



Quinte Health

Making our communities healthier. Together.

QUINTE HEALTH

TRAINING MANUAL FOR CONTRACTORS

Revised November 2022

Managing a System of Shared Responsibility – staff, patients, contractors

After reading this booklet, please complete the following acknowledgement and return it to the Designated Project Sponsor for your Contract

I have read and understood; as well as trained my employees/sub-contractors on the material contained in this Contractor Safety Guide. I will ensure we comply with all safety rules and requirements from the Pre-Planning Meeting for this contract and work area. I understand that there are general and specific safety requirements regarding work at **Quinte Health**; and this Guide together with the Pre-Planning Meeting covers the expected safety requirements and to the best of our ability all potential hazards and controls related to this contract and work area. My employees have been provided with instructions and training for specific safety requirements and are *competent as so defined under the Occupational Health and Safety Act*.

Contractor Supervisor Signature

Date

Print Name

Contractor Company Name.

Contacts Related to this Project:

"Title"	Name	Telephone/email
Project Sponsor (Quinte Health Designate)		
Quinte Health's Infection Control Rep		
Quinte Health's Safety Rep		
Contractor Supervisor On-site		
Contractor's Safety Rep		

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I. SAFETY EXPECTATIONS

1. Follow the health and safety requirements of the *Act* and your Employer
2. Take health and safety concerns to our Supervisor/Lead Hand
3. If no action, report health and safety concerns to your JHSC
4. Should you believe you or another person's health and safety is in danger, you have the "Right to Refuse Unsafe Work"
5. Keep Safety in the forefront of your mind, do not take short cuts!
6. Know and follow WHMIS Safety
7. Report Personal Protective Equipment deficiencies to your Supervisor/Lead Hand
8. Do NOT report to work if you suspect you have a contagious illness
9. Do NOT wear any scented products (ensure chemicals have been Quinte Health-approved)
10. Refrain from smoking on Quinte Health Property

II. GENERAL INFORMATION

A. Identification

All contractors (and sub-contractors) must have a Quinte Health Identification Tag and a conspicuously worn "Safety" sticker (recommend affixing sticker to hard hat). All non-Quinte Health workers moving in and out of the designated work site/area must sign in/out throughout their day on a 'Sign-In Sheet' maintained by the contractor. Quinte Health reserves the right to audit compliance. This roster is critical in the event of an emergency; such as a fire, to ensure all persons are accounted for.

B. Personal Protective Equipment

The outside contractor shall provide appropriate personal protective equipment. The Contractor is responsible for enforcing its use. The Contractor is responsible for providing proof of employee training to H&S. Occupational Health and Safety reserves the right to inspect or monitor operations at any stage of work. They may also make additional recommendations or requirements of personal protective equipment for contractor personnel.

C. Contractor Pedestrians

Walkways are to be used when provided. Shortcuts through operating areas or buildings are **NOT** to be taken. Contractor work should provide minimal disturbance to facility vehicle and pedestrian traffic.

D. Vehicles on Quinte Health Roads

All on site traffic and parking regulations must be observed. The on site speed limit is 20 KMH, unless otherwise posted.

E. Running

Contractor personnel are expected to walk at a normal pace while on our property. Running is permitted only during an extreme emergency.

F. Conduct

Quinte Health supports a zero tolerance for violence/harassment behaviours, as per the Quinte Health Workplace Violence and Harassment Policy.

Horseplay, fighting, gambling, drinking alcoholic beverages, smoking using unauthorized drugs, or failure to follow Company policies and procedures is cause to remove the individual and/ or Contractor from the property.

Weapons, narcotics, alcoholic beverages, radios, cameras, tape recorders, and explosive materials are prohibited on this property, unless pre- approved.

G. Equipment

Contractor shall provide the equipment necessary for safe performance of his work. All tools and equipment brought onto the premises for use are subject to unannounced inspection and approval by Quinte Health representatives / or Contract/ Project Coordinator. However, any such inspection or approval will NOT relieve the Contractor of his responsibility for the safe use of the equipment.

