



**London**  
CANADA

## **The Corporation of The City of London**

### **Legislative Health and Safety Requirements for the Corporation of the City of London**

The following is a health and safety guide for those providing a tender to assist in determining legislative health and safety requirements and to understand the expectations of The Corporation of The City of London.

The following include Corporation requirements as well as a guide to safety regulatory requirements that a successful bidder may be required to comply with in association to work / services and the inherent hazards applicable to the work / services to be performed on behalf of the Corporation of the City of London. It is the requirement of all bidders to review this link and the responsibility of the successful bidder to know, apply and adhere to requirements as well to the applicable regulations' to maintain the health and safety of their workers.

\* The term regulatory requirements pertains to all health and safety bodies having authority, including but not limited to: Ontario Occupational Health and Safety Act, Ontario Regulations, Electrical Safety Authority, Technical Standards and Safety Authority and to those associated guidelines if directed by the Regulations or authorities such as Canadian Standards Association, the American Conference of Governmental Industrial Hygienists and MTO Book 7.

It is an employer's responsibility to adhere to Occupational Health and Safety Act and applicable Regulations and clauses below which apply to the work / service being provide to the Corporation of the City of London and take every precaution reasonable in the circumstance for a worker's safety.

Work or Service Type or/ Product Type	Typical Corporation of City of London Service Tender Types	Potential Applicable Regulatory Requirements and / or Clauses
Materials <u>brought</u> onto and used on work site.	Nearly all prescribed work will require materials, controlled products, used during the course of work/service performed.	C.01 applies to possibly all successful bidders and awarded tenders.
<p><b>Construction Services – High Risk</b> O. Regulation 213/91 Construction Projects <b>Construction</b> – per OHSa includes: “erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project.”</p> <p><b>Project</b> – per OHSa includes: “(a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone, or electrical cable, pipe line, duct or well or any combination thereof, (b) the moving of a building or structure, and (c) any work or undertaking, or any lands or appurtenances used in connection with construction”</p>	<ul style="list-style-type: none"> <li>- Facilities work involving demolition, alteration, renovation</li> <li>- Sewer and watermain work – trenching, excavation</li> <li>- Road and sidewalk work</li> <li>- Installation of equipment such as HVAC units, large pool filtering systems where there is involvement of hoisting, cranes, etc.</li> <li>- Asbestos removal / abatement</li> </ul>	<p>Clauses, not limited to, that may apply and be pertinent to work and / or services being provided may fall to C.01 – C.16, C.19</p> <p>O. Regulation 278/05 Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations</p>

Work or Service Type or Product Type	Typical City Examples	Potential Applicable Regulatory Requirements and / or Clauses
<p><b>Maintenance Services – High to Medium Risk</b></p> <p>These work and service activities may engage hazards such as heights, exposure to electrical and energy potential sources, heavy equipment operation, exposure to atmospheric contaminants (gases, vapours, particulates and noise)</p> <p>O. Regulation 859 Window Cleaning O. Regulation 213/91 Construction Projects O. Regulation 278/05 Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations O. Regulation 851 Industrial Establishments O. Regulation 632/05 Confined Spaces</p>	<p>Window washing, roofing, luminary cleaning &amp; group re-lamping</p> <ul style="list-style-type: none"> <li>- Electrical work, i.e. running wiring, installation of equipment such as lights, generator, panel box, cameras, IT technology, including SECURITY applications</li> <li>- Forestry involving tree trimming</li> <li>- Maintenance work such as welding, painting, epoxy application etc. within an area (i.e. diving well, water chamber, etc.) with limiting general ventilation and has not been deem construction work.</li> <li>- Trash pick-up or grass trimming in proximity to roadways</li> <li>- Removal of noxious plants (i.e. hogweed)</li> <li>- Hot work such as welding, torch cutting</li> <li>- Ploughing and salting roads</li> </ul>	<p>Clauses, not limited to, that may apply and be pertinent to work and / or services being provided may fall C.01, C.05, C.06, C.08, C.09, C.12, C.14, C.18, C.19, C.20</p>
<p><b>Services of moderate to low risk activities</b></p> <p>O. Regulation 851 Industrial Establishments O. Reg. 360 WHMIS</p>	<ul style="list-style-type: none"> <li>- Consultation prior to work (evaluation of land, existing equipment, etc.)</li> <li>- Providing operational equipment</li> <li>- Providing other equipment, i.e. PPE, IT programs/ programming</li> <li>- Building cleaning maintenance</li> <li>- Providing WHMIS controlled materials</li> </ul>	<p>Clauses, not limited to, that may apply and be pertinent to work and / or services being provided may fall C.01, C.05, C.17, C.18, C.19, C. 21</p>

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**Potential Applicable Regulatory Requirement Clauses**

**C.01 O. Regulation 860 WORKPLACE HAZARDOUS INFORMATION SYSTEM (WHMIS)**

The successful bidder shall maintain, at the job site, Safety Data Sheets, for all hazardous materials and controlled products taken onto the job site.

Ensure that containers for any hazardous materials or controlled products used or stored on City of London premises are labeled in accordance with requirements of the Ontario Workplace Hazardous Materials Information System Regulation (O. Reg. 860), and if used for containment of flammable liquids, conform to the requirements pertaining to flammable liquids handling and storage as set out in the Ontario Industrial Establishments

Regulation and Building Code. All hazardous materials or controlled products will be removed from the site following completion of the contract, or sooner where practical and possible.

