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| **Section Cover Page** |
| **Section 01 35 14**  **2017-11-07 Project Security and Safety Procedures** |

Use this Section to specify requirements for projects in existing occupied facilities where security and safety are a prime concern, e.g. Correctional Institutions, Young Offender Centers, Schools, Hospitals etc.

This Master Specification Section contains:

.1 This Cover Page

.2 Data Sheet - General

.3 Master Specification Section Text:

1. Intent

2. Definitions

3. User Representative

4. Pre-Construction Briefing

5. Entry and Identification

6. Security and Safety Regulations

7. Vehicle Access and Parking

8. Vehicle Operation and Security

9. Barriers

10. Key Control

11. Tools, Equipment and Material Control

12. Procedures in Event of Loss

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| **Change Log** |
| **Section 01 35 14**  **2017-11-07 Project Security and Safety Procedures** |

**Changes made in this Section Update (2017-11-07):**

1. Article 7.1.1 has been revised with changes on which agencies can conduct criminal record checks.

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**Changes made in this Section Update (2017-02-22):**

1. One definition clarified and two new definitions added in Article 3.
2. Added additional “Spec Note” related to User’s Representative
3. In Article 7, clarified what is to be provided to the User’s Representative in the proposed list of Contractor’s Personnel and what is to be provided with an access request for personnel with a criminal record.
4. Added paragraph 7.1.7 to provide some items that the User’s Representative may consider in granting special access permission.

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**Changes made in this Section Update (2016-06-14):**

1. Title changed to “Project Security and Safety Procedures” from “Institutional Project Procedures”.
2. Added new “Security and Safety Regulations” text.
3. Added additional “Spec Notes”

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| **Data Sheet - General** |
| **Section 01 35 14**  **2017-11-07 Project Security and Safety Procedures** |

This Section contains requirements to suit a variety of situations. Consider each clause individually to determine applicability.

Note that this Section is intended primarily for renovation or expansion work at **existing** occupied facilities. However, some special procedures may also need to be specified with respect to work performed after user occupancy on **new** projects, e.g. deficiency clean up, warranty work, etc. Edit Section accordingly.

Define all special requirements that need to be specified in consultation with Infrastructure and facility’s user’s representative. Determine applicability of requirements specified herein and any additional requirements that may need to be specified, e.g.:

- Security guards

- Site lighting

- Hours of work restrictions

- Noise control restrictions

- Restrictions on use of staff cafeterias, washrooms, etc.

Be as specific as possible. Coordinate requirements specified herein with related requirements specified in other Division 01 Sections. Do not duplicate requirements.

1. INTENT
   1. Due to the nature of the facility where the Work is being performed, special procedures must be followed during the course of the Work.
   2. Comply with the requirements specified in this Section and as otherwise determined by the Province to maintain the required degree of security and safety for the User, Contractor's Personnel, Province's personnel, and the public.
2. RELATED SECTIONS

SPEC NOTE: Include this Article only if the User’s Representative will provide the facility’s Security and Safety Regulations, or the portion thereof related to Contractors on site.

* 1. Available Information Documents: Section 00 31 00

1. DEFINITIONS
   1. User: means facility inhabitants and staff.
   2. User’s Representative: means the person designated in this Section. This person may be an employee of the Province but for the purposes of this Contract is not a representative of the Province.
   3. Contractor's Personnel: means all members of Contractor's work force, all members of Subcontractors' and Sub-subcontractors' work forces, and all other persons who require access to the facility for performance of the Work.
   4. Personally Identifiable Information (PII): means any the name, address, phone numbers, e mail addresses, date of birth and any other information, in any form, that could potentially identify a specific individual, be used to distinguish one person from another, or be used for de-anonymizing anonymous information.
   5. Province’s Authorized Representative: means the Province’s Project Manager or a person delegated by the Province’s Project Manager.
2. USER’s REPRESENTATIVE

SPEC NOTE: The Project Manager is to contact the User Group to obtain the name, title, and contact information of the User Representative who will directly or indirectly affect the operation of the facility and be responsible to grant, or deny, special access to the site for Contractor’s Personnel with a criminal record in accordance with the requirements of paragraph 7.1.7.