III. AUTHORITY TO PROCEED

Contractor's personnel may start work only after receiving necessary permissions, verbal and/ or written instruction and identification from the Quinte Health for the types of work described below:

A. Hazardous Materials

The use of chemicals or hazardous materials by the contractor shall be pre- approved by Occupational Health and Safety. Safety Data Sheet (MSDS) for these materials must be provided prior to beginning work. We reserve the right to disapprove the use of any chemical on our property or to request replacement materials. The hazardous materials and their use may be inspected at any time by Contract/ Project Coordinator and/ or Health and Safety representative. They reserve the right to limit the use of some hazardous materials to prescribed location and/ or time/ shifts.

Have a plan for proper disposal of chemicals. NEVER pour chemicals down the drain. If necessary, consult with Project Sponsor for disposal information. DO NOT LEAVE ANY CHEMICALS ON SITE AFTER YOU COMPLETE THE JOB. You will be asked to come and collect them.

B. Asbestos

General

- All Abatement must be recorded on a Quinte Health Asbestos Abatement Checklist

Demolition

All contractors and their workers must produce proof of Asbestos Awareness training, that includes the ability to identify possible Asbestos Containing Materials (ACM) and the hazards associated with damaging asbestos or work around friable/damaged ACM.

- Prior to contract commencing, the pre-planning meeting must explore best estimates of identifying possible areas that asbestos would be present as well as techniques for demolition of these segments to mitigate damage to ACM. Discussions should also include expectations around PPE use and any additional hoarding/isolating precautions as necessary.
- Should ACM become exposed, but not damaged – but is to remain for an (un)determined period of time, the asbestos should be protected and identified in a pre-determined fashion (i.e. hoarded from the work area and labeled as “Asbestos-Containing do NOT disturb – see Quinte Health Project Lead for Procedures)
- If workers of the Contractor (or Contractor Supervisor) discover materials that may be asbestos containing (o. Reg 278/05, s.9) they must notify the Quinte Health Project Lead (or designate) immediately, **and;**
- Work shall stop, until a team consisting of at least OH&S, Quinte Health Project Lead, Contractor Supervisor (or designate) can review the situation and evaluate the potential risks and develop an agreed upon control plan. Other professionals may be required or use as a resource in order to adequately address the hazards and controls; for instance, Certified Asbestos Abatement Professional or Infection Control Practitioner.

Bidding Process Where Asbestos Location Specified in Inventory

- In all Requests for Bidding affiliated with demolition/renovations locations of ACM shall be declared to the contractors prior to their bidding.

- Only Contractors and their workers, with proof of successfully completing the Asbestos Abatement Worker Training Program approved by the Ministry of Training, Colleges and Universities shall be hired to perform Asbestos Abatement

Bidding Process Where Asbestos Location Unable to be Specified (but likely present)

- Due to the age of some of our buildings and lack of detailed schematics, the presence of utilities/HVAC etc with precision are not possible. Certain factors – such as age of a building – will dictate that it is likely asbestos would have been used in original building of some of our facilities. Where walls and ceiling have been enclosed – the best we can do is alert contractors to the likelihood that hazards of this nature are most likely present.
- Any Requests for Bidding in these areas will declare the potential for presence of ACM.

C. Mould

- If workers of the Contractor (or Contractor Supervisor) discover known or suspected mould (i.e. evidence of water damage), they must notify the Quinte Health Project Lead (or designate) immediately, **and**;
- Work shall stop, until a team consisting of at least OH&S, Infection Control, Quinte Health Project Lead, Contractor Supervisor (or designate) can review the situation and evaluate the potential risks and develop an agreed-upon control plan. Other professionals may be required or used as a resource in order to adequately address the hazards and controls; for instance, Occupational Hygienist.

D. Lockout Procedures

All contractors/sub-contractors shall use procedures consistent with current CSA Standard Z460 – Electrical Safety. The five basic steps to the procedure to ensure complete safety are:

STOP > LOCK > TRY IT > PROCEED > UNLOCK

Contract Employees working on a piece of equipment must:

- install his own lock and tag, ensuring there is a lock and tag for each energy source;
- check with Quinte Health Facility Services Manager or designate to ensure lock out is done at correct areas;
- check equipment to ensure it will not start before proceeding with work;
- remove lock and tag when work is completed.