**C.02** Prior to the start of construction, the successful bidder will prepare a detailed **Work Plan** that describes the proposed methods or procedures for each construction operation. Work Plans for construction operations, appropriate as it pertains to the specified work activities, to include:

- a) Crews and equipment;
- b) Traffic control;
- c) Site preparation and access/haul routes;
- d) Handling and stockpiling of excavated materials;
- e) Material delivery and handling;
- f) Pipe installation including backfilling, compacting and trench support system;
- g) Disposal of surplus excavated material;
- h) Preservation and protection of existing facilities;
- i) Environmental controls;
- j) Restoration; and
- k) Procedures for emergency response.

Work Plans shall include all text descriptions and drawings required to demonstrate the Successful bidder's proposed operation or as otherwise necessary for the proper execution of the work. Do not make any changes to Work Plans after final review without written permission of the City Project Manager.

**C.03** Provide Ministry of Labour (MOL) completed **Registration of Constructors or Employers Engaged in Construction** (Form 1000) and **Notification of Project** and post at job site should project undertaking meet criteria (prescribed in O. Reg. 213/91 S. 5. And 6) prior to beginning project work.

**C.04 Trenching** - Provide the Ministry of Labour Notice of Trench Work where work requires a trench more than 1.2 metres deep in which a worker may enter.

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**Potential Applicable Regulatory Requirement Clauses...cont'd**

- C.05 Traffic Control** – In association with requirements of Book 7 Ontario Traffic Manual, where work will be near or impede into road traffic ensure a traffic control plan that: - Whenever possible has two-way traffic at construction locations.
- Access to driveways must be maintained or alternate parking - arrangements must be provided.
  - Throughout the project during short term disruptions, it is the Contractor's responsibility to inform and update emergency services at least 24 hours in advance of pending work.
  - Internal and external signing will be the responsibility of the Contractor. All barricades, traffic barrels, cones, signs, etc. shall be erected and maintained throughout the duration of the project to the meet the requirements of the Ontario Traffic Manual (Book 7 — Field Edition)
- C.06 Confined Spaces** - Work to be done in areas that meet the definition of a confined space as set out in **O. Reg. 632/05 Confined Spaces** require the contractor to have a confined space program including an emergency response procedure for employee rescue.
- C.07 Working from Heights** – Where prescribed in the Act and Regulations all precautions required for work operations taking place at heights, the contractor must have a Working from Heights program that includes adhering to training, equipment inspections, etc. When the work is on a construction project the contractor must have and maintain workers certified training records (a copy of these training records must be onsite).
- C.08 Electrical Work** - Only authorized employees with applicable qualifications may work on electrical systems (wiring, junction boxes, panels, etc.)
- C.09 Lock Out – Tag Out** – Contractor is to ensure that when such devices are required they have a program, proper equipment available and used. Work conducted on pressurized systems must be done by authorized trained and as required certified workers.
- C.10 Utilities** - Where the work being conducted involves potential for contact with underground utilities the contractor will ensure to obtain and maintain locates on the worksite. Contractor will “daylight” **hand dig** which means to excavate using a shovel with a wooden or insulated handle, not including picks, bars, stakes or other earth piercing device OR a Vactor. Please note that Regulations requiring a locate include hand digging applications.
- C.11 Vactor** service will ensure employees are adequately trained in the equipment and enforce use of safety features such as bonding mats.
- C.12 Overhead Hydro** - In the presences of overhead hydro it is necessary to have flags to identify this, signs on ground level and / or require a trained employees to spot heavy equipment.

**Potential Applicable Regulatory Requirement Clauses...cont'd**

- C.13 Heavy Equipment** - All heavy equipment on construction sites require backup beepers.
- C.14 Persons working in and around hydro** must be trained and operate within safe limits of approach.
- C.15 Hot work** – Conducting hot work (**welding, torch cutting**) requires a hot work program that includes a hot work permit and fire watch person.
- C.16 Tunnels, Shafts, Caissons and Cofferdams** –Notify the Ministry of Labour before beginning construction work on a tunnel, shaft, caisson or cofferdam.
- C.17 Prestart Health and Safety Reviews, O. Reg. 851 Industrial Establishments; Sec. 7.** Unless otherwise prescribed in the contract and the successful bidder is providing to the Corporation as described in 7.(2) the bidder will have the pre-start review completed and provide the necessary documents to the Corporation prior to delivery.
- C.18 Window Cleaning** - Notice of Window Cleaning Work to the Ministry of Labour prior to carrying out window cleaning work at a building in Ontario if a suspended scaffold, boatswain’s chair or similar single-point equipment is to be used.
- C.19 Personal protective equipment (PPE)** equipment provided to the Corporation for worker personal protection will meet the Canadian Standards Association (CSA) requirements set out for that item.
- C.20 Working from Heights, O. Reg. 851 Sec. 85;** where a worker is exposed to the hazard of a fall more than 3 metres. Provision requirements for doing work under these circumstances are defined in the regulation requiring the worker has the proper fall arrest equipment.
- C.21 WHMIS controlled products** supplied to the Corporation must be accompanied by a safety data sheet when product is delivered onto site.

**Document Revision History**

Date	Version	Comments
2017/03/24	000	Original – this document was developed to provide guidance to those who will be providing services and / or product to the City of London.