

Delta School District Site Rules for Contractors

1.0 Safety

- 1.1 For the purposes of this section, “Safety Regulations” means the rules, regulations, and practices required by WorkSafeBC.
- 1.2 The Contractor shall be solely responsible for site safety during the execution of all assigned construction and maintenance activities, including work performed by subcontractors and suppliers, and for compliance with the Safety Regulations, and shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the work.
- 1.3 If the District is of the reasonable opinion that the Contractor has not taken such precautions as are necessary to ensure compliance with the requirements of Clause 1.2, the District may take or order any remedial measures which it deems necessary, including stopping the performance of all or any portion of the work, and the District may use the employees of itself, the Contractor, any subcontractor or any other contractors to perform such remedial measures. The Contractor acknowledges and agrees that any failure by the Contractor to comply with the Safety Regulations shall constitute a default of the Contractor's contractual obligations and the District may issue a written notice instructing the Contractor to correct the default in the two (2) working days immediately following receipt of such notice.
- 1.4 The Contractor shall file any notices or any similar document (including, without limitation, a Notice of Project where applicable) required pursuant to the Safety Regulations. This duty of the Contractor will be considered to be included in the work and no separate payment therefore will be made to the Contractor.
- 1.5 The Contractor shall develop, maintain and supervise for the duration of the work a comprehensive safety program that will effectively incorporate and implement all required safety precautions. The program shall, as a minimum, respond fully to the Safety Regulations and general construction practices for the safety of persons or property, including without limitation the WorkSafeBC regulations that may be applicable (e.g. WHMIS, dust control, etc.).
- 1.6 The Contractor shall provide a copy of the safety program described in Clause 1.5 to the District prior to the commencement of the work and shall, at all times require, as far as it is reasonably practical to do so, that every employer and worker performing work in respect of the project complies with such program.
- 1.7 The Contractor shall arrange regular safety meetings at its expense, record the minutes of such meetings and maintain a complete file for review by the appropriate authorities.
- 1.8 The Contractor shall supply and maintain, at its own expense, at its office or other well-known place at the work site, safety equipment necessary to protect the workers and general public against accident or injury as prescribed by the governing authorities.
- 1.9 The Contractor shall supply and maintain all articles necessary for giving first-aid to any person who may be injured on the work site and shall establish an emergency procedure for the immediate removal of any injured person to a hospital or a doctor's care in accordance with the Safety Regulations.

- 1.10 The Contractor shall, as required under the Safety Regulations, promptly report all accidents of any sort arising out of or in connection with the performance of the work whether on or adjacent to the work site, giving full details and statements of witnesses. The District shall be copied on all accident reports and investigation reports.

2.0 Security and Access

- 2.1 **Site and Building Access:** The District's Maintenance Services Department will issue gate and building keys, electronic access cards (complete with instructions as to how to arm/disarm the building intrusion alarm system and how to contact the alarm monitoring station) and identification badges for the Contractor to enter the site and building, disarm/arm the building intrusion alarm system, and access the portions of the site where the Contractor's work is taking place. The Contractor and all subcontractors must check in at the school office (if occupied by District staff) prior to entering other parts of the building. The access cards, keys and identification badges shall be promptly returned to the District at the end of the contract.
- 2.2 **Security:** The Contractor shall assume all responsibility for the security of the work site. The Contractor must ensure that all windows, doors and gates are secure and the building intrusion alarm system is armed (unless District staff are still in the building) at the end of the workday. The Contractor must also safeguard the rest of the building and/or site from access through possible open construction areas. Security doors shall at all times remain closed and shall not be propped open, even for a short time. The Contractor is responsible for any costs arising when the District's security runner services is called to attend a work site for security matters resulting from the Contractor's negligence.
- 2.3 **Normal School Hours:** Normal hours of operation for the District are 0730h-1600h Monday to Friday, excluding statutory holidays. For after-hours and weekend work, the Contractor must notify the District's Maintenance Services Department at least one business day in advance of the work.

3.0 Conduct

- 3.1 **Noise Due to Construction or Maintenance Activities:** In accordance with the Delta Noise Bylaw 1906, "no person shall carry on or cause to be carried any construction work, reconstruction, alteration, repair or demolition of a building or structure, the operation of machinery, or works in connection with any excavation or highway before 07:00h or after 1900h and day of the week from Monday to Friday, inclusive, before 0900h or after 1700h on Saturdays, or at any time Sundays. The Contractor shall respect the classroom operations in the vicinity of the work site and as such will make every attempt to limit noisy work to times outside of classroom operation or to adequately dampen, silence and/or soundproof equipment that generates noise to mitigate disruption to the classrooms.
- 3.2 **Communication devices:** Radio and cell phone volume shall be at the minimum volume which is consistent with the ability to operate the device.
- 3.3 **Roadways:** All speed limits and other traffic rules must be obeyed and access to the roadways should not be impeded. Parking and secure storage of materials and equipment by the Contractor and subcontractors shall only be in designated areas only.

- 3.4 **Cleanliness:** The work site must be maintained for an orderly appearance on a daily basis. Trash and construction debris shall be contained at all times and removed from the work site weekly.
- 3.5 **Toilets:** All temporary toilets shall have their doors faced away from streets. In no cases shall a worker utilize any staff washroom or other staff facilities at the work site, except as otherwise agreed in writing by the District. Under no circumstances will workers be permitted to use student washrooms.
- 3.6 **Identification Badges:** All workers shall have a District-assigned identification badge that clearly indicates the company's name and the worker's name. It is to be worn whenever at the work site.
- 3.7 **Smoking:** Smoking is not permitted on District property.
- 3.8 **Alcohol/Drugs:** No alcoholic beverages or non-prescription drugs shall be brought or consumed at the work site.
- 3.9 **Animals:** No dogs or other animals, are permitted at the work site without the written consent of the District.
- 3.10 **Fitness for Work:** All workers must be fit for work at all times. The District retains the right to request individuals leave the work site if unfit for any reason including, without limitation, inebriation, taking drugs, injury, fatigue, rudeness or any other reason that may affect the quality of the work or represents a breach of these rules.
- 3.11 **Theft:** Workers who steal from occupants or the District shall be immediately ejected from the work site. The Contractor is responsible for all such thefts irrespective of whether the worker is an employee of the Contractor or a subcontractor.
- 3.12 **Criminal Record Check:** The Contractor shall assume all responsibility for ensuring that any worker, including those under the employ of subcontractors and suppliers, having unsupervised access to children through their work be cleared for such work based on a criminal record check through the Ministry of Public Safety and Solicitor General.
- 3.13 **Discrimination and Harassment:** The District actively promotes a safe and secure school environment and as such does not tolerate violations of human rights legislation, including:
- (a) discriminatory acts against any person with respect to the work or school environment or any educational program or service provided to or by that person because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age of that person, or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person;
 - (b) all forms of actual, attempted or threatened physical harm directed at any person; or
 - (c) any form of sexual harassment such as unwelcome sexual advances with actual or implied work related consequences; unwelcome remarks, questions, jokes or innuendo of a sexual nature including sexist comments or sexual invitations; verbal abuse, intimidation or threats of a sexual nature; unwelcome leering, staring or making sexual gestures; whistling or catcalls; display of pornographic or other sexual materials; offensive pictures, graffiti, cartoons or sayings; unwanted physical contact such as touching, patting, pinching or hugging; and physical assault of a sexual nature