Contract Employees shall not work on, nor pull live electrical wires without prior approval of Quinte Health Facility Services Manager. Contract Employees may not work on or near overhead power lines without proper authorization of Quinte Health Facility Services Manager

E. Confined/Restricted Space Work

- (i) A Permit and Coordination Document must be obtained daily, for each shift and for each location of work.
- (ii) Permits will be issued by a trained permit issuer and only after advising Facility Services and the Quinte Health Project Sponsor.
- (iii) Rules and regulations require the confined space to be tested for hazardous gas, vapour, dust, fumes and oxygen content.

- (iv) The confined space may only be entered after testing, mechanical equipment is locked out and any pipes are blanked off.
- (v) Entry may require use of protective equipment as determined by testing.

F. Hot work/ Fire Protection System Impairments

All Contract Employees performing work with any flame, spark or heat producing devices will manage fire protection and prevention programs to ensure there are no fire exposures to hospital facilities by using Quinte Health's FM Global System. Permits are required and available from Facility Services and/or Security and are either designated as a Hot Work Permit, or Red Tag Permit. Security are available to perform the Fire Watch during off hours.

The Contractor must obtain daily, for each shift and for each location, a FM Global Permit for any Hot Work or Fire Protection System Impairments. The permit shall at all times be posted in the area of work, or as directed by Facility Services. Completed permits must be returned each day to Facility Services and/or Security.

In addition to this type of work, contractors must also prevent interference with other Fire Safety Standards, such as;

- blocking a roadway so that firefighting equipment cannot pass
- blocking access to fire equipment or hydrants
- blocking off, removing or changing any exit or fire escape.

G. Utility Shutdowns

Quinte Health requires (except in emergent situations) 48 hours' notice prior to any utilities being affected. Requests must be in writing using Quinte Health Request for Utility Shutdown Form and provided to the Facility Services Manager or designate prior to 48 hours of the Shutdown. Preferably, discussions of this nature should take place at the Pre-Planning Conference.

H. Hoisting Heavy Equipment

Any unusual movement of heavy equipment (e.g. over building floors/roofs, into and on passenger elevators, or Quinte Health Property Roads) requires planning and approval by Quinte Health Project Sponsor and Quinte Health Safety Consultant. This is best discussed and planned for at the Pre-Planning Conference.

I. Blasting/Explosive Actuated Tools

Wherever, use of these types of devices should be avoided. If necessary, prior approval of Quinte Health Project Sponsor and QUINTE HEALTH Safety Consultant must be confirmed.

IV. GENERAL RULES AND WORK SPECIFICATIONS

The Contractor will ensure all equipment brought on to Quinte Health 's site is in a good state of repair and meets all applicable government approvals. The Contractor will further ensure that any equipment used in the completion of work at the site has the appropriate ratings and safety protection systems for the required application. No equipment is to be used or operated beyond its ratings.

a) Ladders, Tools, Equipment:

- only ladders with approved type safety feet are to be used;
- wooden ladders are not allowed;
- extension ladders must be tied off;
- stepladders must never be used as straight ladders;
- no one shall stand on the top step of a stepladder.

b) Compressed Gas Cylinders:

- compressed gas cylinders in use must be chained securely in an upright position;
- cylinders in storage must be capped and securely chained;
- cylinders must not be hoisted by crane above ground level without the use of a cylinder carrier and approval of the engineer in charge;
- full and empty cylinders must not be moved without the safety caps screwed on.

c) Chains, Ropes and Hoisting Equipment:

- cranes may be put into position, relocated or removed from the Plant only under the direction of the engineer in charge;
- all persons must be stopped from walking or passing under any boom and under loads being transported by a crane or any hoisting device;
- when work is stopped, the crane must be left in a safe condition;
- no object shall be hoisted by crane over occupied areas of the Quinte Health site;
- objects lifted using a single point must have dual tag lines;
- all cranes must have current certification documents.