* 1. The facility's contact person with respect to requirements of this Section and all other facets of the Work, which directly or indirectly affect the operation of the facility, will be:

[name: ] [title ]

telephone no.: [ ] email: [ ]

or any other person whom the Director of the facility may designate from time to time. This person is called the "User’s Representative" for the purposes of this Contract. If the User’s Representative is changed, the Contractor will be notified accordingly.

* 1. The Contractor's contact and all communication shall, in the first instance, be with the Province's authorized representative who will in turn communicate with the User’s Representative.
  2. The Contractor may communicate directly with the User’s Representative **only** if:
     1. a concern arises which affects the operation of the facility, and
     2. such concern requires prompt attention, and
     3. the Province’s authorized representative cannot be contacted.
  3. Acceptance of any instructions given by the User’s Representative under circumstances indicated above, shall be at the Contractor's discretion and at his own risk.
  4. Notwithstanding the foregoing, in the event of an emergency involving security or safety, the Contractor shall comply immediately with all instructions given by the User’s Representative.

1. PRE-CONSTRUCTION BRIEFING
   1. The Contractor and all Contractor's Personnel shall allow a minimum of three hours for a pre-construction briefing by the Province and the User’s Representative.
   2. Only those persons who have attended a pre-construction briefing are permitted to commence work in the facility.
2. ENTRY AND IDENTIFICATION
   1. Upon each entry to the site, Contractor's Personnel shall contact appropriate facility staff and identify themselves.
   2. Entrance may entail issuance of identification cards or badges, notation in a log book or other security procedures.
   3. Identification badges, if issued, must be worn at all times while on site.

SPEC NOTE: Specify the following on correctional institution projects only.

* 1. Contractor's Personnel entering an area where there are secured inmates shall identify themselves to appropriate facility staff and abide by their instructions.

1. SECURITY AND SAFETY REGULATIONS

SPEC NOTE: If the User’s Representative will provide a copy of the facility’s security and safety regulations or the portion thereof related to Contractors on site, Include Section 00 31 00 – Available Information Documents and attach the copy to that Section.

* 1. Comply with all security and safety regulations in force at the facility, at the Contractor’s cost.

SPEC NOTE: Include subparagraphs 7.1.1 through 7.1.8 inclusive if the facility requires workers on site to be free of a criminal record or have a criminal record and are permitted on site by the User’s Representative.

* + 1. This will require the Contractor to obtain a project specific criminal record check, through a Police agency or an agency that is in partnership with Canadian Police Departments and can provide criminal record checks based on direct information from the Canadian Police Information Centre (CPIC), for each worker that will be on site. Criminal record checks from previous projects are not acceptable.
    2. Provide the User’s Representative with a numbered list of the names of all proposed workers indicating whether or not each have a criminal record. The User’s Representative may request to view any or all of the criminal record checks. This numbered list is required to be maintained and updated by the Contractor as additional workers are required on site.
    3. All criminal record checks are to be maintained by the Contractor in a secured location for the duration of the contract unless otherwise required by the facility’s security and safety regulations.
    4. The Contractor may request special permission from the User’s Representative for a worker with a criminal record to be on site provided that the request identifies the type of criminal offence(s), the rationale for why the worker is required on site, and includes a copy of the criminal record check that includes the corresponding number from the latest numbered list but has all Personally Identifiable Information redacted.
    5. Access to the work site will be determined by the User Representative and only the following will be permitted on site:
       1. persons with no criminal record, and
       2. persons with a criminal record who have been granted unbiased special access permission, in writing, by the User’s Representative.
    6. All related information collected is confidential and is not to be disclosed by anyone other than to meet the requirements herein or the facility’s security and safety regulations.
    7. When considering the unbiased granting of special access permission, the User’s Representative will consider, including but not limited to, the following items:
       1. Severity of offence(s),
       2. Number of offences(s),
       3. Time elapsed since the offence(s), and
       4. Impact, or perceived impact, the offence may have in relation to the facility or the Work.
    8. The User’s Representative will return the list(s) in its possession as provided by the Contractor at the end of the Project.
  1. Be aware of and comply with the facility's standing orders in case of fire and other emergencies.
  2. Contractor's Personnel shall confine themselves to their particular duties and areas of work and shall not converse nor fraternize with facility inhabitants.

