitted to do so in writing by the appropriate SHN PM Lead contact. Contractors and sub- contractors shall not bag, disconnect, or impede any smoke or heat detection systems.** The utilities affected by this policy include but are not limited to all plumbing, fire sprinkler, gases, smoke detection, fire alarm, electrical, telephone, data, security, steam, heating, air conditioning, exhaust and conveying systems. Contractors must never assume the work they are performing in any SHN facility is not covered under this policy. The contractor's request for a utility shutdown must be performed in accordance with the procedures outlined in the "Specific Information" section of this document.

Refer to the Planned Shutdown Policy for the proper procedure, see pg. 19. Use Shutdown Form as found in Appendix A.

## REQUEST FOR SHUTDOWN

Project Name: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Building(s) affected: \_\_\_\_\_  
 Locations affected: \_\_\_\_\_

## Requestor Information

Person Requesting Shutdown: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

## Type of Shutdown

- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> Water Domestic Cold | <input type="checkbox"/> HVAC Building Supply  | <input type="checkbox"/> Sprinkler |
| <input type="checkbox"/> Water Domestic Hot  | <input type="checkbox"/> HVAC Building Exhaust | <input type="checkbox"/> Steam     |
| <input type="checkbox"/> Electrical          | <input type="checkbox"/> Fire Alarm Bypass     |                                    |

## ☐ Asbestos Log Review Completed

Other System Shutdowns: \_\_\_\_\_  
 Reason for Shutdown: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Known Building Impacts: \_\_\_\_\_

Shutdown Start Date\_ Time \_\_\_\_\_ ☐ AM ☐ PM

Shutdown End Date\_ Time \_\_\_\_\_ ☐ AM ☐ PM

Trade Person Performing Shutdown: \_\_\_\_\_

SHN Approval: \_\_\_\_\_

Shutdown Complete: (Contractor) \_\_\_\_\_

## **SAFETY REGULATIONS & WELDING PROCEDURES**

Before commencement of any welding, soldering or cutting in SHN, the following precautions and procedures must be strictly adhered to:

1. Person(s) who use the equipment must be competent and have permission to use the equipment.
2. The equipment to be used must first be checked to make sure it is in good and safe operating condition.

When all of the following procedures and precautions have been taken, you may begin to weld, solder or cut.

1. Obtain an approved hot work permit (see page 19) from Facilities. Coordinate for noisy works, it should be done before or after hours or agreed upon reasonable time.
2. Fire alarms to be bypassed every morning, confirm with Facilities once completed prior to welding works.
3. Before starting to weld, solder or cut, make certain there are no combustible materials nearby or opening leading to combustible material, that flame, sparks, hot slag or hot metal might ignite.
4. Be sure to keep a clear space between cylinders and the work. This is important so that cylinders and regulators can always be reached quickly.
5. Never use acetylene at pressures above 15 LBS PER SQ in. Using acetylene at pressures in excess of 15 LBS PER SQ. in. is a hazardous practice. To do so is contrary to insurance regulations and is prohibited by law in many places.
6. Never release acetylene into the air near other welding or cutting or sparks or flames. If it is necessary to release acetylene, release it out in the open, in a place where a mixture with air will not be ignited.
7. Always make sure hose is securely connected before using equipment. When using equipment, after making or remaking connections at the blowpipe and regulators, test for leakage.
8. Never hang a torch with its hose on regulators or cylinder valves. The weight of a torch and hose may strain or damage the regulator, or interfere with the quick closing of the cylinder valve.
9. Use special care when working in restricted or confined spaces (following Occupational Health & Safety Act, Healthcare O.Reg 67-93).
10. Special clothing should be worn, preferably fireproof, but certainly wool, which is relatively resistant to sparks and hot slag.

11. Never do any welding, soldering or cutting on containers until they have been thoroughly cleaned and safeguarded.
12. Protect cylinders, hose, legs and feet when flame cutting. Do not cut material in such a position that will permit sparks, hot metal, or the severed section to fall on the cylinder, hose, legs or feet.
13. Avoid dropping stub ends of welding rods on floor. Put them in a suitable container. Carelessly dropped stub ends are a fire hazard, and also if stepped on, may cause a serious fall, resulting in serious injury. A suitable container partly filled with water and within easy reach is a good place in which to dispose of these short ends.

\*\*\*\*\* Where welding, soldering or cutting must be done near combustible materials, special precautions should be taken to make certain that flame, sparks, hot slag or hot metal do not reach combustible material, and thus start a fire. It is especially important to take special precautions in the case of portable cutting operations. Cutting produces a greater quantity of sparks and hot slag than does welding and locations where portable cutting equipment is used, must therefore, be thoroughly safeguarded against fire.