d) Electrical Equipment:

- all Contractor's electrical equipment shall be kept in good condition and be CSA approved;
- all electrical meters used on voltages greater than 120v must be equipped with suitable high energy fusing capable of interrupting the voltage levels being measured.

e) Power Tools/Lift Trucks:

- all power tools shall be electric or air driven;
- lift trucks shall also be electric;
- shall comply with the Ministry of Labour guideline respecting competence standards for operators of industrial lift trucks;
- all lift trucks must be equipped with a fire extinguisher.

f) Non-Hazardous/Construction Waste Disposal:

- all construction/demolition waste generated by contractors must be collected, transported and disposed in contractor-provided carts and roll-off containers.
- Must be moved the facility in such as way as to prevent contamination of our facility – routes and expectations should be discussed at the Pre-Planning Conference
- before bringing a roll-off container on site, consult with Quinte Health Project Sponsor or delegate.
- liaise Quinte Health Project Sponsor to ensure compliance with Quinte Health's policies for disposal of the following:

- I. biohazards
- II. chemicals (solids, liquids and gases)
- III. construction waste (MOE regulations for leachate testing)
- IV. confidential waste
- V. domestic and recycling

g) Spills:

- any spill must be reported immediately to the Quinte Health Project Sponsor or delegate;
- the Contractor will be responsible for all clean-up associated with the spill.

h) Gasoline, Propane, Diesel Equipment:

- propane, diesel or gasoline powered equipment is not allowed except with approval of the QUINTE HEALTH Project sponsor;
- if this type of equipment is being used indoors for any project, safe nightly storage of the equipment must be reviewed and approved by the Quinte Health Project Sponsor.

i) Extension Cords and Trouble Lights:

- extension cords or trouble lights shall be low voltage style light, not those using incandescent bulbs;
- other lights, such as flashlights, must be certified for Class I, Group D usage;
- cords used in damp or wet areas must be used in conjunction with a GFCI device.

V. INFECTION CONTROL

a) Awareness of Standards and Practices

Contract employees must be aware that, as a health care facility, Quinte Health requires a higher standard of health and hygiene than a typical industrial or commercial setting. When any work involves the possible impact of staff or patients, all applicable Infection Control practices must be adhered to. At the discretion of the Quinte Health Project Sponsor and/or Infection Control Practitioner review of required principles may also be required.

b) Hand Washing

Quinte Health's hand Hygiene policy (3-20) must be adhered to: i.e. contractors must wash hands (or use alcohol-based hand rub) upon entering and exiting the building, and after personal care activities. If performing work in areas where there are patients, hands must be cleaned prior to exiting the patient environment.

c) Air Handling

- (vi) Adequate air intake quality must be maintained.
- (vii) Dust and dirt control measures must be implemented and must adhere with current CSA Standard for Construction in Health Care Settings. **Quinte Health reserves the right to mandate what precautions they feel are necessary according to their interpretation of this same standard, best practices or experience** (eg. barriers,

HEPA filters, entrance mats, sealing of doors/windows and exhaust vents, daily mopping/ vacuuming).

d) Communicable Disease and Illness Surveillance

Because exposure to communicable disease is greater in a hospital setting, it is in a contract employee's best interest to ensure immunizations are up to date. Contractors must not report to a Quinte Health work site if they exhibit any of the following symptoms:

- (i) high fever > 38 degrees C accompanied by cough and/or sore throat or shortness of breath
- (ii) vomiting and/or diarrhea
- (iii) conjunctivitis or "pinkeye", untreated Strep Throat

e) Evaluating a Project's Infection Control Risk

Prior to commencement of any contractor project, the Contractor together with the QUINTE HEALTH's Project Sponsor and Infection Control Practitioner (Safety Consultant) must evaluate potential infection control risks to patients and staff. Such risks may include air handling, water supply, waste management, etc. The Risk Assessment shall be completed prior to ANY work, shall be in writing, signed by the contractor/designate and posted at all times at the construction entrance. The discussions should take place at the Pre-Planning Conference and documented, however, there may be circumstances where a walk-through will be necessary to ensure all hazards considered and planned for, to the best of our ability. Infection Control has the authority to stop work if the CSA guidelines for construction and renovation in a health care facility are not being met. Work will commence after correction of concerns and inspection with the project sponsor, site supervisor and Infection Control Practitioner.