1. VEHICLE ACCESS AND PARKING
   1. Restrict construction traffic to access routes [indicated on site plan] [designated by the Province]. Obtain the Province's permission before using alternative routes.
   2. Place directional signs along designated traffic route, to the Province's satisfaction.
   3. Restrict loading and unloading operations to area[s] [indicated on site plan] [designated by the Province].
   4. Restrict parking for Contractor's Personnel to area[s] [indicated on site plan] [designated by the Province].
   5. Maintain parking areas in good condition during construction period. After completion of Work, restore parking areas to condition equal to that at start of the Work.
2. VEHICLE OPERATION AND SECURITY

SPEC NOTE: Include this Article only if required by the facility’s User’s Representative and edit to meet the needs of the User’s Representative.

* 1. Observe posted speed limits and other traffic control signs on facility grounds.
  2. Do not leave any vehicle running and unattended, regardless of how long the operator intends to be absent from the vehicle.
  3. Do not leave keys in any unattended vehicle. Secure vehicles left unattended.
  4. Do not park vehicles in fire lanes or access areas unless absolutely necessary for the purpose of carrying out the Work.
  5. Secure vehicles left on site after normal working hours or overnight. Leave in designated parking area only.
  6. Secure tools, ladders, materials etc. when left in or on vehicles. Secure tools out of sight, not in passenger compartment of vehicle.

1. BARRIERS
   1. Enclose and secure work area with barriers as specified in Section 01 50 00. Locate barriers as [indicated on site plan] [designated by the Province].
   2. Ensure work area gates and accesses are locked and secured at end of each work day.
2. KEY CONTROL

SPEC NOTE: Include this Article only if required by the facility’s User’s Representative and edit to meet the needs of the User’s Representative.

* 1. Contractor's Personnel will be held personally responsible and accountable for key control.
  2. All security keys, including padlock keys, switch box keys and other keys must be accounted for at all times.
  3. Each person authorized to be in possession of keys must retain possession of such keys at all times while on site. Unauthorized exchanges of keys among other Contractor's Personnel, Province's personnel or facility staff is not permitted.
  4. Keys must never be given to a facility inhabitant or left in an area where an facility inhabitant could have access to a key.

1. TOOLS, EQUIPMENT AND MATERIAL CONTROL

SPEC NOTE: Include this Article only if required by the facility’s User’s Representative and edit to meet the needs of the User’s Representative.

* 1. Contractor's Personnel will be personally responsible and accountable for tools carried onto the site, upon entry and upon departure each work day, and upon completion of the Work.
  2. Tools carried into an inhabited secure area must be accounted for, upon entry to and upon departure from such areas.
  3. All tools must be permanently marked with the owner's name.
  4. The Province may request that an inventory be provided of a tradesman's personal tools and may inspect such tools at any time to confirm count.
  5. Maintain visual control of, and closely monitor use and location of, tools, equipment and materials at all times. Keep tools in immediate work area.
  6. Do not leave tools and equipment unattended at any time without being shut off and properly secured.
  7. Leave tools, equipment and materials in a secure storage area or otherwise secured to the Province's satisfaction when not is use during the work day and at the completion of each work day.
  8. Tools that present a high security risk, such as saws, hammers, chisels, screw drivers, power nail drivers, crowbars, etc., must be removed from work areas upon the completion of each work day.
  9. Use of explosive actuated fastening devices is prohibited.
  10. Do not deposit or allow to accumulate outside confines of work area, unused and waste material, rubbish, and debris, including nails, screws, etc. Remove material so deposited from site immediately.

1. PROCEDURES IN EVENT OF LOSS

SPEC NOTE: Include this Article only if required by the facility’s User’s Representative and edit to meet the needs of the User’s Representative.

* 1. If a key, tool, piece of equipment or item of personal property is lost or missing, or there is an unexplained material shortage, take the following action immediately:
     1. Notify appropriate facility staff or User Representative and advise them of the loss. Do not attempt to search for the lost item(s) prior to this notification.
     2. Provide facility staff with as much detail about the lost item as possible, including where it was lost and for how long it has been missing.
     3. Account for all other keys, tools, equipment and materials.

**END OF SECTION**