#### **Additional Precautions for Safeguarding Against Fire:**

- Never use welding, soldering or cutting torch where sparks or open flame of any kind would be a hazard. Flames are a hazard in any rooms containing flammable gas vapors, liquids or dust, or any material that ignites easily.
- Take welding, soldering or cutting work that can be moved to a location where there will be no possibility of setting fires. This must always be done when the metal to be welded, soldered or cut is in a place where open flames are prohibited. This practice may also be sensible in many other locations, even if open flames are allowed. If the work cannot be moved, combustible materials should be taken a safe distance away, if possible. If cutting is to be done this distance may be 30 to 40 feet or more.
- Floors should be swept before the torch is lighted. If flammable materials cannot be moved, use sheet metal guards, flame proof curtains, or similar protection to keep sparks close to the work you are doing.
- Have someone stand by to watch the sparks so that they can give warning if sparks get beyond the protective guards. It is not reasonable to expect whoever is doing the welding or cutting to watch the sparks, since his attention is on the work. In addition, the sparks cannot always be seen easily through goggles.
- Be ready to put out any fire promptly with fire extinguishers, pails of water, water hose, or sand. If there is a possibility that a smoldering fire may have been started, keep a worker at the scene of the work for at least half an hour after the job is completed. Have them look carefully for smoke or fire before leaving.
- Never forget that heavy cutting sparks sometimes fly 25 to 30 feet or more and hold their heat for several seconds after landing.

## HOT WORK PERMIT

Start Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Date: \_\_\_\_\_

Completion Time: \_\_\_\_\_

Job Location:				
Description of Job:				
Company Name:		Requestors Name:		
Phone #:		Cell #:		
Detailed Area of Work:				
SHN Safety Regulations & Welding Procedures Reviewed	Yes		No	
Is there combustible material in the area or openings to combustible materials	Yes		No	
Is this area considered a restricted of confined space	Yes		No	
Patient Occupancy	Yes		No	

**Fire Safety:** (request for shutdown must be submitted 48hrs in advance, if required)

Sprinklers to be deactivated	Yes		No	
Smoke detectors in area	Yes		No	
Notification to Security & Fire Department (Facilities Responsibility)	Yes		No	
Fire Extinguisher Available	Yes		No	
Is a spotter required	Yes		No	

### Approval:

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Signature for Facilities

### Important Information

*It is the responsibility of the requestor to complete the work as described above within the timeframe requested. This is strictly enforced.*

*Should the requestors be unable to complete the work within the timeframe requested, the requestor must return to the Command Centre office one (1) hour prior to completion time (as per above). All overtime incurred will be the responsibility of the contracted Company.*

1 – copy – Posted at Job Site

1 – copy – Remain in Command Centre Office

**SCARBOROUGH AND ROUGE SHN**

**Contractor / Contract Staff / Resident / Instructor / Student and Others**

**Photo ID Badge / Access Card Request Form**

Please complete this form and have it approved by the Head of the Department. All applicants (when applicable) must present a signed letter stating official business in the SHN and Valid Photo ID (i.e., Drivers License, etc.)

**Personal Information - PLEASE PRINT CLEARLY. Incomplete form can not be processed.**

Identification Number: \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ Application: \_\_\_\_\_  
 \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Department/Unit: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Bus. Tel #: \_\_\_\_\_ Res. Tel #: \_\_\_\_\_ Centenary Site

☐ New ID Badge ☐ Card Status Change

A non-refundable \$5.00 charge applies for a new SRH ID Badge / Access Card; please pay fee at the Security / Photo ID office (Debit Only)

☐ Lost ☐ Damaged ☐ Not Communicating ☐ Position/Title Change ☐ Department / Unit Change ☐ Name Change  
☐ Other: \_\_\_\_\_ Previous ID Badge #: \_\_\_\_\_ Previous Name: \_\_\_\_\_

Lost or Damaged ID Badge replacement incurs a fee of \$25.00. All previous ID Badges must be returned to the Security Department.

**Access Requirements: Please choose the section(s) that apply to your request.**

**Building/Security Access** ☐ Provide General Access to Facility (SHN Building Entrances)  
☐ Other required access, please specify. \_\_\_\_\_  
☐ Locker Room Access: \_\_\_\_\_ Specify Locker Room Location/Number \_\_\_\_\_

**Parking Access** Do you require parking access? ☐ Yes ☐ No  
**If yes, please take a copy of this completed form, issued access card, and your payment to arrange for your parking access in person at:**  
 \*Birchmount Campus Parking Office - Located on Level 2 across from the Drugstore  
 \*General Campus Parking Office - Located on ground level in the Parking Garage  
☐ Monthly - Instructor / Student \$60.00/month ☐ Monthly - Garage \$66.00/Month ☐ Monthly - Surface \$46.00/Month  
 May not be available due to limited space  
 Note: All rates are subject to change at any time without notice

Vehicle Information	Make	Model	Colour	License Plate Number
Vehicle # 1				
Vehicle # 2				

\_\_\_\_\_  
 Card Holder Signature Signed Date Unit / Dept. Head Signature (Over Printed Name) Signed Date

**Submit completed form to Security Department at the General Campus by internal mailing or e-mail to IDBADGE@tsh.to**

<b>For Security Department Use Only</b>	Access Card Number Issued: _____
	Issued by: _____ Issued Date: _____
	Duration of Placement: Start date _____ End date _____
	Lost/Damaged card replacement fee payment verified: Yes / No
	Card(s) being replaced returned to Security Department: Yes / No Information sent to Parking Office: Yes / No
<b>For Parking Department Use Only</b>	Parking Access Assigned Area/Parking Category: _____ Assigned Date: _____ Rate Applied: \$ _____