VI. SPECIFIC RULES AND REGULATIONS (LISTED ALPHABETICALLY)

a) Alcohol, Illegal Drugs and Narcotics

- (i) Contract Employees who appear to be under the influence of alcohol, illegal drugs or narcotics will not be admitted to or allowed on site.
- (ii) The possession and use of alcoholic beverages, illegal drugs and narcotics are prohibited on site.
- (iii) Any Contract Employee found on site under the influence or in possession of alcohol, illegal drugs or narcotics will be barred from the site.

b) Cameras & Video Equipment

- (i) The use of cameras or video equipment is not permitted on Quinte Health premises without prior authorization of Quinte Health TH Project Sponsor.

c) Cleaning of Job Site

- (i) The Contract Employee must keep the job site clean and free from rubbish as often as directed by the Project Sponsor/Infection Control Nurse/Safety Consultant.
- (ii) Care shall be taken to ensure eye wash and emergency showers are not blocked during work, unless other measures have been agreed to between the contractor and the employer and reduced to writing.

- (iii) Potential slip/trip/fall hazards are to be mitigated by maintaining a tidy workspace with regular debris management.
- (iv) At the close of his work, he must:
 - remove all equipment, hazardous waste and any chemicals;
 - properly dispose of rubbish and debris;
 - clean his work area;
 - clean and repair any adjacent work area that has been damaged or marred by his operations;
 - leave the premises clean as far as work is concerned;
 - ensure nails are removed or bent over in all boards and crating materials that are not immediately removed from job site;
 - ensure that requirements of job specifications have been adhered to.

d) Columns and Beams

- (i) No columns or beams may be drilled or cut without approval from the Quinte Health Capital Projects Department and Facility Services Manager.

e) Fire Extinguishers

- Contract Employee is responsible for providing and maintaining suitable ULC labelled fire extinguishers for their project.
- They must be placed at each location where 'first aid' fire extinguishing equipment is generally required.
- All fire extinguishers shall be an underwriter's approved type.
 - Quinte Health has additional fire extinguishing equipment available to supplement the Contractor's, but this is only to be used in an emergency.

f) Flammable Liquids

- All flammable liquids used by Contract Employees in Quinte Health must be stored in approved containers fitted with flash arrester screens.
 - Containers for bulk storage of flammable liquids must be clearly labelled and approved by the Project Manager in charge.
 - All bulk containers must be properly diked to contain spillage of the full contents of that container(s).
 - All transferring of solvents must be grounded and bonded properly to prevent static sparks.
 - Welding or hot work of any kind must be stopped in the event of any spillage of flammable material until such conditions are remedied or determined to be safe by the Quinte Health Project Manager in charge.

g) Engine Fuelling

- Engines must be shut off before adding fuel to the tank
- Only approved containers are to be used for handling gasoline or engine fuel and must be accompanied with a "flash arrester" screen
- All gasoline or diesel fuelled equipment must be re-fuelled outdoors

h) Fire Alarm Signal

- It is important that Contract Employees know how to activate a fire alarm pull station.
- When an emergency occurs, Contract Employees must be alert for the possible necessity to move equipment, to unblock roadways or to provide access to areas or perform other duties required in their work area by the emergency.
- The job must not be left unprotected even though work has temporarily ceased.
- If work is not in the zone of the Fire, workers are to stop work and remain in their current area for further instructions over the PA System.
- If work is in the zone of the Fire, workers must collectively and in an organized fashion move to a previously determined 'safe' zone and await further instructions over the PA System.
- All contract Employees must know the sound of the fire alarm signal.
- Supervisor/Lead Hand of the contract, must retrieve their sign in list, for roll call to ensure no person(s) are unaccounted for.

