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| **Section Cover Page** |
| **Section 01 35 17**  **Alberta Innovates Technology Futures**  **2016-08-08 Special Project Procedures** |

Use this section to specify requirements for procedures generally applicable to Alberta Innovates

Technology Futures.

Due to variations in project scope and type of facility for which the work of this Section may be specified, this Section may require editing to suit project requirements. Edit this Section and define all special requirements that need to be specified, in conjunction with Infrastructure Project Manager and Property Management Representative.

Coordinate requirements specified herein with related requirements specified in other Division 01 Sections, particularly Section 01 11 00 ‑ Summary of Work, Section 01 50 00 ‑ Temporary Facilities and Controls and Section 01 35 14 – Project Security and Safety Procedures.

Determine any additional requirements which may need to be specified in Divisions 02‑49.

This Master Specification Section contains:

.1 This Cover Sheet

.2 Specification Section Text:

1. Intent

2. Definitions

3. Related Sections

4. Use of Premises

5. Confidentiality Agreement

6. Site Access

7. Temporary Facilities

8. Vibration and Noise Control

9. Training

10. Safe Work Permits

.3 Related Form:

1. [AI/MS Form 01 35 17B-A](http://www.infrastructure.alberta.ca/Content/docType486/Production/01_35_17B-A.pdf) – AITF Confidentiality Agreement

(<http://www.infrastructure.alberta.ca/Content/docType486/Production/01_35_17B-A.pdf>)

**Changes made in this Section Update (2016-08-08):**

1. Fixed links and corrected section number
2. Corrected problem with header.

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

1. Deleted the following:

- Communication

- Project Orientation Briefing

- Criminal Record Checks

- Control of Access Devices

- Control of Tools, Equipment and Materials

- Safety Procedures

- Vehical Access, Operation and Parking

- Barriers

1. Added the following:

- Related Sections

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1. INTENT

.1 Due to the nature of the facility, special procedures shall be followed during the course of the Work.

.2 Safety: comply with requirements of this Section to prevent the following:

.1 Injury to User's, Contractor's, and Province's personnel, and the public.

.2 Damage to property and equipment.

.3 Environmental damage.

.3 Restrictions Related to User Occupancy: comply with requirements of this Section to minimize:

.1 Disruption of User operations.

.2 Inconvenience to User personnel.

2. RELATED SECTIONS

.1 Project Security and Safety Procedures: Section 01 35 14.

3. DEFINITIONS

.1 User: means Alberta Innovates Technology Futures (AITF); CanmetENERGY; Oil Sands Tailings Research Facility (OSTRF); and their respective clients. The Users are **not** representatives of the Province.

.2 User’s Representative:  is defined in Section 01 35 14 – Project Security and Safety Procedures.

.3 Contractor's Personnel:  means all persons directly and indirectly employed by the Contractor and who require access to the facility for performance of the Work.

4. USE OF PREMISES

.1 Work of this Contract may need to be carried out intermittently to avoid conflict with User operations.

.2 Coordinate Work with the Province to limit use of premises to allow for User occupancy.

.3 Contractor's entrance, loading and unloading activities and deliveries are restricted to designated areas, through designated routes.

5. CONFIDENTIALITY AGREEMENT

.1 The successful bidder will be required to sign an “Ongoing Access to AITF Premises Confidentiality Agreement”.

.2 It will be the responsibility of the successful bidder to ensure that all their employees are bound by this agreement.

.3 If the successful bidder is a general contractor, it will be their responsibility to ensure that all subcontractors are bound by this agreement.

.4 All subcontractors are to ensure that their employees working on site are bound by this agreement.

6. SITE ACCESS

.1 Each time upon entering and leaving facility, secure areas and restricted areas, Contractor's Personnel shall identify themselves to appropriate security personnel.

.2 Entrance may entail issuance by the Province of identification cards, notation in a log book, or other security procedures.

.3 Identification tags or badges, if issued, shall be worn and visible at all times while on site.

.4 Contractor's Personnel entering secure and restricted areas shall identify themselves and state purpose of visit.

7. TEMPORARY FACILITIES

.1 Provide temporary facilities as required to maintain User access to building exits and parking areas. Coordinate with the Province.

.2 Temporary alteration of premises to accommodate passage of equipment is not permitted.

8. VIBRATION AND NOISE CONTROL

.1 Operations considered by the Province to cause excessive vibration or noise includes, but is not limited to, the following:

.1 Jack hammering.

.2 Shotblasting.

.3 Sandblasting.

.4 Cutting and coring of concrete.

.2 Do the following when work causing vibration or noise may affect User or User operations.

.1 Coordinate with the User’s Representative.

.2 Schedule and coordinate hours of work with the User’s Representative.

.3 Stop operations causing excessive vibration or noise when instructed verbally or in writing by the Province. Do not resume such operations until written authorization obtained from the Province.

9. TRAINING

.1 Train all Contractor's Personnel regarding applicable safety procedures.

.2 Submit written evidence of completed Workplace Hazardous Materials Information System (WHMIS) training for all Contractor's Personnel. Where no such evidence is available, training will be provided by the User at Contractor's expense.

.3 Contractor shall provide training for all special tasks such as aerial lift operation, fall protection, working in confined space, ARC Flash Protection, H2S Alive, and any other specialized work. Verification of applicable certification shall be provided in advance of carrying out such tasks. Work shall be performed only by Contractor's Personnel who have received the required training.

10. SAFE WORK PERMITS

.1 All contractors must obtain a safe work permit with respect to the following:

1. jack hammering
2. shot blasting
3. sandblasting
4. concrete cutting
5. cutting and grinding
6. welding or soldering
7. work on fumehoods
8. painting
9. roofing
10. work in restricted areas
11. work in electrically classified areas
12. any work on the fire alarm/sprinkler system and associated activities.

**Written authorization must be obtained from the User’s Representative prior to commencement of any of these tasks.**

**END OF SECTION**