i) Evacuation Alarm

- All Contract Employees must know the sound of the evacuation alarm and be familiar with evacuation routes in their work areas.
- In the event that the evacuation alarm sounds, all Contract Employees must stop work and shut down all equipment (if safe to do so).
- Prepare to leave the building immediately through the nearest exit and proceed to 300 feet away from the building.
- Supervisor/Lead Hand of the contract, must retrieve their sign in list, for roll call to ensure no person(s) are unaccounted for.

j) Firearms, Ammunition, Fireworks

- (i) Firearms, ammunition or fireworks are prohibited at the Quinte Health site.
- (ii) Contract Employees found using or possessing firearms, ammunition or fireworks will be barred from the site.

k) First Aid

- (i) Contractors must provide a first aid kit for the use of their Employees
- (ii) In all cases, the requirements of OHSA First Aid Regulations 1101 must be met.

l) Painting

- (i) No painting shall be started without obtaining permission of Quinte Health Project Sponsor.
- (ii) The Contractor must supply suitable safety equipment for Contract Employee protection.

m) Personal Protective Equipment

Personal protective equipment shall be worn as required or directed to provide maximum protection in specific circumstances.

(i) Eye Protection

- Contract Employees must wear approved eye protection.

- On welding operations Contract Employees must supply screens and tarps so as to protect the eyes of any Quinte Health personnel and Contract Employee welders and helpers must wear proper eye protection.
- Contractors must furnish their Contract Employees with suitable personal protection for the work at hand.
- Prescription safety glasses must have fixed side shields or secondary safety glasses over top.

(ii) Head Covering

- Hard hats are required in areas where overhead work is in progress or on all construction projects.

(iii) Respiratory Protection

- Respirators of specific types may be required under special hazardous conditions.

(iv) Foot Protection

- All Contract Employees working in hospital areas require approved CSA safety shoes/boots

(v) Hearing Protection

- Where signed (eg. mechanical rooms), contract employees must wear hearing protection.
- Contract Employees must wear hearing protection while operating equipment generating loud noise (e.g. jack hammers, concrete saws, etc.)

(vi) Clothing

- Contract Employees shall not wear sleeveless shirts or short pants
- Loose clothing and neckties are not permitted

n) Personnel Lifts

- (i) This procedure is intended to protect all Contract Employees from falling from a height when using a personnel lifting device
- (ii) A proper lifting cage, lift truck training certificate, safety harness and lanyard are required, and the area protected from traffic (ie. pylons or roped off).
- (iii) Only trained persons shall operate the Personnel Lift.

o) Protection of Work

- (i) A Contract Employee must assume full responsibility for the protection of his work and also for the work of others affected by the progression of his work during and to its completion.
- (ii) The method of protection must be reviewed and approved by the Quinte Health Project Sponsor.

p) Barriers

- The Contract Employee must erect and maintain proper temporary barriers or rails and electric warning lights (approved by the QUINTE HEALTH Project Sponsor in charge) around ditches, stairwells, elevator shafts and other openings in floors, roofs and walls, and at access levels to temporary stairs or ladders.
- No barriers shall be removed or altered without the approval of the engineer in charge.
- All barriers shall comply with the requirements of OHSA.

q) Working Above Ground Level

- Wherever it is necessary for Contract Employees to work above ground or floor level on structures or equipment then
- Approved staging, scaffolds or flooring must be used that meet the requirements of OHSA
- Ladders must be rigidly secured, tied off and must be equipped with approved non-slip ladder feet
- The Contract Employee must wear a safety harness and safety lanyard if working above ten (10) feet
- The safety lanyard must not be attached to the ladder
- The Contractor must ensure their employees who work at heights on construction projects at Quinte Health have received 'Working at Heights' training in accordance with the Apr 2018 standard changes and delivered by an approved training provider. Records of such training must be provided upon request.
- All scaffolding, runways and other temporary construction must be rigidly built so as to support safely four times the weight of all material, apparatus, equipment and men to be placed thereon as required by provincial law
- Scaffolding must be fully planked, braced vertically, horizontally and have proper guard-rails
- All areas below overhead work must be completely marked off and Contract Employees working within this area must wear a hard hat.

r) Loading Structures

- The Contract Employee shall not load, nor permit to be loaded, any part of a permanent or temporary structure with a weight to endanger its safety.
- When stairways are installed, permanent handrails should be provided immediately.
- If this cannot be done, suitable temporary handrails must be provided until the permanent handrails are installed.

s) Excavation

- The Contract Employee must furnish all shoring, sheathing, bracing, etc., that may be required to make trenches and excavations safe for hospital and Contract Employee and to comply with OHSA regulations.
- Contractors should consult the Quinte Health Facility Manager or Engineer regarding unusual local conditions in excavating.
- Excavated materials shall be placed or piled where designated by the Quinte Health Project Manager in charge so as not to block the access to process equipment buildings, roads and railroads during the progress of work.

- Excess or inferior materials must be removed as designated by specific instructions from the Quinte Health Project Sponsor in charge.

t) Floor Coverings and Holes

- The Contract Employee shall cover all floor openings/holes with material of adequate strength to prevent persons or equipment from breaking through.
- It shall be properly secured to prevent movement.
- Covers must extend at least 4" beyond openings.
- Openings greater than 2 feet must have additional support structure.

u) Radiation

- (i) Only qualified and trained Contract Employees will be allowed to install, adjust and operate equipment containing radioactive sources per Canadian Nuclear Safety Commission regulations.

v) Roadways and Walkways

- (i) The Contractor must maintain all roadways and walkways in a safe, passable condition during the progress of the job.

w) Roof

- (i) When performing work on the roof two Contractors are required, and appropriate fall restraint protection must be worn per OHSA regulations.

x) Sanitary Facilities

- (i) The Quinte Health Project Sponsor in charge of each project will arrange for sanitary toilet facilities for use of Contract Employees, if required.

y) Utilities (Electricity, Water and Fuel)

- (i) The Contract Employee shall not connect either temporarily or permanently to any utility line nor operate valves or switches on any such lines without specific authorization by the Quinte Health Project Sponsor and Facility Services Manager or his delegate.

z) Vehicle Control

- (i) Contractor vehicles carrying tools and equipment may enter the hospital parking areas but may not be parked in front of building access doors or access road gates.
- (ii) The Quinte Health Project Sponsor in charge must be given advance notice before heavy equipment and delivery trucks will be permitted to enter Quinte Health during nights, Saturdays and Sundays.

VII. DISCIPLINARY ACTION AND/OR REVOCATION OF SAFETY CERTIFICATE

- a) Violations of Quinte Health Contractor Rules and Regulations by Contract Employees will be documented in writing, recorded on the Contractor Compliance Checklist, in safety minutes or incident reports.

- b) Continued infractions of safety, infection control, health, fire, environmental or security regulations may result in disciplinary action following the procedure used for Quinte Health Employees.
- c) All disciplinary actions taken against Contractors will be documented and will include:
 - the nature and date of the incident;
 - the Contract Employee involved;
 - the Contractor company involved;
 - corrective action(s) taken.
- d) When disciplinary action is required the Quinte Health Project Sponsor or delegate will review prior documented actions to determine the level of disciplinary action required.
- e) When disciplinary action is taken the manager of the contracting firm will be notified.
- f) Disciplinary action, dependent on the nature and frequency of the incident(s) may not be limited to discipline of the Contract Employee but could ultimately result in a ban of the Contract Employee or Contractor from work at Quinte Health and revocation of the Safety Certificate.
- g) Revoking of a Contract Employee's contractor Compliance Certificate will lead to a minimum 6-month suspension of that Contract Employee from the Quinte Health site.
- h) At the completion of the suspension period, if appropriate depending on the nature of the violation(s), Quinte Health may allow the suspended Contract Employee or Contractor to work on site under limited probationary conditions after a safety interview involving the affected Contract Employee, the manager of the Contractor firm, and Quinte Health 's Project Sponsor has taken place.
 - i) Prior to returning to work the Contract Employee must repeat Contractor Training.